الجامعة الكندية دبي
CANADIAN UNIVERSITY DUBAI

CANADIAN UNIVERSITY DUBAI

Your portal to Canadian education

INSPIRING MINDS
TRANSFORMING LIVES

University Catalogue
2014/2015

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Canadian University Dubai communicates with its students through their university email address. Please ensure that you check your university email address for updates and notifications sent to you.

Table of Contents

Section 1 - INTRODUCTION 17

Message from the Chancellor & Vice Chancellor and President 19

رسالة من السيد: بطي سعيد الكندي رئيس الجامعة ورئيس مجلس الأمناء.والبروفيسور: كريم شلّي مدير الجامعة ونائب رئيس الجامعة.

About Us 20

1.1. Founding Partners 20

1.2. Institution Licensure & Program Accreditation 20

2. Why Choose Canadian University Dubai? 21

3. Vision & Mission 22

3.1. Vision 22

3.2. Mission 22

3.3. Goals & Objectives 22

4. Canadian University Dubai Organizational Chart 24

5. Academic Organizational Chart 25

6. Accredited Programs 26

6.1. Continuing Education 27

Section 2 UNDERGRADUATE STUDIES 29

1. Undergraduate Students Academic Calendar 31

2. Our Undergraduate Academic Programs 33

2.1. Fundamental General Education and University Courses 33

3. School of Liberal Arts and Sciences 35

3.1. A Word from the Chair 35

3.2. Undergraduate Programs 36

.3.3 مرحباً بكم في كلية الآداب والعلوم في الجامعة الكندية دبي. 46

.3.4 برنامج بكالوريوس الآداب في الإتصال 46

4. School of Business Administration 55

4.1. A Word from the Dean 55

4.2. Undergraduate Programs 56

5. School of Engineering, Applied Science & Technology 69

5.1. A Word from the Chair 69

5.2. Undergraduate Programs 70

6. School of Architecture and Interior Design 76

6.1. A Word from the Chair 76

6.2. Undergraduate Programs 77

7. School of Environment and Health Sciences 81

7.1. A Word from the Chair 81

7.2. Undergraduate Programs 82
8. Centre for Continuing Education & Corporate Training 89
8.1. Continuing Education 89
8.1.1. Foundation Program 89
8.1.2. English Placement Testing 90
8.1.3. English for Academic Purpose (EAP) 91
8.1.4. Mathematics for Academic Purposes 92
8.1.5. Short TOEFL Preparation Course 94
8.1.6. TOEFL Testing 94
8.2. Corporate Training 95
9. Admission for Undergraduate Studies 96
9.1. General University Admission Requirements 96
9.2. English Proficiency Requirements 96
9.3. Placement Tests 96
9.4. Program Specific Requirements 97
9.5. Admission Requirements and Procedures 97
9.6. Foreign Equivalents 99
9.7. Conditional Admission 99
9.8. Continuing Education 100
9.9. Deadlines for Admission 100
9.10. Admission Appeals 100
9.11. Student Visa 101
10. Undergraduate Registration Process and Procedure 102
10.1. Registration Process 102
11. Undergraduate Student Course Load 103
12. Transfer Credit 103
13. Prior Learning Assessment and Recognition Policy 104
14. Attendance and Lateness 104
14.1. Purpose 104
14.2. Attendance Requirements 104
15. Holding Registration 105
16. Add and Drop 105
17. Course Withdrawal for Undergraduate Studies 105
17.1. Withdrawal from a Course or Program without Academic Penalty (WN) 105
18. Withdrawal from the University 106
19. Reinstatement after Withdrawal 107
20. Undergraduate Grading Policy 108
20.1. Grading Scheme for Undergraduate Studies 108

20.2. The Cumulative Grade Point Average 109
20.3. Incomplete Grade (I) 109
20.4. Repeated Courses (R) 110
20.5. Course in Progress (IP) 110
21. Progression Policy for Undergraduate Studies 111
21.1. Normal Course Load per Program 112
22. Independent Study / Special Arrangement Policy 113
22.1. Courses offered as Special Arrangement 113
22.2. Courses Offered as Independent Study (For Undergraduate Programs) 113
23. Policy on Intensive Modes of Course Delivery 115
24. Clear Academic Standing 116
24.1. Conditional Academic Standing 116
24.2. Probationary Academic Standing 116
25. Applying for Re-Admission after Suspension 117
25.1. Re-Admission of Withdrawn Students 117
26. Graduation Policy for Undergraduate Studies 117
26.1. Application for Graduation 118
26.2. Participation in the Commencement Ceremony 118
26.3. Conferral of Degree 118
26.4. Name on Degree 118
26.5. Attestation of Degrees and Transcripts 119
27. Internship 120
27.1. Place of Internship 120
27.2. Requirements and Guidelines for Internship 120
27.3. Absences During Internship 121
27.4. Evaluation 121
27.5. Overall Objectives for Academic Schools 121
27.6. The Role of the Student Affairs Office in the Internship Placement Process 121
27.7. Monitoring of the Internship Program 122
27.8. Internship Regulations for Students 122
28. Finance 123
28.1. Non-Credit Programs 123
28.2. School of Liberal Arts and Sciences 123
28.3. School of Business Administration 124
28.4. School of Architecture and Interior Design 124
28.5. School of Engineering, Applied Science and Technology 124
28.6. School of Environment and Health Sciences 125

28.7. Undergraduate Full-Time Incidental Fees 2014-2015 125
28.8. Undergraduate Student Fees 2014–2015 125
28.9. Undergraduate Refund Policy 126
29. Scholarships for Undergraduates 127
29.1. Guiding Principles for Canadian University Dubai Scholarships 127
29.2. Application Deadlines 127
29.3. Academic Excellence 127
29.4. Academic Achievement 128
29.5. Sports 128
29.6. Special Needs 129
29.7. Financial Aid 129
Section 3 GRADUATE STUDIES 130
1. Graduate Students Academic Calendar 132
2. Our Graduate Academic Programs 135
2.1. MBA Program 135
2.2. Our Five MBA Concentrations 135
2.2.1. Program Structure 136
2.2.2. Program Core Courses 137
2.2.3. Double Concentration 142
2.2.4. Pre-MBA Courses 142
2.3. Master in Information Technology Management & Governance (MITGOV) 143
2.3.1. Program Structure 143
2.3.2. Program Core Courses 143
2.3.3. Pre-MIT Courses 144
3. English for Academic Purpose (EAP) 145
3.1. Short TOEFL Preparation Course 147
4. Graduate Admissions Policy 148
4.1. General Admission requirements for Master's level programs: 148
4.2. Conditional Admission Requirements for Master's level programs: 148
4.3. Additional Program Admission Requirements: Panel Interview 149
4.4. Falsified Admission Documents 150
5. Graduate Student Registration Process and Procedure 151
5.1. Registration Process 151
5.1.1. New Graduate Students: 151
5.1.2. Returning Students: 151
6. Graduate Student Course Load 151
7. Graduate Transfer Credit 152

8. Prior Learning Assessment and Recognition Policy 152
9. Attendance & Absenteeism Policy for Graduate Studies 152
10. Holding Registration 153
11. Add and Drop for Graduate Studies 153
11.1. Withdrawal from a Course or Program without Academic Penalty (WN) 153
12. Withdrawal from the University 154
13. Reinstatement after Withdrawal 154
14. Grading Scheme for Graduate Studies 155
14.1. The Semester Grade Point Average 156
14.2. The Cumulative Grade Point Average 156
14.3. Incomplete Grade (I) 156
14.4. Repeated Courses (R) 156
14.5. Course in Progress (IP) 157
15. Progression Policy for Graduate Studies 158
15.1. University Standing & Student Progression 158
15.1.1. University Standings 158
15.1.2. Clear University Standing 158
15.1.3. Conditional University Standing 158
15.1.4. Probationary University Standing 158
15.1.5. Time Limit 159
15.1.6. Continuation in the Program 159
16. Graduation Policy for Graduate Studies 160
16.1. Graduation Policy and Procedures 160
16.2. Application for Graduation 160
16.3. Participation in the Commencement Ceremony 160
16.4. Conferral of Degree 161
16.5. Name on Degree 161
16.6. Attestation of Degrees and Transcripts 161
17. Finance 162
17.1. Non-Credit Programs 162
17.2. Pre-MBA 162
17.3. Master of Business Administration 162
17.4. Pre-MIT 162
17.5. Master in Information Technology Management and Governance 163
17.6. Graduate Full Time Incidentals Fees 2014-2015 163
17.7. Graduate Student Fees 2014–2015 163
17.8. Payment Schedule 164
17.9. Graduate Refund Policy 164

Section 4 GENERAL REFERENCE 166

1. Study In Canada and Abroad 168
1.1. Formal Agreements 168
1.2. Partners 170
1.3. Other International Partners 170
2. The Student Exchange Program 171
3. Summer Study Abroad Opportunities 171
4. Student ID 172
5. Student ID card 172
6. Student Orientation and Academic Advising 172
7. Prior Learning Assessment and Recognition Policy 173
7.1. Application Process and Guidelines 173
7.2. The PLAR Assessment 174
7.3. Appeal of Denial 175
8. Grade Appeal Policy 176
8.1. Principles 176
8.2. Procedures for Appeals of Academic Decisions 176
8.3. Procedure for Instigating an Appeal Against a Grade or Mark for undergraduates 177
8.4. Procedure for Instigating an Appeal Against A grade or mark for Graduate 177
9. Dismissal from Class 177
10. Discount Policy 178
10.1. Guidelines for Discounts 178
10.2. Sibling Discount 178
10.3. Spouse Discount 178
10.4. Government Employee Discount 178
11. Student Financing 179
12. Research at Canadian University Dubai 180
12.1. Goals & Objectives 180
12.2. International Conferences 181
12.3. Distinguished Speakers 182
13. Student Affairs 183
13.1. Career Counseling 183
13.2. Student Success Centre 183
13.3. Personal Counseling 183
13.4. Academic Orientation and Advising 183
13.5. Career Placement Services 184

13.6. Special Needs Services 184
13.7. Student Activities 184
13.7.1. Performance and Cultural Events 184
13.7.2. Student Athletics 185
13.7.3. Community Involvement 185
13.8. Student Publications 185
13.8.1. Newsletter 185
14. Student Councils Policy 186
14.1. Article 1 – Definition of the Student Councils 186
14.2. Article 2 – Names of the Student Councils 186
14.3. Article 3 – Mission of the Student Councils 186
14.4. Article 4 – Membership 186
14.5. Article 5 – Election Procedures of the Student Councils 186
14.6. Article 6 – Student Councils Responsibilities and Duties 188
14.7. Article 7– Requirements for remaining in Student Councils 190
14.8. Article 8 – Resignation from Office 190
14.9. Article 9 – Removal from Office 190
15. Alumni Network 191
16. Student Academic Rights and Responsibilities 192
16.1. Student Academic Rights 192
16.2. Student Academic Responsibilities 192
17. Student Records 192
17.1. Custody of Records 192
17.2. Student Privacy Rights 193
17.3. Academic Transcripts 193
17.4. Enrollment Verifications and Certifications 193
18. Code of Conduct 194
18.1. Unacceptable Conduct: Academic 194
18.2. Unacceptable Conduct: University Premises 194
18.3. Unacceptable Conduct: Student Safety 194
18.4. Unacceptable Conduct: University Property 195
18.5. Dress Code 195
18.6. Smoke Free Campus Environment 195
19. Student Complaints 197
19.1. Principles 197
19.2. Types of Student Complaints 197
19.2.1. Academic Complaints 197
19.2.2. Administrative Complaints 197

19.3. Complaint Resolution Procedures 197
19.3.1. Informal Approach 197
19.3.2. Formal Approach 198
19.4. Withdrawal of a Complaint 198
20. Student Disciplinary Policy 199
20.1. List of Conduct Violations with Accompanying Disciplinary Actions 199
20.2. Types of Warning and Actions 199
20.3. Disciplinary Committee 200
20.4. Procedures 200
20.5. Communications to the Student Regarding Conduct Violations 200
20.6. Disciplinary Committee Hearing 200
20.7. Process for Appeal 201
21. Academic Integrity: Policies & Procedures 202
21.1. Academic Violations 202
21.1.1. Plagiarism 202
21.1.2. Anti-Plagiarism Strategies 202
21.2. Cheating on Examinations 202
21.3. Information & Communication Technology misuse 202
21.4. Fabrication 203
21.5. Ethical Behavior 203
21.6. Sanctions Related to Violations of Academic Integrity 203
21.6.1. Plagiarism 203
21.6.2. Cheating on Examinations 203
21.6.3. Information & Communication Technology misuse 204
21.6.4. Fabrication & Ethical Behavior 204
22. Information & Communication Technology (ICT) 205
22.1. Information and Communication Technology (ICT) Support 205
22.2. Use of Electronic Resources and Internet 205
22.2.1. User Responsibilities 205
22.3. University Technological Infrastructure and Social Media 205
23. Health and Safety Policy 206
23.1. Introduction 206
23.2. Objectives 206
23.3. General Safety Hazards 206
23.4. Laboratory Activities 207
23.5. Fire safety policy 208
23.6. Prevention: 208
23.7. To Report Smoke Or Fire: 208

23.8. When an alarm rings: 208
23.9. Fire Evacuation Plan 209
23.9.1. Steps to take in case of fire 209
23.9.2. Guidelines 209
23.9.3. Fire Officials 210
24. Campus Complex 211
24.1. Academic Facilities 211
24.2. Red Theatre 211
24.3. Classrooms 211
24.4. Computer laboratories 211
24.5. Students Lounge 211
24.6. MBA Lounge 211
24.7. Sport Facilities 211
24.8. Student Health Clinic 212
24.9. Prayer Rooms 212
24.10. The Holy Month of Ramadan 212
24.11. Cafeterias 212
24.12. Parking Facilities 212
24.13. Student Transportation 212
25. Learning Resource Centre 213
26. Student Residence 214
26.1. Residence Facilities 214
26.2. Residence Fees per Semester 214
26.3. Residence Fees Summer Semester 214
26.4. Security Deposit 215
26.5. Internet Charges 215
26.6. Room Cancellation 215
26.7. Semester Dates 215
26.8. Transportation for Students Living in Residence 216
26.9. Storage 216
26.10. Student Mail 216
26.11. Safety, Security and Student Conduct in Residence 217
26.11.1. Emergency Case 217
26.12. Fire Prevention 217
26.13. Student Conduct in Residence 217
27. Academic Administration and Faculty Directory 219
Section 5 COURSE DESCRIPTIONS 227

1. Course Descriptions 229
1.1. Fundamental General Education and University Courses 229
1.2. School of Architecture & Interior Design 234
1.3. School of Environment and Health Sciences 248
1.4. School Of Business Administration (Undergraduate Programs & MBA) 257
1.5. Pre-MBA Courses: 272
1.6. MBA Courses 273
1.7. Pre-MIT Course 280
1.8. MIT Courses 281
1.9. School of Engineering, Applied Sciences & Technology 283
1.10. School of Liberal Arts and Sciences 298
2. Glossary 318
UNIVERSITY CAMPUS MAP & LOCATION 320

Section 1 - INTRODUCTION

Message from the Chancellor & Vice Chancellor and President

Mr. Buti Saeed Al-Ghandi

Chancellor

Professor Karim Chelli

Vice Chancellor and President

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

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

As a reflection of the international city of Dubai, we celebrate a very diverse learning environment with our student body of over 90 nationalities. We strive for excellence by providing our students with cultural experiences and competencies that inspire minds and transform lives by opening new and incredible paths. We prepare you to be the global citizens of tomorrow.

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

رسالة من السيد: بطي سعيد الكندي رئيس الجامعة ورئيس مجلس الأمناء. والبروفيسور: كريم شلّي مدير الجامعة ونائب رئيس الجامعة.

إنه لمن دواعي سرورنا البالغ تعريفكم بالجامعة الكندية - دبي.

إن التعليم هو رحلة شيّقة ومستمرة مدى الحياة، ومن المعلوم أن الطريق إلى الجامعة قد يشكل تحدياً لا يستهان به، وفي الجامعة الكندية دبي، سيكون تعليمك مبنياً على أعلى المعايير الدولية، وعلى تعليم كندي عاليَ الجودة، من سماته إنتاج مخرجات تعليمية واضحة، حيث إن التعليم الكندي يتصف بالالتزام والتعاون والمشاركة والتنوع.

وقد تمّ تأسيس علاقات وشراكات علمية بين الجامعة الكندية دبي وأبرز الجامعات العلمية الكندية، مما يخوّل الطالب متابعة دراسته في تلك الجامعات، ولذلك فإن الجامعة الكندية دبي تهيب بالطالب أن يستثمر هذه الشراكات العلمية لصالحه ومستقبله.

وبما أن دبي هي المدينة العالمية التي تميّزت باحتضان أناسٍ من معظم جنسيات العالم، فإن الجامعة الكندية دبي تفتخر بتنوع بيئتها التعليمية، حيث وفد إليها الطلاب من أكثر من تسعين جنسية، يشتركون في الاستفادة من التميّز والرقي، من خلال ما توفره الجامعة لهم من المهارات العلمية والمعرفية، *والخبرات الثقافية*، التي تلهم العقول وتغيّر من حياة الطلبة، فاتحةً أمامهم آفاقاً جديدة وهائلة، لأن الجامعة الكندية دبي ستقوم بإعدادك وتهيئتك لتكون مواطن العالم للمستقبل.

نيابة عن مجلس أمناء الجامعة وأعضاء هيئة التدريس وإدارة الجامعة وجميع موظفيها، نتمنى لكم رحلة ناجحة ومثمرة غنية بالعلم والمعرفة والثقافة، في طريقكم إلى تحقيق الأهداف الأكاديمية والشخصية الطامحين للوصول لها هنا في الجامعة الكندية دبي.

About Us

The Canadian University Dubai, founded in 2006, is located in the heart of Dubai. Each of our academic programs is based on Canadian Curriculum and education principles. This gives students the opportunity of a Canadian education while respecting the culture and values of the United Arab Emirates. With over 90 different nationalities that call our University home, our students are building bridges across cultures and continents.

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

1.1. Founding Partners

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

1.2. Institution Licensure & Program Accreditation

The Canadian University Dubai, located in the Emirate of Dubai, was officially licensed from 1st of August 2006 to 31st July 2011. It was relicensed from 29 January 2012 to the end of December 2016 by the Ministry of Higher Education & Scientific Research of the United Arab Emirates to award degrees/qualifications in higher education.

2. Why Choose Canadian University Dubai?

We offer accredited programs in the UAE based on Canadian curriculum, giving us internationally recognized quality and credibility.

There are hundreds of reasons to choose our University for your undergraduate or graduate studies, but let us tell you some of our favourites.

- We offer an education based on Canadian curriculum, giving us internationally recognized quality and credibility
- As a portal to Canadian Higher Education, we offer many unique options for students wishing to study or research in Canada.
- All of our programs are accredited by the UAE Ministry of Higher Education and Scientific Research (MOHESR)
- We have a convenient downtown location with state of the art academic and recreational facilities.
- Our faculty are highly qualified and inspirational in their field of instruction.
- We are a student-centered university, where we value student success above all else.
- We offer flexible schedules – evening and weekend classes are available for undergraduate and graduate programs.
- Our Office of Research Services allows students the opportunity to be involved in cutting edge research internationally and in the UAE.

3. Vision & Mission

3.1. Vision

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

3.2. Mission

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

3.3. Goals & Objectives

Goal 1:

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

Objectives:

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

Goal 2:

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

Objectives:

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

Goal 3:

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

Objectives:

3.1. To develop a focused Research Centre which conducts applied research and engages both staff and students in the pursuit of scholarly activity.

3.2. To hold periodic open and public lectures to encourage debate grounded in academic rigor on issues of concern to the region.
3.3. To develop, with students and staff, a code of conduct this is honored and respected in the day to day work of the University.

Goal 4:

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

Objectives:

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

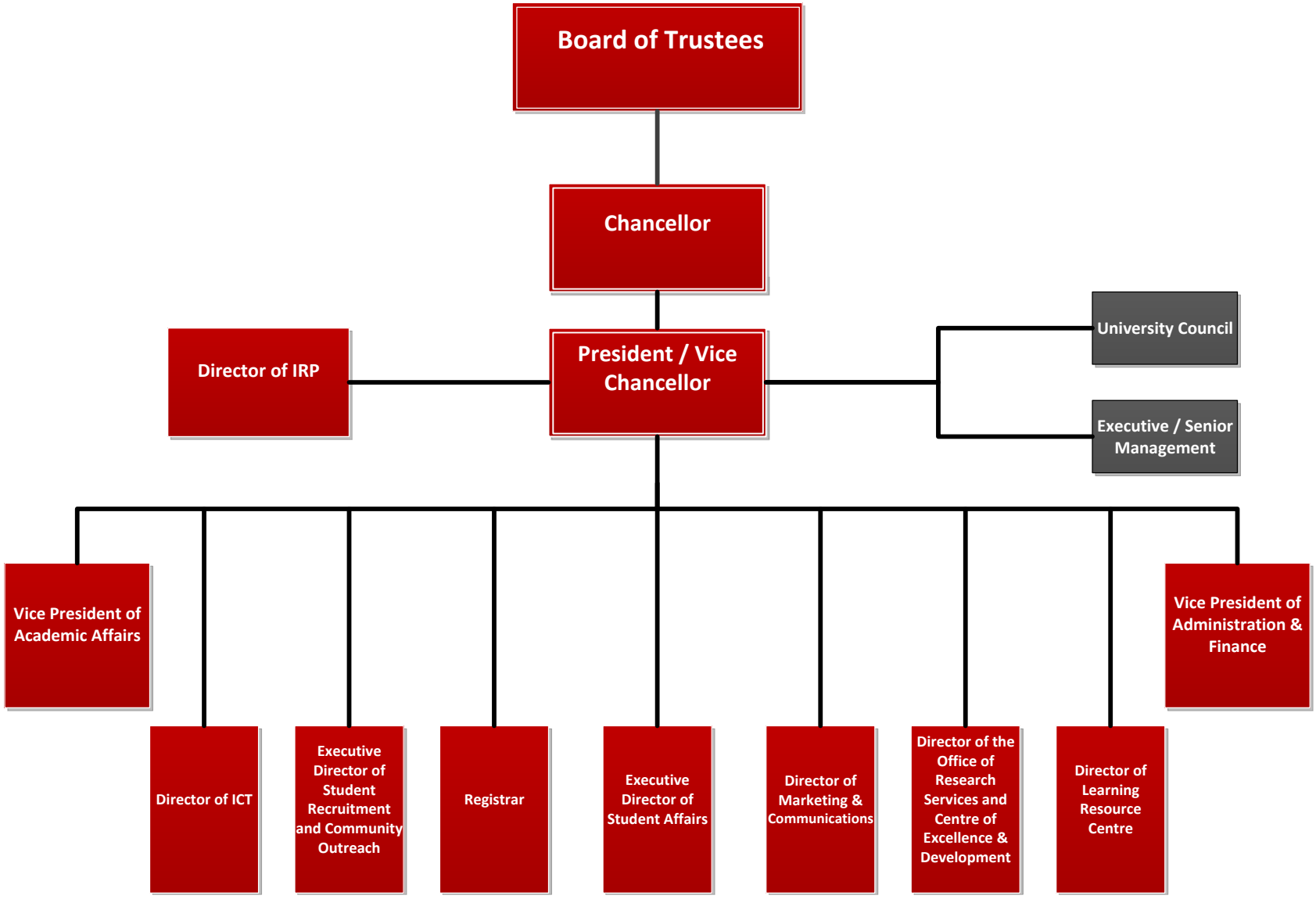
Goal 5:

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

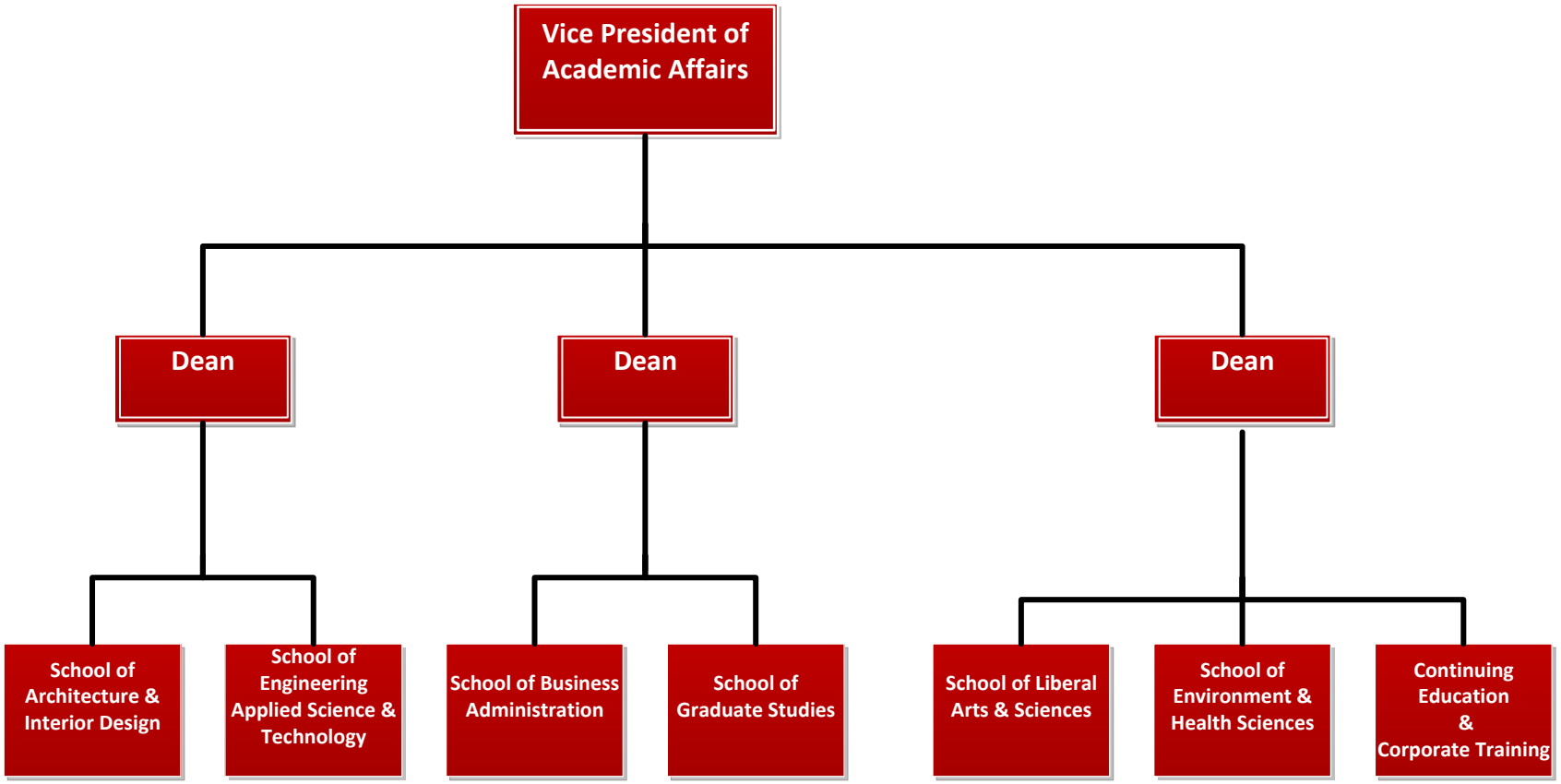
Objectives:

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

4. Canadian University Dubai Organizational Chart



5. Academic Organizational Chart



6. Accredited Programs

Program	School	Status	Date	Section
Foundation Program			June 7th, 2010	2 – 8.6
Associate Degree of Marketing	School of Business Administration	Initial Accreditation	May 1st, 2009	2 – 3.1.1
BBA in Accounting and Finance	School of Business Administration	Initial Accreditation	Sept. 11th, 2011	2 – 3.1.5
BBA in International Business	School of Business Administration	Initial Accreditation	Oct. 4th, 2012	2 – 3.1.6
BBA in e-Business	School of Business Administration	Initial Accreditation	July 1st, 2007	2 – 3.1.5
BBA in Human Resource Management	School of Business Administration	Initial Accreditation	July 1st, 2007	2 – 3.1.4
BBA in Marketing	School of Business Administration	Initial Accreditation	July 1st, 2007	2 – 3.1.3
MBA in Human Resource Management	School of Business Administration	Initial Accreditation	Nov. 1st, 2008	3 – 2.2.1
MBA in Finance	School of Business Administration	Initial Accreditation	April 17th, 2011	3 – 2.2.1
MBA in Islamic Banking	School of Business Administration	Initial Accreditation	April 17th, 2011	3 – 2.2.1
MBA in Marketing	School of Business Administration	Initial Accreditation	April 17th, 2011	3 – 2.2.1
MBA in General Management	School of Business Administration	Initial Accreditation	Nov. 1st, 2008	3 – 2. 2.1
Master in Information Technology Management and Governance	School of Business Administration	Initial Accreditation	March 1st, 2014	3 – 2.6
Bachelor Of Architecture	School of Architecture & Interior Design	Initial Accreditation	Sept. 1st, 2011	2 – 5.1.1
Bachelor of Science In Interior Design	School of Architecture & Interior Design	Initial Accreditation	Sept. 1st, 2008	2 – 5.1.2
بكالوريوس الآداب في الإتصال تخصص الصحافة	School of Liberal Arts & Sciences	Initial Accreditation	Aug. 1st, 2011	2 – 7.2.1
بكالوريوس الآداب في الإتصال تخصص الإعلان	School of Liberal Arts & Sciences	Initial Accreditation	Aug. 1st, 2011	2 – 7.2.2
بكالوريوس الآداب في الإتصال تخصص العلاقات العامة	School of Liberal Arts & Sciences	Initial Accreditation	Aug. 1st, 2011	2 – 7.2.3
Bachelor of Arts In Communication in Journalism	School of Liberal Arts & Sciences	Initial Accreditation	Aug. 1st, 2011	2 – 7.1.4
Bachelor of Arts In Communication in Advertisement	School of Liberal Arts & Sciences	Initial Accreditation	Aug. 1st, 2011	2 – 7.1.5
Bachelor of Arts In Communication in Public Relations	School of Liberal Arts & Sciences	Initial Accreditation	Aug. 1st, 2011	2 – 7.1.3
Bachelor of Arts In English Language and Translation	School of Liberal Arts & Sciences	Initial Accreditation	April 1st, 2012	2 – 7.1.1

Program	School	Status	Date	Section
Bachelor of Science in Environmental Health Management	School of Environments & Health Sciences	Initial Accreditation	May 1st, 2008	2 – 6.1.2
Bachelor of Science in Health Information Management	School of Environments & Health Sciences	Initial Accreditation	May 1st, 2008	2 – 6.1.3
Bachelor of Science in Health Organization Management	School of Environments & Health Sciences	Initial Accreditation	May 1st, 2008	2 – 6.1.1
Bachelor of Computer and Networking Engineering Technology	School of Engineering, Applied Science & Technology	Initial Accreditation	June 21st , 2007	2 – 4.1.1
Bachelor of Science in Network Engineering	School of Engineering, Applied Science & Technology	Initial Accreditation	Feb. 1st, 2013	2 – 4.1.3
Bachelor of Science in Telecommunication Engineering	School of Engineering, Applied Science & Technology	Initial Accreditation	Jan. 1st, 2009	2 – 4.1.2

6.1. Continuing Education

Program	Status	Date	Section
English for Academic Purposes	Supports Accredited Programs	June 7th, 2010	1 – 8.1.2
Math for Academic Purposes	Supports Accredit Programs	June 7th, 2010	1 - 8.1.3

Section 2 UNDERGRADUATE STUDIES

1. Undergraduate Students Academic Calendar

Fall -Spring Semester 2014-15	
Date	**Fall Semester 2014**
Sunday, 24 Aug 2014 – Thursday, 28 Aug 2014	Entrance testing for incoming students
Sunday, 24 Aug 2014 – Thursday, 28 Aug 2014	Late advising / Registration
Sunday, 31 Aug 2014	First day of classes
Sunday, 31 Aug 2014	Late registration fee applies
Sunday, 07 Sep 2014	Last day for Add/Drop
Saturday, 13 Sep 2014	Last day to drop with 100% refund and no transcript record
Saturday, 20 Sep 2014	Last day to drop with 75% refund
Saturday, 27 Sep 2014	Last day to drop with 50% refund
Saturday, 04 Oct 2014	Last day to drop with 25% refund (no refunds after this date)
Saturday, 04 Oct 2014-Thursday 09 Oct 2014	**Eid Al-Adha Holiday***
Sunday,19 Oct 2014 – Thursday, 23 Oct 2014	Mid-term Exams
Saturday, 25 Oct 2014	**Hijra New Year's day***
Saturday, 01 Nov 2014	Last day to Withdraw without Academic Penalty
Tuesday, 02 Dec 2014 – Wednesday, 03 Dec 2014	**National Day**
Thursday, 04 Dec 2014	Last day of classes
Saturday, 06 Dec 2014 – Wednesday, 17 Dec 2014	Final Exams
Sunday, 21 Dec 2014 – Thursday, 01 Jan 2015	**Students' Break**
Thursday, 01 Jan 2015	**New Year's Day**
Date	**Spring Semester 2015**
Saturday, 3 Jan 2015	**Prophet's birthday (Holiday)***
Sunday, 04 Jan 2015	First day of classes
Sunday, 04 Jan 2015	Late registration fees apply
Saturday, 10 Jan 2015	Last day for Add/Drop & Last day to drop with 100% refund
Saturday, 17 Jan 2015	Last day to drop with 75% refund
Sunday, 25 Jan 2015	Last day to drop with 50% refund
Saturday, 07 Feb 2015	Last day to drop with 25% refund (no refunds after this date)
Sunday, 22 Feb 2015 – Saturday, 28 Feb 2015	Mid-term exams
Sunday, 29 Mar 2015 – Thursday, 9 Apr 2015	**Students' Break**
Sunday, 12 Apr 2015	Resume classes
Saturday, 25 Apr 2015	Last day of classes
Sunday, 26 Apr 2015 – Sunday, 3 May 2015	Final Exams
Wednesday, 6 May 2015	**Graduation Day**

Date	Summer I 2015
Sunday, 10 May 2015	First day of classes
Monday, 11 May 2015	Late registration fees apply
Friday, 15 May 2015	**Al Israa Wal Miraj***
Saturday, 16 May 2015	Last day to drop with 100% refund (no refund after this date)
Sunday, 17 May 2015 – Saturday, 23 May 2015	Mid-term exams
Saturday, 13 Jun 2015	Last day of classes
Sunday, 14 Jun 2015 – Tuesday, 16 Jun 2015	Final Exams
Friday,19 June 2015	**Ramadan Begins (19/June-18/July)***

Date	Summer II 2015
Sunday, 28 Jun 2015	First day of classes
Monday, 29 Jun 2015	Late registration fees apply
Saturday, 04 Jul 2015	Last day to drop with 100% refund (no refunds after this date)
Sunday, 12 Jul 2015 – Thursday,16 Jul 2015	Mid-term exams
Saturday, 18 July 2015	**Ramadan ends***
Saturday, 18 July 2015-Tuesday, 21 July 2015	**Eid Al Fitr***
Saturday, 01 Aug 2015	Last day of classes
Sunday, 02 Aug 2015 – Tuesday, 04 Aug 2015	Final Exams

All Islamic Lunar Holidays for the private sector will follow the announcement by the relevant Ministry
Always refer to www.cud.ac.ae for the latest Academic Calendar, as some dates are subject to change

2. Our Undergraduate Academic Programs

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

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

If you are unsure of the academic area you wish to pursue, please contact our highly qualified faculty advisors whom are available to guide you.

2.1. Fundamental General Education and University Courses

Any academic program is a combination of General Education (GenED) courses and specialization courses. General Education courses aim at ensuring that:

- All students in undergraduate programs are required to complete broadly based basic general education course requirements. The general requirement is designed to add breadth to students' intellectual experience. Students must attain knowledge and competency equivalent to completing courses in areas like:
    - Language
    - Science
    - Technology
    - Humanities
    - Social Culture

- All undergraduate students complete the equivalent of one or more university-level courses in Islamic, history, or culture ***(See also your Program Study Plan and Advisor as required)**.
- Learning outcomes for GENED courses are clearly defined in course syllabi, and regularly assess students' achievement of those outcomes through appropriate assessments in the classroom ***(See also your Program Study Plan and Advisor as required)**.

Course Code	Course Title	Basket	Prerequisite	Cr.Hr
Language				
LNG 161	Communication Skills in English 1 ةيزيلجنإلا ةغللاب لاصتإلا تاراهم (1)	Language	None	3
LNG 171	English I	Language	None	3
GED 196	Communication Skills in Arabic 1 مهارات الاتصال فى اللغة العربية 1	Language	None	3
GED 196	Communication Skills in Arabic 1	Language	None	3
Science and Technology				
Science				
BIO 101	Human Biology lec/lab	Science and Technology	None	3
GED 125 (ENV 125)	Ecosystem and Human Health النظم الإيكولوجية وصحة الإنسان	Science and Technology	None	3
GED 125 (ENV 125)	Ecosystem and Human Health	Science and Technology	None	3
ENV 301	Intro to Environmental Science	Science and Technology	None	3
Technology				
GED 101 (SWS 101)	Applications in Computer Software	Science and Technology	None	3
GED 101 (SWS 101)	Applications in Computer Software مدخل إلى برمجيات الحاسوب	Science and Technology	None	3
GED 132	Science and Technology in Society	Science and Technology	None	3
GED 195	Descriptive Geometry	Science and Technology	None	3
SHS 103	Chemistry lec/lab	Science and Technology	None	3
SWS 361	Introduction to Geographic Information Systems	Science and Technology	None	3
MTH 101	Statistics	Science and Technology	None	3
Humanities				
GED 110	Modern Art Appreciation تقدير الفن	Humanities	None	3
GED 110	Modern Art Appreciation	Humanities	None	3
GED 140	Social Entrepreneurship	Humanities	None	3
GED 145	مهارات الدراسة الجامعية University Study Skills	Humanities	None	3
GED 205	Psychology in Everyday Life علم النفس في الحياة اليومية	Humanities	None	3
GED 205	Psychology in Everyday Life	Humanities	LNG 172	3
GED 252	Critical Thinking التفكير النقدي	Humanities	None	3
GED 252	Critical Thinking	Humanities	LNG 172	3
GED 272	Fundamentals of Public Speaking	Humanities	LNG-172	3
GED 324	Ethical Reasoning in Today's World التفكير الأخلاقي في عالم اليوم	Humanities	None	3
GED 324	Ethical Reasoning in Today's World	Humanities	LNG 172	3
Social				
GED 160	Studies in Ancient Civilization دراسات في الحضارة القديمة	Social & Cultural Understanding	None	3
GED 198	Islamic Culture الثقافة الإسلامية	Social & Cultural Understanding	None	3
GED 198	Islamic Culture	Social & Cultural Understanding	None	3
GED 199	UAE Society مجتمع دولة الامارات العربية المتحدة	Social & Cultural Understanding	None	3
GED 199	UAE Society	Social & Cultural Understanding	None	3
GED 265	Human Rights in Islam and International Conventions حقوق الإنسان في الإسلام والمواثيق الدولية	Social & Cultural Understanding	None	3
GED 298	Special Topics in Western Culture	Social & Cultural Understanding	LNG-172, GED-198E	3

3. School of Liberal Arts and Sciences

3.1. A Word from the Chair

Welcome to the School of Liberal Arts and Sciences at Canadian University Dubai.

We are facing a rapid expansion of communications technologies which are impacting how we communicate with each other, thus one of our main goals of the School of Liberal Arts and Sciences is to graduate professionals that are well prepared to face these challenges and be the proactive leaders of communication in their own communities and globally. Furthermore, we are providing our students with the knowledge, skills and network needed plus direct access to the latest developments, potential business partners and hands-on experience

Our School vision is to graduate the best communication professionals to serve their nations, by providing an educational environment where excellence is pursued in endeavors, ethical behavior is reflected in activities and innovative thinking encouraged. On behalf of the Faculty members, I would like to welcome you to join our School and become a member of our family to learn, research and work with us in improving the quality of innovative, creative and ethical communication. Communication is key.

3.2. Undergraduate Programs

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

3.2.1. Bachelor of Arts in English Language and Translation

Description:

The English Language and Translation degree program provides students with a comprehensive background in translation and will allow students to be prepared for their career through training that emphasizes job-related skills.

The English Language & Translation provides theory and practice and stands to equip graduates with a strong command of the English language, to use in translation and interpretation as well as other areas.

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer Semesters

Benefits:

It addresses the professional needs of translators and interpreters, providing them with advanced communication skills, technological competence, critical thinking and problem solving skills, researching, as well as global awareness and leadership skills. In addition, it prepares them to pursue their postgraduate studies.

Career Opportunities:

- Translators
- Interpreters

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

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

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

Description:

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

- Public Relations
- Journalism
- Advertisement

Career Opportunities:

Public Relations :
Graduates will have the opportunities for positions in PR writing, planning and publishing for agencies and organizations.

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

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

3.2.3. Bachelor of Arts in Communication in Public Relations

Description:

By receiving a solid base in the practical use of qualitative and quantitative methodologies and skills such as news writing, copy writing, public relations planning and advert design, graduates will also be prepared to enter professional fields such as publishing, editing, production, planning research.

They may also find jobs in any communication capacity in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organizations.

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer Semesters

Benefits:

Graduates will have the skills and knowledge to publish, edit, produce and research PR content within local and international markets.

Career Opportunities:

Graduates will have opportunities for positions in:

- PR writing
- Planning and publishing for agencies and organizations

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

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	GED	101E	Application of Computer Software		3
	LNG	171	English I		3
	GED	196E	Communication Skills in Arabic 1		3
	MCM	100	Introduction to Mass Communication		3
					12
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196E	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198E	Islamic Culture		3
					12
Semester 3	MTH	101E	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Impact	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
	PRA	200	Writing for Public Relations		3
	GED	199E	UAE Society		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
			Humanities (1)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
	MCM	130	Media Ethics and Laws	MCM 100	3
					18
Semester 5	PRA	210	Public Relations Campaigns		3
	PRA	315	Public Relations Management	PRA-200	3
	PRA	320	Publication Design	PRA-200	3
	PRA	310	Online Public Relations	MCM-310	3
			Science & Technology		3
					15
Semester 6	MCM	410	Political Geography	MCM-200	3
	MCM	320	Computerized Media Archiving		3
	MCM	330	Literary and Artistic Criticism	MCM-100	3
			Free Elective		3
			Humanities (2)		3
			Public Relations Elective		3
					18
Semester 7	PRA	215	Applied Public Relations	PRA-200	3
	PRA	410	Organizational Communication	PRA-315	3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Media Internship	81 Cr.H	3
					12
Semester 8	PRA	420	Graduation Project in Public Relations	Graduating Semester	3
			Free Elective		3
			Free Elective		3
			Free Elective		3
			PR Major Elective		3
			PR Major Elective		3
					18
					123

3.2.4. Bachelor of Arts in Communication in Journalism

Description:

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

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

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer Semesters

Benefits:

Graduates will have the skills and knowledge to publish, edit, produce and research Journalism content within local and international markets.

Career Opportunities:

Graduates will have the opportunities for positions in:

- Newspapers
- Magazines and other forms of publishing
- Broadcast journalism
- Electronic media
- Online journalism

Study Plan of Bachelor of Arts in Communication - Journalism

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	GED	101E	Application of Computer Software		3
	LNG	171	English I		3
	GED	196E	Communication Skills in Arabic 1		3
	MCM	100	Introduction to Mass Communication		3
					12
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196E	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198E	Islamic Culture		3
					12
Semester 3	MTH	101E	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Impact	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
			Humanities (1)		3
	GED	199E	UAE Society		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
			Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
	MCM	130	Media Ethics and Laws	MCM 100	3
					18
Semester 5	JRN	215	Online Journalism	MCM-310	3
	JRN	205	Journalistic Translation (1)		3
	JRN	210	Layout and Graphic Design		3
	JRN	305	News Writing and Editing	MCM-100	3
			Science & Technology		3
					15
Semester 6	MCM	410	Political Geography	MCM-200	3
	MCM	320	Computerized Media Archiving		3
	MCM	330	Literary and Artistic Criticism	MCM-100	3
			Free Elective		3
	JRN		Journalism Elective		3
	JRN	315	News Editing (1)	JRN-305	3
					18
Semester 7	JRN	420	Website Design	JRN-215	3
	JRN	410	Digital Storytelling	JRN-305	3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Media Internship	81 Cr.H	3
					12
Semester 8	JRN		Journalism Elective		3
			Free Elective		3
			Free Elective		3
	JRN	430	Graduation Project in Journalism	Graduating semester	3
			Free Elective		3
	JRN		Journalism Elective		3
					18
					123

3.2.5. Bachelor of Arts in Communication in Advertisement

Description:

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

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

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

Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring, and Summer Semesters

Benefits:

Graduates will have the skills and knowledge to publish, edit, produce and research Advertising content within the local and international market.

Career Opportunities:

Graduates will have the opportunities for positions in:

- Ad creation and sales
- Management or production with advertising agencies or corporate advertising departments.

Study Plan of Bachelor of Arts in Communication - Advertisement

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	GED	101E	Application of Computer Software		3
	LNG	171	English I		3
	GED	196E	Communication Skills in Arabic 1		3
	MCM	100	Introduction to Mass Communication		3
					12
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196E	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198E	Islamic Culture		3
					12
Semester 3	MTH	101E	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Impact	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
			Humanities (1)		3
	GED	199E	UAE Society		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
			Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
	MCM	130	Media Ethics and Laws	MCM 100	3
					18
Semester 5	ADV	210	Print Advertising		3
	ADV	200	Advertising Copy Writing		3
	ADV	310	Promotional Techniques		3
			ADV Major Elective		3
			Science & Technology		3
					15
Semester 6	MCM	410	Political Geography	MCM-200	3
	MCM	320	Computerized Media Archiving		3
	MCM	330	Literary and Artistic Criticism	MCM-100	3
	ADV	230	Digital Advertising	ADV 210	3
			Free Elective		3
	ADV	410	International Advertising	ADV 200	3
					18
Semester 7	ADV	330	Advertising Campaigns	ADV-210	3
	ADV	320	Advertising Strategies	ADV-210	3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Media Internship	81 Cr.H	3
					12
Semester 8	ADV	420	Graduation Project in Public Relations	Graduating Semester	3
			Free Elective		3
			Free Elective		3
			Free Elective		3
			ADV Major Elective		3
			ADV Major Elective		3
					18
					123

مرحباً بكم في كلية الآداب والعلوم في الجامعة الكندية دبي. 3.3.

باعتبارها واحدة من بين الجامعات الرائدة في الدولة، تطرح الجامعة الكندية في دبي برنامجها في الاتصال، مرتكزة إلى القيم المعرفية العريقة التي يتميز بها الأسلوب الكندي في التعليم، للوصول بطلابها إلى مستوى التفوق المهني في عالم الإعلام الرقمي اليوم وغداً، ولكي يحقق البرنامج هدف الاعداد النموذجي لسوق عملٍ مليء بالتحديات والمتغيرات، فقد صممنا مكوناته بعناية تعكس قاعدة المعرفة الحالية، بما في ذلك أفضل الممارسات القائمة والمتصورة في المؤسسات الإعلامية المحلية والدولية، لذا يطرح البرنامج مساقات متنوعة ضمن فروعه الثلاثة: في الصحافة والإعلان والعلاقات العامة، حيث تمزج بين التطبيق العملي والنظري في سياق مناخ يتسم بالرعاية والاهتمام، في مجتمع تعليمي مترابط، يكرّس نفسه لخدمة الطلاب ورعايتهم، مما يمنح جميع المنتسبين إليه فرصاً كبيرة نحو الريادة والتطوير المعرفي.

بالنتيجة وبصفتك طالباً في برنامج الاتصال، فأنت تضمن تعليماً مركزاً ومتنوعاً على يد طاقم تدريسي مؤهل، يمنحك فرصة الحصول على أفضل فرص العمل فور التخرج.

نيابة عن أعضاء هيئة التدريس في كلية الآداب والعلوم، نرحب بك للانضمام إلى برنامجنا في الاتصال، لتصبح عضواً في عائلتنا، لتتعلم وتبحث وتعمل معناً، فالتواصل هو مفتاح النجاح.

برنامج بكالوريوس الآداب في الإتصال 3.4.

تطرح الجامعة الكندية في دبي برنامجها في الاتصال على مدى أربع سنوات يحصل من خلاله الطالب على درجة بكالوريوس الآداب في الإتصال. ويتلقى الطلبة تعليما عاما على مستوى الجامعة وتعليما متخصصا على مستوى برنامج الاتصال ويتضمن البرنامج ثلاثة حقول للتخصص هي :

- **الصحافة**
- **العلاقات العامة**
- **الإعلان.**

وصف البرنامج:

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

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

فرص العمل:

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

لمزيد من التفاصيل فيما يخص شروط القبول و التسجيل،يرجى الإتصال هاتفيا او الحضور لمقر الجامعة و مراجعة قسم القبول و التسجيل.

شروط التخرج

تمنح درجة البكالوريوس للطلبة بعد إتمام المتطلبات الآتية:

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

3.4.1. برنامج بكالوريوس الآداب في الإتصال تخصص صحافة

الوصف:

إن وسائل التواصل والإعلام تشكّل مفهومنا وقناعاتنا عن العالم الذي يحيط بنا حالياً، أكثرمن أي وقت مضى. كما تؤثر الشبكات الإجتماعية في محيطنا اليومي، وتقوم بتحويرنا بصفة مستمرّة. وعلى هذا الأساس، فقد صمّم برنامج بكالوريوس الآداب (تخصص الصحافة) لتطوير مفاهيم طلبة البرنامج حول الأدوار المتغيّرة التي تلعبها الصحافة في وسائل الإعلام، وبناء المهارات الضرورية للتفاعل مع المجتمع التكنولوجي المتطور.

المزايا:

يتم تهيئة الخريجين لاكتساب المهارات والمعلومات الكافية للعمل في مجالات النشر والتحرير، و الإنتاج، والبحث فى مجال الصحافة سواء على الساحة المحليّة أو المستوى العالميّ.

فرص التوظيف:

يحصل الخريجون على فرص توظيف في الميادين التالية:

تقديم الأخبار والتحرير، ووسائل الإعلام المطبوعة وتصميمها، وبث الأخبار عبر الشبكات الإلكترونية ووسائل الإعلام الإجتماعية.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطلاب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

لمزيد من التفاصيل فيما يخصّ شروط القبول و التسجيل، يرجى الإتصال هاتفياً أو الحضور لمقرّ الجامعة و مراجعة قسم القبول و التسجيل.

توزيع المساقات في الفصول الدراسية في تخصص الصحافة

الفصل	رمز المساق		الموضوع	متطلب سابق	الساعات
الأول	GED	101A	مدخل إلى برمجيات الحاسوب		3
	LNG	161	مهارات الاتصال باللغة الانجليزية (1)		3
	GED	**A196**	مهارات الاتصال باللغة العربية (1)(A)		3
	MCM	**100**	مدخل إلى الاتصال الجماهيري		3
					12
الثاني	LNG	162	مهارات الاتصال باللغة الانجليزية (2)	LNG 161	3
	GED	296A	مهارات الاتصال باللغة العربية (2) (A)	GED-196 **A**	3
	MCM	**110**	نظريات الاتصال	MCM-100	3
	GED	**A198**	ثقافة إسلامية		3
					12
الثالث	MTH	101A	إحصاء		3
	MCM	120	مناهج بحوث الاتصال	MCM-110	3
	MCM	**220**	تأثير وسائل الإعلام	MCM-110	3
	MCM	**200**	مبادئ علم السياسة	MCM-100	3
			انسانيات (1)		3
	GED	199A	مجتمع دولة الإمارات العربية المتحدة		3
					18
الرابع	MGT	202	أسس الإدارة		3
	MCM	210	المدخل الاجتماعي للإعلام	MCM-110	3
	MCM	230	مبادئ الاقتصاد		3
	MCM	**310**	الإنترنت والشبكات الإجتماعية		3
			انسانيات (2)		3
	MCM	**130**	أخلاقيات الإعلام وتشريعاته	**MCM 100**	3
					18
الخامس	JRN	**210**	التصميم الجرافيكي والإخراج		3
	JRN	**205**	الترجمة الصحفية (1)		3
	JRN	**215**	صحافة الإنترنت	JRN-310	3
	JRN	**305**	الكتابة والتحرير الإخباري	MCM-100	3
		متطلب علوم وتكنولوجيا			3
					15
السادس	MCM	**410**	الجغرافيا السياسية	MCM-200	3
	MCM	**320**	الحاسب الآلي والتوثيق الإعلامي		3
	MCM	**330**	النقد الأدبي والفني	MCM-100	3
			اختياري حر		3
	JRN		اختيار تخصص صحافة		3
	JRN	**315**	التحرير الصحفي (1)	JRN-305	3
					18
السابع	JRN	**410**	السرد الرقمي	JRN-305	3
	JRN	**420**	تصميم مواقع الشبكة العنكبوتية	JRN -215	3
	MCM	420	تاريخ العالم الحديث	MCM-410	3
	MCM	430	التدريب الإعلامي	**81 ساعة**	3
					12
الثامن	JRN		اختياري تخصص صحافة		3
			اختياري حر		3
			اختياري حر		3
	JRN	**430**	مشروع تخرج في الصحافة	فصل التخرج	3
			اختياري حر		3
	JRN		اختيار تخصص صحافة	MCM-310	3
					18
					123

3.4.2. *برنامج بكالوريوس الآداب في الإتصال تخصص الاعلان*

الوصف:

إنّ برنامج بكالوريوس الآداب في الاتصال (تخصّص الدعاية والإعلان) هو برنامج مصمّم لتهيئة الطلبة لدخول مجال الدعاية والإعلان بشقّيه التقليديّ والإلكترونيّ، وهو من مجالات العمل التي تتميّز بإيقاعها السريع وتطوّراتها المثيرة.

يتلقى الطلبة الملتحقون بهذا البرنامج تأسيساً متيناً، بدءاً من الاستخدام التطبيقيّ لمنهجيات البحث والاستبيان كمّاً ونوعاً لقياس التجاوب الجماهيريّ ورصد المردودات التجاريّة من النشاطات الإعلانيّة، وصولاً إلى المهارات الدعائية والإعلانيّة المتنوّعة مثل صياغة النصوص واستنباط الأفكار وتخطيط الحملات الإعلانيّة وتصميم الإعلانات، وغير ذلك من المقوّمات اللازمة لدخول معترك العمل في حقل الدعاية والإعلان.

من مميّزات البرنامج أنّه يهيّء المتخرّجين منه لتقلّد وظائف في المجالات الإعلانيّة بنوعيها، سواء التي تعتمد وسائل الإعلام التقليديّة مثل الصحافة والإذاعة والتلفزة، أو التي تتبنّى قنوات التواصل الإلكترونيّة. ويزوّد البرنامج خرّيجيه بمقوّمات العمل الإعلانيّ عبر جميع مراحله، بدءاً من دخول المنافسات على استقطاب العملاء وانتهاءً بتنفيذ الحملات الإعلانيّة وإطلاقها.

المزايا:

يكتسب الخريجون المهارات والمعرفة المطلوبة للعمل الدعائيّ الإعلانيّ، بما في ذلك النشر والتحرير والإنتاج والإخراج واستطلاع النتائج ورصد المردودات، سواء على الساحة المحليّة أو المستوى العالميّ.

فرص التوظيف:

يحصل الخريجون على فرص توظيف في الميادين التالية:

صناعة الإعلانات والمبيعات والتسويق.

مناصب إداريّة أو إخراجيّة لدى وكالات الإعلان أو لدى إدارات الاتصال الجماهيريّ التابعة للشركات والمؤسسات.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطلاب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

لمزيد من التفاصيل فيما يخصّ شروط القبول و التسجيل، يرجى الإتصال هاتفياً أو الحضور لمقرّ الجامعة و مراجعة قسم القبول و التسجيل.

توزيع المساقات في الفصول الدراسية في تخصص الإعلان

الفصل	رمز المساق		الموضوع	متطلب سابق	الساعات
الأول	GED	101A	مدخل إلى برمجيات الحاسوب		3
	LNG	161	مهارات الاتصال باللغة الانجليزية (1)		3
	GED	196A	مهارات الاتصال باللغة العربية (1)**(A)**		3
	MCM	100	مدخل إلى الاتصال الجماهيري		3
					12
الثاني	LNG	162	مهارات الاتصال باللغة الانجليزية **(2)**	LNG-161	3
	MCM	110	نظريات الاتصال	MCM-100	3
	GED	296A	مهارات الاتصال باللغة العربية (2) **(A)**	GED-196**A**	3
	GED	198A	ثقافة إسلامية		3
					12
الثالث	MTH	**101**A	احصاء		3
	MCM	120	مناهج بحوث الاتصال	MCM-110	3
	MCM	**220**	تأثير وسائل الإعلام	MCM-110	3
	MCM	**200**	مبادئ علم السياسة	MCM-100	3
			انسانيات (1)		3
	GED	199A	مجتمع دولة الإمارات العربية المتحدة		3
					18
الرابع	MGT	202	أسس الإدارة		3
	MCM	210	المدخل الاجتماعي للإعلام	MCM-110	3
			انسانيات **(2)**		3
	MCM	230	مبادئ الاقتصاد		3
	MCM	310	الإنترنت والشبكات الإجتماعية		3
	MCM	**130**	أخلاقيات الإعلام وتشريعاته	**MCM-100**	3
					18
الخامس	ADV	**210**	الإعلان المطبوع		3
	ADV		اختياري تخصص إعلان		3
	ADV	**310**	فنون الترويج		3
	ADV	**200**	كتابة النصوص الإعلانية		3
			متطلب علوم وتكنولوجيا		3
					15
السادس	MCM	410	الجغرافيا السياسية	MCM-200	3
	MCM	320	الحاسب الآلي والتوثيق الإعلامي		3
	ADV	**230**	الإعلان الرقمي	ADV-210	3
	MCM	330	النقد الأدبي والفني	MCM-100	3
			اختياري حر		3
	ADV	**410**	الإعلان الدولي	ADV-200	
					18
السابع	ADV	**330**	تخطيط الحملات الإعلانية	ADV-210	3
	ADV	**320**	استراتجيات الإعلان	ADV-210	3
	MCM	420	تاريخ العالم الحديث	MCM-410	3
	MCM	430	التدريب الإعلامي	81 **ساعة**	3
					12
الثامن	ADV		اختياري تخصص إعلان		3
			اختياري حر		3
			اختياري حر		3
	ADV	**420**	مشروع تخرج في الإعلان	**فصل التخرج**	3
			اختياري حر		3
	ADV		اختياري تخصص إعلان		3
					18
					123

3.4.3. *برنامج بكالوريوس الآداب في الإتصال تخصص علاقات عامة*

الوصف:

يتلقى طلبة البرنامج إعداداً مكثفاً لاكتساب المهارات النوعية في مجال العلاقات العامّة، كتحرير الأخبار والتوثيق والتخطيط للعلاقات العامة وتصميم الإعلانات. كما يتلقى الطلبة التدريب المطلوب في الحقول المهنية مثل النشر والتحرير والإنتاج وإعداد الأبحاث.

المزايا:

يكتسب الخريجون المهارات والمعرفة المطلوبة للعمل في مجالات النشر والتحرير، والإنتاج، والبحث فى حقل العلاقات العامة، سواء على الساحة المحليّة أو المستوى العالميّ.

فرص التوظيف:

يحصل الخريجون على فرص توظيف في الميادين التالية:

الحقل الدبلوماسي وقطاع الأعمال والمجال الحكومي وهيئات النفع العام والهيئات المهنية والصحية والمنظمات العالمية.

مدة الدراسة: 4 سنوات (8 فصول)

الساعات المعتمدة: 123 ساعة

الدرجة العلمية الممنوحة: درجة البكالوريوس

البداية: يمكن للطلاب الإلتحاق بالبرنامج من بداية الفصل الأول والثاني والصيفي

لمزيد من التفاصيل فيما يخصّ شروط القبول و التسجيل، يرجى الإتصال هاتفياً أو الحضور لمقرّ الجامعة و مراجعة قسم القبول و التسجيل.

توزيع المساقات في الفصول الدراسية في تخصص العلاقات العامة

الفصل	رمز المساق		الموضوع	متطلب سابق	الساعات
الأول	GED	101A	مدخل إلى برمجيات الحاسوب		3
	LNG	161	مهارات الاتصال باللغة الانجليزية (1)		3
	MCM	100	مدخل إلى الاتصال الجماهيري		3
	GED	196A	مهارات الاتصال باللغة العربية (1)**(A)**		3
					12
الثاني	LNG	162	مهارات الاتصال باللغة الانجليزية **(2)**	LNG-161	3
	GED	296A	مهارات الاتصال باللغة العربية (2) **(A)**	GED-196**A**	3
	GED	198A	الثقافة الإسلامية		3
	MCM	**110**	نظريات الاتصال	MCM-100	3
					12
الثالث	MTH	**101**A	إحصاء		3
	MCM	120	مناهج بحوث الاتصال	MCM-110	3
	MCM	**220**	تأثير وسائل الإعلام	MCM-110	3
	MCM	**200**	مبادئ علم السياسة	MCM-100	3
	PRA	**200**	الكتابة للعلاقات العامة		3
	GED	199A	مجتمع دولة الإمارات العربية المتحدة		3
					18
الرابع	MGT	202	أسس الإدارة		3
	MCM	210	المدخل الاجتماعي للإعلام	MCM-110	3
			انسانيات **(1)**		3
	MCM	230	مبادئ الاقتصاد		3
	MCM	310	الإنترنت والشبكات الإجتماعية		3
	MCM	**130**	أخلاقيات الإعلام وتشريعاته	**MCM 100**	3
					18
الخامس	PRA	**210**	حملات العلاقات العامة		3
	PRA	**315**	إدارة العلاقات العامة	PRA-200	3
	PRA	**320**	تصميم المطبوعات الإعلامية	PRA-200	3
	PRA	**310**	استخدام الإنترنت في العلاقات العامة	MCM-310	3
			متطلب علوم وتكنولوجيا		3
					15
السادس	MCM	330	النقد الأدبي والفني	MCM-100	3
	MCM	320	الحاسب الآلي والتوثيق الإعلامي		3
	MCM	410	الجغرافيا السياسية	MCM-200	3
			اختيار حر		3
	PRA		اختياري تخصص علاقات عامة		3
			انسانيات **(2)**		3
					18
السابع	PRA	215	العلاقات العامة في المجال التطبيقي	PRA-200	3
	PRA	**410**	الاتصال التنظيمي	PRA-315	3
	MCM	420	تاريخ العالم الحديث	MCM-410	3
	MCM	430	التدريب إعلامي	81 ساعة	3
					12
الثامن	PRA		اختياري تخصص علاقات عامة		3
			اختياري حر		3
			اختياري حر		3
	PRA	**420**	مشروع تخرج في العلاقات العامة	فصل التخرج	3
	PRA		اختياري تخصص علاقات عامة		3
			اختياري حر		3
					18
					123

4. School of Business Administration

4.1. A Word from the Dean

The School of Business Administration in Canadian University Dubai educates tomorrow's business leaders in marketing, human resources management, accounting and finance and e-business at the undergraduate level. At the graduate level, our MBA program is one of the most competitive programs in the region and its reputation for quality and efficient delivery is still on the rise.

The educational experience at Canadian University Dubai is unique in a several ways. Both the interaction and the diversity of our students and faculty is one of our strengths. Our Canadian values, teaching approach, and affiliations position us to be a regional leader in business education. As a portal to Canadian education in the Middle East, our main objectives will continue to be transforming students' minds and lives in a way that will be felt by both our students and the business community at large.

Canadian University Dubai is also unique in its global reach by its very setting in the heart of the central business area of Dubai. We are next door neighbors with Dubai International Financial Centre, with major corporations, global service firms and dynamic entrepreneurial new ventures. Not only are we located at a unique place in the world, we are operating at a unique moment in time of the emergence of global business and social changes and challenges.

The cost of higher education in the worldwide market today is high. Nonetheless an investment in education is the best investment a student, a parent or a professional can make. The collaboration of these stakeholders- the students, parents and teachers creates a powerful force that opens doors of opportunity to the student in life.

Personally, I have spent the last quarter of my professional career working in international higher education and have the passionate belief that education transforms lives more dependably than any other path. Higher education delivered and received seriously is almost magical in the way it can transform a student's life from who they are to who they want to become.

Once long ago my mother gave me words I have never forgotten "Get an education. Once you get an education it's the one thing in life that can never be taken away from you."

So students commit yourselves this year as a member of the Canadian University Dubai team and together we will build opportunities for your intellectual professional and personal growth.

Dean, Susan R. Montaquila, J.D.
School of Business Administration
Canadian University Dubai

4.2. Undergraduate Programs

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

4.2.1. Associate Degree in Marketing

Description:

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

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

Credential: Associate Degree in Marketing
Duration: 2 Years (4 semesters)
Credit Hours: 66
Start Dates: Fall, Spring, Summer Semesters

Benefits:

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

Career Opportunities:

Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions. Associate Degree in Marketing graduates will be qualified to find positions in broad marketing areas including the following:

- Marketing and Sales Management
- Advertising/Promotion and Direct Marketing
- Brand and Product Management
- Public Relations
- Customer Relationship Management
- Social Media Marketing
- Retail Management
- Purchasing and Distribution Management

Study Plan of the Associate Degree in Marketing

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	ACT	112	Principles of Accounting I		3
	GED	101E	Applications of Computer Software		3
	LNG	171	English I		3
	GED	198E	Islamic Culture		3
	MTH	196	Mathematics for Business		3
					15
Semester 2	BUS	231	Legal Environment of Business		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities		3
			Social & Culture		3
					18
Semester 3			Science & Technology		3
	LNG	173	Professional Communication Skills	LNG 172	3
	BUS	210	Business Reporting	LNG 172	3
	MKT	208	Consumer Behavior	MKT 201	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	MKT	340	E-Marketing	MKT 201	3
					18
Semester 4	MKT	310	Advertising & Promotion	MKT 201	3
	HRM	310	Human Resource Management	MGT 202	3
	MKT		Marketing Major Elective	MKT 201	3
	MKT	320	Retailing	MKT 201	3
	MKT	265	Business Marketing (Capstone)	MKT 201	3
					15
					66

4.2.2. Bachelor of Business Administration in e-Business

Description:

eBusiness (electronic Business) optimizes the advent of Information and Communication Technology as a tool to increase business competitiveness. Today's customers and employees alike are empowered to drive business beyond traditional static websites. Supported by smart mobile technology, there is a need to leverage on online intelligent Enterprise-Wide information systems to derive business values and gain competitive advantage. Such technologies unleash operational effectiveness across all internal functional areas (Marketing & Sales, Production, Logistics, Purchasing and Accounting) including external entities emphasizing dynamic customers and vendor's needs. Students in the eBusiness program will learn how these technologies are used to address business concepts. Subsequently, within a simulated laboratory, students will apply such concepts learnt through the use of an Enterprise Resource Planning (ERP) application system such as SAP.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring and Summer Semesters

Benefits:

eBusiness combines distinct areas in Business Information Technology. Graduates with an eBusiness degree will possess knowledge and skills to significantly optimize advent e-technologies in planning and implementing enterprise-wide solutions required in meeting an organization's business objectives. The combination of technology related theories and practical hands-on knowledge provides active collaborative learning environment for student to understand concepts and apply them using industry best-practice technology; this provides better employment opportunities for students upon graduation from this program.

These technologies are used for re-engineering business processes and operations within areas of Social Media Initiatives, Business Analytics, eMarketing, eProcurement, Customer Relationship Management (CRM), Supply Chain Management (SCM) as well as traditional online transaction processing.

Career Opportunities:

Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions. The BBA in eBusiness programs prepares students for careers leading to management positions such as:

- Social Media Analyst
- Online Market Researcher
- Business Data Analyst
- Business Process Engineer
- ERP Specialist / CRM & SCM Officers
- eBusiness Consultant
- Project Management
- eBusiness Entrepreneur

Study Plan of the BBA in e-Business

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		3
					15
Semester 4	FIN	201	Managerial Finance	ACT 112	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	BUS	210	Business Reporting	LNG 172	3
	EBU	200	E-Business Fundamentals		3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	EBU	318	E-Business Web Technologies	EBU 200, GED 101E	3
	MKT	340	E-Marketing	MKT 201	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6	EBU	307	System Analysis & Business Process Integration 1	EBU 318	3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	EBU		Major Elective		3
			Free Elective		3
					18
Semester 7			Free Elective		3
	EBU	406	E-Business Project Management	MGT 361	3
			Major Elective		3
	MGT	420	Supply Chain Management	EBU 307, QBA 241, SWS 351	3
	EBU	400	E-Business Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	EBU	450	E-Business Consulting Project	Final Semester	3
			Free Elective		3
			Major Elective		3
					15
					123

4.2.3. Bachelor of Business Administration in Marketing

Description:

Marketing is part and parcel of every successful business operations. One of the premier marketing activities is to understand customers' value expectations and develop a marketing plan that will meet and exceed those expectations at the right time, at the right place and at the right price.

Indeed, in today's ultra-competitive global business environment, strategic positioning of products/services and brands are considered critical success factors for virtually all organizations. Proactive organizations require marketing strategies necessary to meet consumer demands, gain sustainable competitive advantage, and enhance financial performance. The BBA in Marketing prepares students to succeed in the ever changing global business environment. It provides students with an understanding of all aspects of the marketing function within the organization. Students will be exposed to current theories and practices in consumer behavior, marketing research, sales, retailing, advertising, & promotion, branding and e-Marketing.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring and Summer Semesters

Benefits:

Graduates with a BBA in Marketing will be equipped to contribute to the development and implementation of marketing strategies, to analyze market trends, and capitalize on promotional opportunities. The marketing specialization is designed to enable students to analyze the problems of providing consumer and industrial goods and services to a wide variety of markets. Furthermore, students learn about current and emerging trends in marketing theory and practice. The BBA in Marketing goes beyond the four walls of the classroom to include real-world, hands-on, and international experiences, where students are encouraged to explore marketing internships and study abroad opportunities that prepare them for a number of career opportunities in marketing and related areas.

Career Opportunities:

Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions. Marketing graduates will be qualified to find positions in broad marketing areas including the following:

- Marketing and Sales Management: Marketing Manager; Sales Manager
- Advertising/Promotion and Direct Marketing: Advertising and Promotion Manager; Advertising Sales Director; Account Coordinator; Media Buyer; Media Coordinator
- Brand and Product Management: Brand Manager; Product Development Manager; Product Manager
- Market Research: Market Analyst; Market Research Manager; Market Research Supervisor
- Public Relations: Corporate Communications Manager; Public Relations Specialist; Public Relations Director
- Customer Relationship Management: Customer Relationship Manager
- Social Media Marketing: Social Media Manager
- Healthcare Marketing: Healthcare Marketing Manager
- Retail Management: Retail Manager
- Purchasing and Distribution Management: Purchasing Manager; Distribution Manager
- Global Marketing: International Marketing Manager

Study Plan of the BBA in Marketing

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		3
					15
Semester 4	FIN	201	Managerial Finance	ACT 112	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	BUS	210	Business Reporting	LNG 172	3
	MKT	208	Consumer Behavior	MKT 201	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	MKT	310	Advertising and Promotion	MKT 201	3
	MKT	340	E-Marketing	MKT 201	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6			Major Elective		3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	MKT	320	Retailing	MKT 201	3
			Free Elective		3
					18
Semester 7			Free Elective		3
	MKT	430	Marketing Research	MKT 208, QBA 241	3
			Major Elective		3
	MKT	465	International Marketing	MKT 201	3
	MKT	400	Marketing Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	MKT	469	Marketing Management	MKT 430, MGT 320	3
			Free Elective		3
			Major Elective		3
					15
					123

4.2.4. Bachelor of Business Administration in Human Resource Management

Description:

As information technologies move to standardize business processes, human capital becomes one of the most critical resources of an organization. Ever changing industrial and commercial workplace laws and the internationalization and globalization of businesses have meant that Human Resource Management has become a critical strategic dimension within all organizations.

The BBA in Human Resource Management prepares students to contribute both strategically and operationally towards an organization's development of its workforce. Students in the program will study Strategic Staffing, Compensation and Benefits, Employee and Labour Relations, Integrated Human Resource Development Systems, and Decision Support Processes.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring, and Summer Semesters

Benefits:

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

Career Opportunities:

Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions in the following areas:

- Human Resource Management
- Human Resource Consultancy,
- Human Resource Development
- Compensation, Benefits & Labour Relations

Study Plan of the BBA in Human Resource Management

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		3
					15
Semester 4	FIN	201	Managerial Finance	ACT 112	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	BUS	210	Business Reporting	LNG 172	3
			Free Elective		3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	HRM	320	UAE Labor Law and Relations	MGT 202	3
	HRM		Major Elective		3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6	HRM		Major Elective		3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	HRM	370	Compensation Management	HRM 310- QBA 241	3
			Free Elective		3
					18
Semester 7			Free Elective		3
	HRM	410	Human Resource Development	HRM 370	3
	HRM	440	International HRM	HRM 370	3
	HRM	330	Staffing	HRM 310- HRM 320	3
	HRM	400	HRM Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	HRM	450	HRM Capstone	Final Semester	3
	HRM	470	Strategic HRM	HRM 410, HRM 370	3
	HRM		Major Elective		3
					15
					123

4.2.5. Bachelor of Business Administration in Accounting and Finance

Description:

The BBA Accounting and Finance program equips graduates with the knowledge and skills to work in the fields of Corporate Finance and Accounting. Students will complete a challenging program which includes courses such as Banking, Securities Analysis, Capital Analysis, Portfolio Management, Financial Regulation, Wealth Management, International Financial Management, Management Accounting Systems, and International Financial Reporting Standards (IFRS).

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring and Summer Semesters

Benefits:

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

Career Opportunities:

Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions. The BBA Accounting and Finance major is designed to prepare students for careers in:

- Banking
- Investments
- Wealth Management
- Securities Trading & Analysis
- Accounting

Study Plan of the BBA in Accounting and Finance

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		3
					15
Semester 4	FIN	201	Managerial Finance	ACT 112	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	BUS	210	Business Reporting	LNG 172	3
	ACT	310	Management Accounting	ACT 212	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	FIN	310	Corporate Finance	FIN 201	3
	ACT	330	International Financial Reporting Standards	ACT 212	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
					18
Semester 6	FIN	350	Portfolio Management	FIN 201	3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
	FIN	360	Investment Analysis	FIN 201	3
			Free Elective		3
					18
Semester 7			Free Elective		3
	ACT	450	Auditing	ACT 310, ACT 330	3
	FIN/ACT		Major Elective		3
	FIN/ACT		Major Elective		3
	FIN	400	Finance/Accounting Internship	90 credits, min CGPA of 2.0	3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
	FIN	480	Financial Derivatives	FIN 310, 360	3
			Free Elective		3
	FIN/ACT		Major Elective		3
					15
					123

4.2.6. Bachelor of Business Administration in International Business

Description:

Global opportunities have generated demand for managers that are competent in international business practice and strategies. However, an increasing number of firms have become aware that the marketplace encompasses the globe. While international business has various characteristics in common with domestic business, it is also different in a number of ways.

The relevance of international business will continue to expand as more firms engage in international sourcing to acquire resources and components. Today's firms are viewing the entire globe as a potential market, increasing demand on international business professionals to provide superior products and services worldwide. The future of international business operations will be one of continuous growth as additional firms move into this marketplace.

Given the growing imperatives of international business, it is necessary for UAE business school graduates to be prepared to compete and do business internationally. The BBA in International Business prepares students for managerial careers for the increasingly competitive and interdependent international business markets. It emphasizes the essential knowledge, skills and management techniques imperative for conducting international business operations in an increasingly changing global market place.

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 123 Credit Hours
Start Dates: Fall, Spring and Summer Semesters

Benefits:

Graduates with a BBA in International Business will gain insight into relevant social, political, legal, and macroeconomic factors influencing international business, and enhance their communication skills in a multicultural environment. Graduates will acquire requisite competencies through specialized international courses in Economics, Accounting, Finance, Management, Marketing, and Global Logistics and Supply Chain Management. They will acquire knowledge on how business is conducted domestically and overseas, how to provide superior service to global customers, and how to expand a local business globally. Graduates will acquire the knowledge of how business transactions between and within nations are conducted; the laws and logistics of international trade; and investments made in foreign markets. Graduates will also learn how international business practices and customs differ from those in the UAE market environment.

Career Opportunities:

Career opportunities exist in global corporations, government and international agencies, international trade, and international public institutions such as:

- Export and Import
- Advertising and Media
- Foreign Currency Investment
- Joint Ventures
- Telecommunications
- Tourism and Transportation
- Logistics and Supply Chain
- Manufacturing and Services
- Aerospace
- Oil and Gas (Energy)
- Banking and Financial Services
- International Agencies (UN, World Bank, World Health Organization, International Monetary Fund, World Trade Organization)
- Non-governmental Agencies (NGOs)
- Customs and Immigration
- Management Consultancy
- Regulations

Study Plan of the BBA in International Business

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	LNG	171	English I		3
			Social & Culture		3
	MTH	196	Mathematics for Business		3
	GED	101E	Applications of Computer Software		3
					12
Semester 2	ACT	112	Principles of Accounting I		3
	ECO	221	Principles of Microeconomics		3
	LNG	172	English II	LNG 171	3
	MGT	202	Principles of Management		3
					12
Semester 3	ACT	212	Principles of Accounting II	ACT 112	3
	ECO	222	Principles of Macroeconomics		3
	GED	198E	Islamic Culture		3
	MKT	201	Principles of Marketing	LNG 171	3
			Humanities (1)		3
					15
Semester 4	FIN	201	Managerial Finance	ACT 112	3
	QBA	241	Quantitative Business Analysis	MTH 196	3
	BUS	210	Business Reporting	LNG 172	3
	INB	300	International Economics	ECO 222	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities (2)		3
					18
Semester 5	BUS	231	Legal Environment of Business		3
	HRM	310	Human Resource Management	MGT 202	3
	FIN	330	International Finance	FIN 201	3
	QBA	341	Quantitative Approaches to Decision Making	QBA 241	3
			Science & Technology		3
			Free Elective		3
					18
Semester 6	INB	340	The International Dimension of Human Resources Management	HRM 310	3
	INB	420	International Business Law	BUS 231	3
	SWS	351	Management of Information Systems	GED 101E	3
	MGT	320	Organizational Behavior	HRM-310	3
	MGT	361	Operations Management	MGT 202, QBA 341	3
			Major Elective		3
					18
Semester 7	INB	450	International Accounting	ACT 212	3
			Major Elective		3
	MKT	465	International Marketing	MKT 201	3
	INB	400	International Business Internship	90 credits, min CGPA of 2.0	3
			Free Elective		3
					15
Semester 8	MGT	470	Strategic Management	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MGT 202	3
			Free Elective		
			Major Elective		
	INB	490	Global Business Strategy	INB 300, INB 420, INB 340, INB 450 ,MKT 465, FIN 330	3
					15
					123

5. School of Engineering, Applied Science & Technology

5.1. A Word from the Chair

It is my pleasure to welcome you to the School of Engineering, Applied Science and Technology at Canadian University Dubai. The School offers two Bachelor degrees: Bachelor of Science in Telecommunication Engineering and Bachelor of Science in Network Engineering. Both degrees are designed based on the Canadian engineering curriculum requirements and are accredited by the Ministry of Higher Education at the United Arab Emirates.

The School houses many telecommunication and networking laboratories. Our students have a unique opportunity to interact with state-of-the-art technologies. While studying at the School, you will enjoy internships with many hi-tech companies located in the vibrant city of Dubai. Also, the School developed partnerships with many Canadian Universities giving our students the opportunity to transfer many course credits and finish their Bachelor degree in Canada after completing one or two years of study at the Canadian University Dubai.

Perhaps the most unique experience you will gain here in at the Canadian University Dubai is the ability to engage in a “hands-on” engineering education. All of our students participate in an elaborate capstone design experience. Many of our projects compete internationally. Last year, our students published several poster papers in the 6th Joint IFIP Wireless and Mobile Networking Conference (WMNC'13). Also, many of our students are involved in research conducted by our dedicated faculty. The School houses two research centers of excellence: one in Advanced Web Technologies and the other in Signal and Image Processing.

Although regarded as a young school, we have built reputation for excellence and innovation. Again, we welcome you at the School of Engineering, Applied Science and Technology.

5.2. Undergraduate Programs

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

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

Description:

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

Program Name: Bachelor of Computer and Networking Engineering Technology (CNET)
Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 132 Credit hours, including 3 credit internship

Benefits:

A modern educational approach and state-of-the art training in:

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

Study Plan of Computer and Network Engineering Technology (CNET)

Semester	Course	Code	Subject Title	Prerequisite	Lec	Lab	Cr.
Semester 1	MTH	112	Calculus I	Pass Test or MTH-012	3	0	3
	LNG	171	English I		3	0	3
	EBU	200	E-Business Fundamentals		3	0	3
	NET	101	Digital Logic		2	2	3
	SWS	110	Programming I		2	2	3
					13	**4**	**15**
Semester 2	MTH	120	Discrete Mathematics 1		3	0	3
	NET	110	Computer Network Fundamentals		2	2	3
	LNG	172	English II	LNG 171	3	0	3
	NET	112	Computer Architecture	NET-101	2	2	3
	SWS	316	Programming II	SWS-110	2	2	3
					12	**6**	**15**
Semester 3	NET	120	LAN Switching & Routing	NET-110	2	2	3
	SWS	213	Database Design		3	2	4
	MTH	130	Probability and Statistics	MTH-112	3	0	3
	LNG	173	Professional Communication Skills	LNG-172	3	0	3
	NET	111	Operating Systems Fundamentals	NET-112	2	2	3
					13	**6**	**16**
Semester 4	BUS	410	Entrepreneurship in the New Economy		3	0	3
	NET	214	Network Programming	SWS-316, NET-110, SWS-213	2	2	3
	NET	210	WAN Technologies	NET-120	2	2	3
	NET	121	Network Operating Systems	NET-111	3	2	4
	SWS	211	System Analysis & Design	SWS-213, EBU-200, SWS-110, NET-110	3	0	3
	BUS	212	Organizational & Client Relationships		3	0	3
					16	**6**	**19**
Semester 5	BUS	111	Marketing of Services		3	0	3
	BUS	310	Project Management	Not Before Semester 5	3	0	3
	NET	220	Network Security and Administration	NET-120	2	2	3
	NET	221	Communication Technology	NET-210	2	2	3
			Science & Technology		3	0	3
	SWS	320	Operational Research	MTH-120	3	0	3
					16	**4**	**18**
Semester 6	NET	222	Wireless Networks	NET-221	2	2	3
	NET	310	Network Management	NET-220	2	2	3
	NET	323	Voice/ IP Convergence	NET- 120	2	2	3
	NET	320	Advanced Switching & Routing	NET- 210	2	2	3
			Social & Culture		3	0	3
	GED	198E	Islamic Culture		3	0	3
					14	**8**	**18**
Semester 7	NET	324	Internship	80 Cr. Hrs	0	4	2
	NET	411	Network Design Project	NET-310	0	4	2
	NET	410	Enterprise Network Design	NET-222, NET-323	2	2	3
	NET	412	Applied Research Project	MTH-210, SWS-320	0	4	2
	SWS/NET		Professional Elective		2	2	3
	NET	421	Integrative Project I	Completed 100 Cr. Hrs	0	4	2
					4	**18**	**14**
Semester 8	NET	422	Integrative Project II	NET-421	0	4	2
	NET	420	Advanced Network Troubleshooting	NET-310, NET-320	2	2	3
	SWS/NET		Professional Elective		2	2	3
	BUS	120	Financial Analysis		3	0	3
			Humanity Elective		3	0	3
	EBU	450	E-Business Consulting Project	Final Semester	3	0	3
					13	**8**	**17**
							132

5.2.2. Bachelor of Science in Telecommunication Engineering

Description:

Telecommunication is a discipline in its own right. While other Electrical Engineering programs provide only bits and pieces of the discipline, the full integration of the science and engineering of all that makes communication through electronic devices possible is what defines the Bachelor of Science in Telecommunication Engineering at the Canadian University Dubai.

The Telecommunication program provides students with the knowledge required to design, implement, operate, and manage telecommunication systems that process and carry out the transmission of data, voice and video signals over wireless and optical networks.

This program forms professionals ready to contribute to the economic, social, and technological development of their communities.

Program Name: Bachelor of Science in Telecommunication Engineering (BSTE)
Credential: Bachelor of Science Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 138 Credit Hours
Start Dates: Fall, Spring, and Summer Semesters

Benefits:

Telecommunication Engineering students will have hands-on experience in state-of-the-art telecommunication labs as well as involvement in faculty research projects. In addition, students will get free-of-charge tutorials in many subjects and trainings by international companies. Graduates of the program will have a strong background in Telecommunication Engineering and will be eligible to enter the workforce with a fully accredited Bachelor of Science degree.

Career opportunities:

The program opens the door to a wide spectrum of career opportunities and possibilities for further advanced studies for its graduates. Career opportunities in Telecommunications include:

- Telecommunication Systems Engineer
- Telecommunication Designer
- Telecommunication Networks Engineer
- Telecommunication Consultant
- TV and Radio Broadcast Engineer
- Computer Networks Engineer
- Next-Generation Networks Designer
- Radio Frequency Engineer

Study Plan of Bachelor of Science in Telecommunication Engineering

Semester	Course	Code	Subject Title	Prerequisite	Lec	Lab	Cr.
Semester 1	LNG	171	English I		3	0	3
	NET	101	Digital Logic		2	2	3
			Humanity elective		3	0	3
	MTH	112	Calculus I	Pass test or MTH-012	3	0	3
	SHS	103	Chemistry		2	2	3
	SWS	110	Programming I		2	2	3
					15	**6**	**18**
Semester 2	LNG	172	English II	LNG-171	3	0	3
	NET	112	Computer Architecture	NET-101	2	2	3
			Social & Culture		3	0	3
	MTH	113	Calculus II	MTH-112	3	0	3
	NET	110	Computer Network Fundamentals		2	2	3
	SWS	316	Programming II	SWS-110	2	2	3
					15	**6**	**18**
Semester 3	LNG	173	Professional Communication. Skills	LNG-172	3	0	3
	MTH	212	Calculus III	MTH-113	3	0	3
	MTH	130	Probability and Statistics	MTH-112	3	0	3
	SCI	210	Modern Physics	MTH-113	2	2	3
	ENG	220	Electric Circuits I	SCI-210	2	2	3
	NET	120	LAN Switching and Routing	NET-110	2	2	3
					15	**6**	**18**
Semester 4	MTH	220	Ordinary Differential Equations	MTH-212	3	0	3
	SCI	220	Engineering Mechanics	MTH-113	3	0	3
	ENG	210	Electronics I	ENG-220	2	2	3
	ENG	224	Engineering Graphics and Design		2	2	3
	ENG	222	Engineering Electromagnetics	MTH-212, SCI-210	2	2	3
	BUS	311	Engineering Economy	MTH-130	3	0	3
					15	**6**	**18**
Semester 5	SCI	310	Introduction to Photonics	MTH-220, ENG-222	2	2	3
	ENG	301	Electronics II	ENG-210	2	2	3
	GED	198E	Islamic Culture	None	3	0	3
	BUS	310	Project Management	Not Before Semester 5	3	0	3
	COM	311	Signals and Systems	MTH-220	2	2	3
	ENG	311	User Interface Design	SWS-316, NET-112	2	2	3
					13	**10**	**18**
Semester 6	ENV	301	Introduction to Environmental Science	None	3	0	3
	ENG	320	Internship	LNG-173, Completing 70 CR	0	4	2
	COM	323	Digital Filter Design	COM-311	2	2	3
	COM	320	Telecommunications	ENG-301, COM-311	2	2	3
	COM	321	Advanced Programming in Telecommunication	ENG-311	2	2	3
	COM	322	Applied Electromagnetics	ENG-222	2	2	3
					11	**12**	**17**
Semester 7	ENG	410	Professional and Ethical Practice		3	0	3
	NET	433	Broadband Communications	NET-120	2	2	3
	COM	410	Optical Communications	COM-320, COM-322	2	2	3
	COM	412	Digital Communications	COM-320, COM-323	2	2	3
	COM	413	Communication Systems	COM-320,COM-321,COM-322	2	2	3
	ENG	400	Graduation Project-1	Completed 100 Cr. Hours	0	4	2
					11	**12**	**17**
Semester 8	COM	425	Coding & Information Theory	COM-412	3	0	3
	COM	421	RFID Technology	COM-320,COM-321,COM-322	2	2	3
	COM		Professional Elective		2	2	3
	COM		Professional Elective		2	2	3
	ENG	401	Graduation project-2	ENG-400	0	4	2
					8	**12**	**14**
					103	**70**	**138**

5.2.3. Bachelor of Science in Network Engineering

Description:

Network engineering concerns the design and implementation of computer networks. The Bachelor of Science in Network Engineering at the Canadian University Dubai provides its graduates with the necessary knowledge, skills and abilities to be able to perform as a network engineer. The program includes the foundations of networking, computing, and telecommunications, as well as the advanced subjects in computer network design, implementation, administration, and security.

Program Name: Bachelor of Science in Networking Engineering
Credential: Bachelor of Science Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 138 Credit Hours
Start Dates: Fall, Spring, and Summer Semesters

Benefits:

Network Engineering students will have hands-on experience in the state-of-the-art networking labs as well as involvement in faculty research projects. In addition, students will get free-of-charge tutorials in many subjects and trainings by international companies. Graduates of the program will have a strong background in Network Engineering and will be eligible to enter the workforce with fully accredited Bachelor of Science degree.

Career Opportunities:

- Network Engineer
- Network Designer
- Network Administrator
- Network Support
- Network Analyst
- Network Security Specialist
- IT Expert
- Web App Developer
- Network Programmer

Study Plan of Bachelor of Science in Networking Engineering

Semester	Course	Code	Subject Title	Pre/Co requisite	Lec	Lab	Cr.
Semester 1	ENG	101	Digital Logic		3	2	4
	SHS	103	Chemistry		2	2	3
	MTH	112	Calculus I	Pass Math placement Test or MTH 012	3	0	3
	SWS	110	Programming I		2	2	3
	LNG	171	English I		3	0	3
							16
Semester 2	LNG	172	English II	LNG 171	3	0	3
	MTH	114	Linear Algebra	MTH 112	3	0	3
	MTH	113	Calculus II	MTH 112	3	0	3
	SWS	120	Programming II	SWS 110	2	2	3
	SCI	101	Physics I "Eng. Mechanics"	MTH 114 (co)	3	0	3
	GED		Humanity Elective		3	0	3
							18
Semester 3	LNG	173	Professional Communications Skills	LNG 172	3	0	3
	ENG	210	Computer Architecture	ENG 101	3	2	4
	MTH	212	Calculus III	MTH 113	3	0	3
	ENG	211	Computer Network Fundamentals		3	2	4
	SCI	201	Physics II*	MTH 114, SCI 101, MTH 212 (co)	3	0	3
							17
Semester 4	GED	198E	Islamic Culture		3	0	3
	MTH	220	Ordinary Differential Equations	MTH 212, MTH 114	3	0	3
	MTH	230	Probability and Statistics	MTH 113	3	0	3
	NET	220	Computer Networks	ENG 211	3	2	4
	ENG	221	Electric Circuit	SCI 201, MTH 220 (co)	3	2	4
							17
Semester 5	NET	300	Operating Systems	ENG 210	3	2	4
	NET	310	Network Protocols	NET 220	3	2	4
	ENG	311	Engineering Electromagnetic	ENG 221	3	2	4
	ENG	310	Electronics I	ENG 221	3	2	4
	COM	310	Signals and Systems	ENG 221 and MTH 114	3	0	3
							19
Semester 6	NET	322	Network Operating System	NET 300	3	2	4
	NET	323	Network Management	NET 310	2	2	3
	NET	320	Database Systems	SWS 120	3	2	4
	COM	320	Communication Systems	COM 310	3	2	4
	NET	321	Security Principles & Practices	NET 310	3	2	4
							19
Semester 7	ENG	400	Internship	Completed 80 Cr Hrs	0	4	2
	COM	410	Optical Communications and Networks	ENG 311	3	2	4
	NET	412	Internet Computing	NET 320	3	2	4
	NET	413	Cryptographic Algorithms and Protocols	NET 321	3	0	3
	ENG	421	Graduation Project-1	Completed 100 Cr Hrs	0	4	2
							15
Semester 8	NET	420	Network Design and Implementation	NET 310	3	2	4
	COM	420	Wireless Communications and Networks	COM 320 or NET 310	3	2	4
	GED	199E	UAE Society		3	0	3
	NET/COM		Professional Elective		3	2	4
	ENG	422	Graduation Project-2	ENG 421	0	4	2
							17
Total							**138**

6. School of Architecture and Interior Design

6.1. A Word from the Chair

Capturing the Uniqueness of Intersections

Welcome to the School of Architecture & Interior Design at Canadian University Dubai.

The school is a unique platform for intersecting diverse streams in Architecture & Interior Design. It is strongly rooted in its locality through its accreditation and sensitivity to the particularity of Dubai. It is closely linked to the Canadian systems of education. It aims for graduates to be able to fulfill their local professional registration, while matching the requirements of licensing in international associations. It places a greater emphasis on creativity and problem solving and that is in conjunction with rationality and accountability in design thinking. It advocates expandable approaches to design thus focusing on tangible and intangible dimensions of design problems. It incorporates form as a viable means of representing culture, while at the same time giving a greater attention to the technicality of constructing the built environment. It emphasizes reflection and appreciation of history while demanding currency in building systems and sustainability. The fulfillment of these intersections is seen as a developing enterprise.

Canadian University Dubai is uniquely located. Dubai provides distinctive opportunities to connect global thinking to local values. Dubai, also, provides a context for free thinking while maintaining sensitivity towards social values and the environment. In its specific location, Canadian University Dubai is only minutes away from the World Tallest Building; Burj Khalifa. Being close to Burj Khalifa is a continuous reminder of what can be achieved when sincere human wills are embraced by technical excellence.

The School of Architecture & Interior Design is a manifestation of these unique intersections.

6.2. Undergraduate Programs

- Bachelor of Architecture
- Bachelor of Science in Interior Design

6.2.1. Bachelor of Architecture

Description:

The degree program provides students with a good understanding of the functional areas of Architecture, including design tools, design methodologies, and design philosophies, allied with decision-making and effective presentation processes. The courses listed under the program requirements encompass the academic and professional areas of Architecture as defined by the Canadian Architecture Certification Board (CACB).

Credential: Bachelor Degree Program
Duration: 5 Years (10 Semesters)
Credit Hours: 170 Credit Hours
Start Dates: Fall, Spring, and Summer Semesters

Benefits:

Graduates with a Bachelor in Interior Design will be equipped with:

- Creative and analytical skills.
- An understanding of the economic, social, constructional, and legal environments in which the practice of Architecture operates.
- Knowledge of professional architectural and ethical values.
- A good understanding and proven ability in the fundamentals of architectural design
- An enhanced ability in graphic and oral communications
- A good knowledge of building systems, codes and appropriate technology and materials, and an appreciation of and sensitivity toward ecology and the environment.

Career Opportunities:

Graduates with a Bachelor of Architecture will be eligible to apply for the following:

- Architecture, Urban Design, Landscape and Interior design consultancies
- Real estate consultancies
- Construction & Project Management
- Government offices (Ministries and Municipalities)
- Facility Management
- Master degrees in Architecture, Urban Design, Landscape and Interior design
- Teaching positions in the related discipline

Study Plan for Bachelor of Architecture

Semester	Course	Code	Subject Title	Prerequisite	Cr.
Semester 1	DESI	101	Introduction to Design (Studio)		4
	DESI	121	Design Theory		3
	DESI	141	Drafting & Modeling		3
	LNG	171	English I		3
	MTH	112	Calculus I	Pass Math Placement test or MTH-012	3
					16
Semester 2	DESI	102	Fundamentals of Design (Studio)	DESI 101	4
	DESI	122	Human Factors	DESI 101	3
	DESI	142	Freehand Drawing & Rendering		3
	LNG	172	English II	LNG 171	3
	GED	195E	Descriptive Geometry		3
					16
Semester 3	DESI	220	Design Principles (Studio)	DESI 102	6
	DESI	211	Construction & Design Integration 1	DESI 102	3
	DESI	270	Sustainability of Buildings 1	DESI 101	3
	HISD	201	History of Architecture & Interior Design 1	LNG 172	3
					15
Semester 4	DESI	221	Design Methods (Studio)	DESI 220	6
	DESI	212	Construction & Design Integration 2	DESI 211	3
	DESI	231	Computer Aided Design	DESI 102	3
	HISD	202	History of Architecture & Interior Design 2	HISD 201	3
					15
Semester 5	ARCH	330	Environmental Design (Studio)	DESI 221	6
	ARCH	300	Structures 1	MTH 112	3
	DESI	320	Environmental Systems & Design Integration. 1	DESI 221	3
	LNG	173	Professional Communication Skills	LNG 172	3
			Humanities Elective (1)		3
					18
Semester 6	ARCH	331	Integrated Design (Studio)	ARCH 330	6
	ARCH	301	Structures 2	ARCH 300	3
	ARCH	360	Architectural Conservation & Heritage	HISD-202	3
	DESI	321	Environmental Systems & Design Integration 2	DESI 320	3
	DESI	340	Working Drawings & Detailing	ARCH 330/INDE 330	3
					18
Semester 7	ARCH	443	Design Studio (Institutional)	ARCH 331	6
	ARCH	421	Architecture of the Islamic World	ARCH 331	3
	ARCH	431	Planning & Urban Design	ARCH 331	3
			Major Core Elective (1)		3
			Major Core Elective (2)		3
					18
Semester 8	ARCH	444	Design Studio (Housing)	ARCH 331	6
	ARCH	422	Research & Design Applications	ARCH 331	3
	ARCH	456	Building Code	ARCH 331	3
			Major Core Elective (3)		3
					15
Semester 9	ARCH	540	Senior Project - Urban Study (Studio)	ARCH 444 + ARCH 431	6
	ARCH	570	Research Topic	ARCH 331	3
	DESI	550	Project Management	ARCH 331	3
			Social & Cultural		3
	GED	196E	Communication Skills in Arabic		3
					18
Semester 10	ARCH	541	Senior Project - Design (Studio)	ARCH 540	6
	DESI	500	Professional Business & Portfolio	ARCH 331	3
			Humanities Elective (2)		3
			Science & Technology		3
	GED	198E	Islamic Culture		3
					18
	DESI	490	Internship Between Semesters 6 and 7 or after semester 8	After 80 Cr. H.	3

6.2.2. Bachelor of Science in Interior Design

Description:

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

The degree program provides students with a good understanding of the functional areas of Interior Design, including design tools, design methodologies and design philosophies, allied with decision-making and effective presentation processes. The courses listed under the program requirements encompass the professional areas of Interior Design as defined by the Council for Interior Design Accreditation (CIDA).

Credential: Bachelor Degree Program
Duration: 4 Years (8 Semesters)
Credit Hours: 134 Credit Hours
Start Dates: Fall, Spring and Summer Semesters

Benefits:
Graduates with a Bachelor in Interior Design will be equipped with

- Creative and analytical skills
- An understanding of the economic, social, constructional, and legal environments in which the practice of interior design operates.
- Knowledge of professional design and ethical values.
- A good understanding and proven ability in the fundamentals of interior design.
- An enhanced ability in graphic and oral communications
- Good knowledge of interior building systems, codes and appropriate materials.

Career Opportunities:

Graduates with a Bachelor of Science in Interior Design will be eligible for the following:

- Architecture, Interior design, Event and Exhibition Design consultancies
- Master degrees in Interior design
- Teaching positions in the related discipline
- Government offices (Ministries and Municipalities)
- Real estate consultancies
- Project Management
- Facility Management

Study Plan of Bachelor of Science in Interior Design

Semester	Course Code	Subject Title	Prerequisite	Cr
Semester 1	DESI 101	Introduction to Design (Studio)		4
	DESI 121	Design Theory		3
	DESI 141	Drafting & Modeling		3
	LNG 171	English 1		3
	MTH 112	Calculus 1	Pass Math Placement test or MTH-012	3
				16
Semester 2	DESI 102	Fundamentals of Design (Studio)	DESI 101	4
	DESI 122	Human Factors	DESI 101	3
	DESI 142	Freehand Drawing & Rendering		3
	LNG 172	English II	LNG 171	3
	GED-195E	Descriptive Geometry		3
				16
Semester 3	DESI 220	Design Principles (Studio)	DESI 102	6
	DESI 211	Construction & Design Integration 1	DESI 102	3
	DESI 270	Sustainability of Buildings 1	DESI 101	3
	HISD 201	History of Architecture & Interior Design 1	LNG 172	3
				15
Semester 4	DESI 221	Design Methods (Studio)	DESI 220	6
	DESI 212	Construction & Design Integration 2	DESI 211	3
	DESI 231	Computer Aided Design	DESI 102	3
	HISD 202	History of Architecture & Interior Design 2	HISD 201	3
				15
Semester 5	INDE 330	Residential Design (Studio)	DESI 221	6
	INDE 300	Textiles	DESI 102	3
	DESI 320	Environmental Systems & Design Integration 1	DESI 221	3
	INDE 350	Furniture Design	DESI 211	3
	LNG 173	Professional Communication Skills	LNG 172	3
				18
Semester 6	INDE 331	Commercial Design (Studio)	INDE 330	6
	INDE 320	Building Systems & Codes	INDE 330	3
	DESI 321	Environmental Systems & Design Integration 2	DESI 320	3
	DESI 340	Working Drawings & Detailing	INDE 330/ARCH 330	3
		Humanities Elective (1)		3
				18
Semester 7	INDE 440	Senior Project - Dissertation (Studio)	300 Series, Chair	6
		Concentration Elective (1)		3
		Concentration Elective (2)		3
		Social & Cultural		3
		Science & Technology		3
				18
Semester 8	INDE 441	Senior Project - Design (Studio)	INDE 440	6
	DESI 400	Professional Business & Portfolio	300 Series	3
	GED 198E	Islamic Culture		3
		Humanities Elective (2)		3
				15
	DESI 490	Internship between semester 6&7 or after Semester 8	After 80 credits	3
			Total Credits	**134**

7. School of Environment and Health Sciences

7.1. A Word from the Chair

Welcome to the School of Environment and Health Sciences at Canadian University Dubai

We are facing serious issues that affect our environment and health, thus one of the main goals of the School of Environment and Health Sciences is to graduate professionals that are well prepared to face these challenges and be the proactive leaders of environment and health in their own communities and globally. Furthermore, we would like to provide our students with the knowledge and skills that pertain to environment and health through providing them with direct access to the repository of information of the latest developments in health and through hands-on experience tackling real health issues.

Our School vision is to graduate the best environment and health professionals to serve their nations, by providing an educational environment where excellence is pursued in endeavors and ethical behavior is reflected in activities. On behalf of the Faculty members, I would like to welcome you to join our School and become a member of our family to learn and work with us in improving the quality of our environment and health. And always keep in mind that a healthy environment means a healthier you!

7.2. Undergraduate Programs

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

7.2.1. Bachelor of Science in Health Organization Management

Description:

The Health Organization Management Program will expose prospective students to the principles and methodologies of organization and administration in the field of health, including the nature of management, decision theory, planning, employee health training, health economics, health finance, budgeting, evaluation, and the operation of healthcare systems. With the current developments in the health sector, managers of healthcare need to be able to respond and meet the challenges they encounter in the day-to-day operation of their institutions. The emergence of new technologies and elaborate advancements in health sciences and health management, healthcare providers are challenged to keep pace with these rapid developments. Health Organization Management is readily available at the fingertips of healthcare providers. Governance and Leadership are among the major challenges healthcare professionals are facing.

The School of Environment and Health will be addressing and engaging these important issues through the Health Organization Management Program. Health Organization Management will provide students with the knowledge and skills to successfully confront these challenges in a systematic academic manner that will evolve continuously to meet these developments. The program offered is dynamic and flexible, thereby capable of addressing the challenges we face.

Duration: 4 Years (8 Semesters)
Credit Hours: 126 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring and Summer Semesters

Benefits:

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

Career Opportunities:

Graduates will have the opportunity to work in:

- Government Ministries
- International Healthcare Organizations
- Community and Healthcare Centres such as:
    - Hospitals
    - Educational Institutions
- Industries related to Health Management functions

Study Plan of the Bachelor of Science in Health Organization Management

Semester	Course Code	Subject Title	Prerequisite	Cr
Semester 1	LNG 171	English I		3
	BIO 101	Human Biology		3
	GED 198E	Islamic Culture		3
	HOM 101	Fundamentals of Healthcare Management		3
	GED 101E	Applications of Computer Software		3
	TOTAL			**15**
Semester 2	ECO 221	Principles of Microeconomics		3
	SHS 102	Healthcare Systems		3
	LNG 172	English II	LNG 171	3
	ACT 112	Principles of Accounting I		3
	SHS 111	Fundamentals of Human Systems	BIO 101	3
	TOTAL			**15**
Semester 3	ACT 212	Principles of Accounting II	ACT 112	3
		Free Elective (1)		3
	LNG 173	Professional Communication Skills	LNG 172	3
	ECO 222	Principles of Macroeconomics		3
	MTH 195	Applied Statistics		3
	TOTAL			**15**
Semester 4		Humanities Elective (1)		3
	GED 196E	Communication Skills in Arabic		3
	SHS 212	Health Planning	SHS 102	3
	SHS 213	Introduction to Healthcare Quality Management	HOM 101	3
	FIN 201	Managerial Finance	ACT 112	3
		Social & Culture		3
	TOTAL			**18**
Semester 5	SHS 311	Human Resources Management in Healthcare	HOM 101	3
	HOM 301	Process Management in Health Services	SHS 213	3
		Free Elective (2)		3
	HOM 304	Healthcare Operations	SHS 213	3
	HIM 301	Health Informatics and Health Statistics	MTH195,GED101E	3
	TOTAL			**15**
Semester 6	HOM 311	Healthcare Facility Design and Safety Measures	HOM 304	3
	HOM 312	Care of Patients and Continuum of Care	HOM 304	3
		Major Elective (1)		3
	SHS 312	Measuring Performance in Healthcare Organizations	SHS 213	3
	HOM 303	Health Education and Promotion		3
	TOTAL			**15**
Semester 7	HIM 408	Health Information Department Management	HIM 301	3
	HOM 401	Risk Management and Patient Safety	HOM 304	3
	HOM 402	Internship: Familiarization with the Industry	81 Cr.H	3
	SHS 401	Healthcare Ethics	81 Cr.H	3
	SHS 402	Performance & Service Improvement in Healthcare	SHS 312	3
		Major Elective (2)		3
	TOTAL			**18**
Semester 8	HOM 411	Health care Organizations & the Accreditation Process	HOM 311, HOM 312	3
	HOM 412	Healthcare Facility Safety & the Environment of Care	HOM 304	3
	HOM 413	Research Study in the Field of Health Management	81 Cr.H.	3
	SHS 411	Governance and Leadership	81 Cr.H	3
		Humanities Elective(2)		3
	TOTAL			**15**
				126

7.2.2. Bachelor of Science in Environmental Health Management

Description:

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

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

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

Duration: 4 Years (8 Semesters)
Credit Hours: 126 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring and Summer Semesters

Benefits:

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

Career Opportunities:

Graduates will have the opportunity to work in:

- Government Ministries
- International Healthcare Organizations
- Healthcare Institutions
- Industries related to Health Management functions
- Environmental agencies
- Educational and Research Institutions
- Industries linked to:
    - Health safety and hazards,
    - Food safety
    - Water resources
    - Oil industry
    - Real Estate Development
    - Waste management

Study Plan of the Bachelor of Science in Environmental Health Management

Semester	Course Code		Subject Title	Prerequisite	Cr
Semester 1	BIO	101	Human Biology		3
	LNG	171	English I		3
	HOM	101	Fundamentals of Healthcare Management		3
	SHS	103	Chemistry		3
	GED	101	Applications of Computer Software		3
					15
Semester 2	LNG	172	English II	LNG 171	3
	GED	198E	Islamic Culture		3
	SHS	207	Library Science and Information Literacy	GED 101E	3
	SHS	102	Healthcare Systems		3
	SHS	111	Fundamentals of Human Systems	BIO 101	3
					15
Semester 3			Humanities Elective(1)		3
	LNG	173	Professional Communication Skills	LNG172	3
	GED	196	Communication Skills in Arabic		3
	MTH	195	Applied Statistics		3
	SHS	208	Infectious Diseases		3
					15
Semester 4	ENV	301	Introduction to Environmental Sciences		3
	SHS	211	Noninfectious/Chronic diseases		3
	SHS	212	Health Planning	SHS 102	3
	SHS	213	Introduction to Healthcare Quality Management	HOM 101	3
			Social & Culture		3
					15
Semester 5	ENV	302	Environmental Microbiology	ENV 301	3
	ENV	303	Entomology and Pest Control	SHS 103	3
	ENV	304	Water and Wastewater Quality Control	ENV 301	3
	HIM	301	Health Informatics and Health Statistics	MTH 195, GED101E	3
	SHS	311	Human Resources Management in Healthcare	HOM 101	3
					15
Semester 6	ENV	305	Food Quality and Control	ENV 301	3
	ENV	308	Community Environmental Health	ENV 301	3
	SHS	312	Measuring Performance in Healthcare Organizations	SHS 213	3
	SHS	314	Health Economics and Financial Management		3
			Humanities Elective(2)		3
			Major Elective		3
					18
Semester 7	ENV	406	Internship: Familiarization with the Industry	81 Cr. H	3
	ENV	407	Management of Domestic and Hazardous Wastes	ENV 304	3
	ENV	408	Epidemiology and Biostatistics	MTH195, ENV 301	3
	SHS	401	Healthcare Ethics	81 Cr.H	3
	SHS	402	Performance & Service Improvement in Healthcare	SHS 312	3
	HOM	301	Process Management in Health Services	SHS 213	3
					18
Semester 8	ENV	409	Marine and Air Pollution	ENV 407	3
	ENV	410	Occupational Health and Toxicology	ENV 302, ENV 407	3
	ENV	411	Research Study in the Field of Environmental Health	81 Cr.H	3
	SHS	411	Governance and Leadership	81 Cr.H	3
	ENV	415	Seminar	81 Cr.H	3
					15
					126

7.2.3. Bachelor of Science in Health Information Management

Description:

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

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

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

Duration: 4 Years (8 Semesters)
Credit Hours: 126 Credit Hours
Credential: Bachelor Degree Program
Start: Fall, Spring and Summer Semesters

Benefits:

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

Career Opportunities:

These graduates will have the opportunity to work in:

- Government ministries
- Healthcare Institutions
- Health Information and Research Centres
- Educational Institutions
- Health Insurance Companies
- Health Consulting Companies
- IT companies
- Industries linked to health information and management functions

Study Plan of the Bachelor of Science in Health Information Management

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

8. Centre for Continuing Education & Corporate Training

8.1. Continuing Education

- English Placement Testing
- English for Academic Purpose (EAP) Courses
- Mathematics for Academic Purpose Courses
- Short TOEFL Preparation Courses
- TOEFL Testing
- Foundation Program

8.1.1. Foundation Program

Aims of the Foundation Program

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

Foundation Program Structure

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

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

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

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

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

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

CAA Standards

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

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

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

Assessment

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

Entry and Exit Standards

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

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

1. The standard examination for each of the components should be taken by students at the start and end of the program. This will provide a basis for placement within appropriate levels of the respective courses (where applicable) and will, in due course, directly measure the progress achieved over the duration of the program.
2. The exit standards will be based upon levels of achievement expected within High School Certificates and those measures prescribed by the CAA for admission to Higher Education in its Standards for Licensure and Accreditation.

Program Duration

The Foundation Program will be designed such that it can be delivered in full-time mode within two semesters in its complete form. No extension on this time-frame will be acceptable. A minimum number of students are required to launch a cohort.

8.1.2. English Placement Testing

Canadian University Dubai offers English Placement Testing to determine the student's level of English for entering our English for Academic Purposes Program. The test is administered as required and lasts approximately two hours. Testing can be arranged through our Admissions Department.

8.1.3. English for Academic Purpose (EAP)

Background Information

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

Our EAP classes are delivered in a friendly multicultural environment, are student centred, and university-program tailored. Participants are placed in one of four EAP levels according to their score on the English Language Placement test. Taken together, these four levels can take participants from early beginner (TOEFL 300) and bring them to university level English users, or a proficiency score of TOEFL 500. Students are recommended to take the TOEFL on exiting the course. However, they are welcome to sit a test at any time. A student enrolled in EAP 300 or EAP 400 can take up to the maximum total of approved undergraduate courses during their studies.

Registration:

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

Program Duration:

EAP courses run in conjunction with the University Academic Calendar. The courses typically run for 14 weeks with a final exam in week 15. However, during the summer the course is condensed. For adult learners and working professionals courses can be organized in the afternoon/evening and/or during the weekend.

Please contact the EAP - Coordinator for details.

			Fees
EAP 100	15 hours per week	225 Hours	AED 12,600
EAP 200	15 hours per week	225 Hours	AED 12,600
EAP 300	12 hours per week	180 Hours	AED 10,500
EAP 400:	12 hours per week	180 Hours	AED 10,500

*** Prices effective September 1st, 2014**

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

Program Overview and Learning Outcomes:

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

- Pen pal systems with instructors and existing students at Canadian University Dubai to practice fluency in writing.
- Access to an EAP program website and online forum where additional language practice and class updates are available. (i.e. moodle)
- An extensive reading program for students who love English literature.
- Use of state of the art resources and technology

EAP Course Descriptions

EAP 100: Beginner Level - 15 hours per week
This is the start level for students have only a fundamental grasp of the English language. The skills of reading, writing, speaking and listening are all explored in an interactive way. Basic words and phrases are taught in a way that reflects communication in the English language on a day to day basis. The course focuses on simple communication processes.
Prerequisite: English Language Placement Test.

EAP 200: Basic Level - 15 hours per week
The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills and introducing the mechanics of writing to develop writing accuracy at the sentence level.
***Prerequisite*:** English language Placement Test.

EAP 300: Intermediate Level - 12 hours per week
This level focuses on academic preparation in a combined reading/writing course, oral communicati0ns and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic 5reading strategies and write organized paragraphs and write grammatically correct sentences.
***Prerequisite*:** English Placement Test score equivalent to EAP 300 or passing grade in EAP 200

EAP 400: Advanced Level - 12 hours per week
This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL exams quickly and efficiently. It will also prepare students to join and succeed in major University courses by developing University level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.
***Prerequisite*:** English Placement test Score equivalent to EAP 400 or passing grade in EAP 300

Approximate comparison between EAP Levels and Standard University Entrance Exams

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

8.1.4. Mathematics for Academic Purposes

Background Information
Courses are offered to students who do not yet have the necessary mathematical background or knowledge to successfully undertake Credit math's Courses. This is an intensive University level certificate program designed to prepare the student for those Courses.
Classes are delivered in a friendly classroom environment where students will collaborate with their colleagues and the teacher. Extra tutorials are available for those students who feel they require extra help.

Registration:

All students with the exception of those on Communications Programs are required to complete a Math's Skills Test prior to attempting Credit Math's Courses. Students who pass the test will proceed directly to Credit Courses. Students who are unsuccessful will be required to take either MTH 011, College Algebra for those students who are registering for Business or Health Courses or MTH 012 Pre- Calculus for those registering for Architecture, Interior design or Engineering Courses.

For students who have a low score on the Math's Skills test there is a Foundation Math's Course MTH 010. Students who take this course and pass will then be eligible to move forward to College Algebra or Pre-Calculus.

Students can register for the Test at the Registration Department.

Program Duration:

Math's Courses run in conjunction with the University Calendar, however during the Summer Semester the course is condensed Please contact the Continuing Education Department for further details (conEd@cud.ac.ae)

			FEES
MTH 010	9 hours per week	Over 6 Weeks	AED 3,500
MTH 011	3 hours per week	Over full Semester	AED 3,500
MTH 012	3 hours per week	Over full Semester	AED 3,500

(Students who pass MTH 010 will proceed to MTH o11 or MTH 012 over the second half of the Semester (6 hours per week).

*** Prices effective September 1st, 2014**

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

Program Overview and Learning Outcome

Students will work from a prescribed textbook utilizing the exercises to augment their Mathematical Skills. Course Tutor will supervise the learning and pace it at the level of the individual student, supplementing the learning with weekly tutorials. Assessment will be through regular home works, quizzes, a mid-term test and a Final Examination.

MTH Course Descriptions:

MTH 010 Foundation Mathematics

This "Crash" course is a mathematics course in basic numbers, algebra, shapes and Statistics and probability. The course is intended for those students who failed both parts of the mathematics placement test below 40%. It aims at building up the confidence and basic knowledge of students in order to enable them to cope with further mathematics and statistics courses.

MTH 011 College Algebra

This course is a mathematics course in basic algebra and trigonometry. The course is intended for those students who failed both parts of the mathematics placement test. It aims at building up the mathematical foundations of students in order to enable the students to cope with further mathematics and statistics courses.

MTH 012 Pre-calculus

The course covers the necessary background in algebra and trigonometry for engineering and architecture students to prepare for the standard university calculus sequence and to understand the graphing and function analysis required for calculus. The course is designed to students who, have taken the college preparatory courses in high school but are not quite prepared to do the type of analysis required to successfully complete a university calculus sequence.

8.1.5. Short TOEFL Preparation Course

Canadian University Dubai offers TOEFL preparation courses for working professionals who need to study in the evenings and on weekends.

Registration:

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

Course Duration:

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

Fee:

AED 3,150 (including all materials; textbooks, handouts etc.)

Participants:

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

Program Overview and Learning Outcome:

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

8.1.6. TOEFL Testing

All Academic programs at Canadian University Dubai have an English proficiency requirement; we are able to offer a convenient on campus Institutional TOEFL assessment service for all prospective and currently enroled students. The Institutional TOEFL test assesses a students' proficiency level in three different skills — reading comprehension, listening comprehension, and structure and written expression. Tests are carried out on a regular basis and dates are published in advance on our website. Students may also obtain additional information on pricing, timings and apply for the test through the Registration Department.

8.2. Corporate Training

Experienced University faculty and certified trainers prepare and conduct a range of tailored management consulting and corporate training services, professional courses and certificate programs, as well as academic preparation courses. Most of the experts affiliated with corporate training at Canadian University Dubai are Canadian, American or European educated, and they have experience and knowledge of the GCC. They come with international expertise in Management, Engineering, Architecture, Islamic Banking, Finance, Environment, Healthcare Management, Interior Design, English Language and Translation, Communications including Public Relations, Journalism and Advertising.

Training programs offered at Canadian University Dubai are non credit and consist of activities conducted over a number of days, typically 3-5 days, for 6-7 hours a day. Training sessions are highly interactive and include group work to solve a selection of case studies and exercises, as well as role play sessions to practice a range of skills. Training videos and other training materials are widely used to support lectures. The carefully prepared content helps participants keep in touch with best practice in the field. They offer access to the latest training programs needed for various functional areas such as Sales & Marketing, Human Resources, Accounting, and Customer Service from the administrative to the executive level.

Custom made training and off-the-shelf programs can be implemented to suit the particular needs of individuals and corporate clients. For more information please visit www.cud.ac.ae/training

9. Admission for Undergraduate Studies

9.1. General University Admission Requirements

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

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

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

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

9.2. English Proficiency Requirements

All students are required to provide a certificate of English proficiency, such as TOEFL (minimum score of PBT500/173 CBT/61 iBT), IELTS (minimum band 5.0), or an equivalent standardized English language test that is internationally recognized. This condition of the admission policy applies to all students of all programs except for those students applying for the Bachelor of Arts in Communication program in Arabic; students applying for this Arabic language program need a minimum TOEFL score of 450 or its equivalent (but may be granted conditional admission with a TOEFL score of 400; refer to the Conditional Admission section 10.7 for more information). Students should note that in order to transfer to a university in Canada a higher TOEFL score (normally a minimum of 550) or its standardized equivalent may be required, depending on the institution concerned

Exceptions:

- Any native speaker of English that has completed his/her secondary education in an English medium institution in any country where English is an official language
- A student admitted to an undergraduate course in an English-medium institution that is recognized by the Ministry of Higher Education and Scientific Research, who can also provide evidence of having achieved a TOEFL score of 500 (or its standardized equivalent approved by the MOHESR) upon admission to the sending institution's undergraduate program. A verified true copy of the test result held by the sending institution may be sent directly to the University

9.3. Placement Tests

9.3.1. English

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

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

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

9.3.2. Math

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

9.4. Program Specific Requirements

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

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

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

9.4.1. Bachelor of Science in Telecommunication Engineering and Bachelor of Science in Network Engineering

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

9.4.2. Bachelor of Architecture

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

9.4.3. Bachelor of Science in Interior Design

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

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

9.5. Admission Requirements and Procedures

Steps for applying to the Canadian University Dubai:

a) Complete the application form.
b) Pay the application fee of AED 320.
c) Submit required documentation, including:

- A certified copy of all Secondary School Certificates or their equivalent;
- Official Grade Transcripts for Grades 10-12 for non UAE High School Certificates;
- A photocopy of Passport;
- Six (6) passport-size photographs with full name written on the back of each (or 10 if applying for a University visa);
- A certificate of English proficiency such as TOEFL (with a minimum score of 500), IELTS (with a minimum score of 5.0), or equivalent.

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

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

9.5.1. Required Documents

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

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

9.5.2. Attestation of Documents and Certificates

Students who have graduated from High Schools within the UAE

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

Students who have graduated from High Schools outside the UAE

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

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

a) All Certificates and transcripts must be attested by the Ministry of Education in the country where the issuing institution is based.

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

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

9.6. Foreign Equivalents

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

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

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

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

French Baccalaureate: Minimum grade 10 out of 20.

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

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

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

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

Nigerian system: A senior secondary school certificate granted by either the WAEC or NECO board with a minimum grade of E and above, or average of 40% and above. NABTEB Students will need to be individually approved by the Ministry of Higher Education

9.7. Conditional Admission

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

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

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

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

9.8. Continuing Education

9.8.1. Foundation Program

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

The aim of the Foundation Program is to provide courses to those who have studied in the UAE system (both national and non-national students) who wish to progress into non-federal higher education or post-secondary vocational training institutions, but do not have the appropriate credentials required for direct entry to higher education. For more details, please see the Centre for Continuing Education page at www.cud.ac.ae/programs/continuing-education

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

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

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

9.9. Deadlines for Admission

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

9.9.1. Letter of Admission

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

9.10. Admission Appeals

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

- Inform the Admissions Office of his/her dissatisfaction and request a review, in writing, within thirty (30) days of having received the written reason for the rejection

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

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

9.11. Student Visa

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

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

Once all the documents are available it takes a minimum of 3 working days to process the visa. Completion of medical and stamping of the visa on the passport take a minimum of 4 additional working days.

The documents required are:

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

Falsified Admission Documents

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

10. Undergraduate Registration Process and Procedure

Prior to registration for the current semester, students are required to be in good academic and financial standing.

Please note that students' who have a CGPA of 2 or above, who are in good academic standing and with no academic warnings at the end of previous semester, do not require the signature of an Academic Advisor to register for the next semester.

The Class Schedule is subject to change, though every effort is made to minimize any such changes. We review the schedule on a routine basis and update as necessary to ensure student satisfaction.

10.1. Registration Process

New Students:

1. Once admitted into the University you may sit with the Student Advisors in the Admissions area to select courses.
2. You will then pay your fees, prior to registering in the courses.
3. Once courses are selected/payment is made you will then register by using the Registration Counters in Hall C. Admissions personnel will be pleased to assist you with this.

Returning Students:

1. May register via Registration counter providing they:
    1. Are in clear academic standing (if not see step 2)
    2. Are in good financial standing (if not see step 3)
    3. Have their registration files up to date and complete (if not see step 4)
2. If you need to see an Academic Advisor, please visit your assigned advisor for their approval on your courses. You may then pay your fees and register via counters 3-6 ONLY.
3. If you are not in good financial standing, please see the Cashiers to clear up any outstanding balances. Counters 7-9
4. If you have an incomplete student file, please see the Administrative or Academic Service counters and provide the necessary documentation prior to paying your fees and registering. Counters 1-2

11. Undergraduate Student Course Load

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

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

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

12. Transfer Credit

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

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

- Transfer is from a recognized institution of higher education;
- Student meets the Canadian University Dubai admission requirements;
- Student submits a certified copy of their grade transcript and a detailed outline of their courses;
- Student has a Cumulative Grade Point Average from the previous institution of at least 2.0 (on a 4.0 scale) or its equivalent.

Transfer credits are subject to the following conditions:

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

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

13. Prior Learning Assessment and Recognition Policy

Prior Learning Assessment and Recognition (PLAR) is a process whereby the Canadian University Dubai awards academic credits for documented learning acquired outside the classroom of for-credit courses.

Such learning would have been acquired by a prospective or current student through a variety of professional or life experiences, including but not limited to:

- Training programs;
- Professional certificates;
- Professional responsibilities;
- Seminars or workshops;
- Armed services training;
- Independent studies; etc.

Upon successful recognition of prior learning, academic credits are awarded without the assignment of a grade. Hence, PLAR credits do not count towards the CGPA of the applicant. PLAR can be used for course exemption only and cannot be used to be admitted at the university. The applicant has the right to appeal a denial of prior learning recognition.

For full policy see General Reference Section 7

14. Attendance and Lateness

14.1. Purpose

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

14.2. Attendance Requirements

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

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

A student arriving 15 minutes late to class in three different sessions during a particular semester will be given an absence.

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

15. Holding Registration

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

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

16. Add and Drop

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

17. Course Withdrawal for Undergraduate Studies

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the given deadlines as reflected in the Academic Calendar.

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

Withdrawal from a course within the Add and Drop period	**No Academic Penalty (Does not appear on student transcript)**
Withdrawal from a course after the Add and Drop period	**Reflects on student transcript as (WN) Withdrawal No Penalty**
Withdrawal from a course after Mid Term	**Reflects on student transcript as (WP) Withdrawal with Academic Penalty**

***Please see Undergraduate Refunds section for any related financial penalties**

17.1. Withdrawal from a Course or Program without Academic Penalty (WN)

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

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

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

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

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

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

18. Withdrawal from the University

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

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

19. Reinstatement after Withdrawal

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

20. Undergraduate Grading Policy

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

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

20.1. Grading Scheme for Undergraduate Studies

Percent Grade	Alpha Grade	4 Point Scale Equivalent	Canadian University Dubai Equivalent Description
90-100	A+	4.0	Outstanding
80-89	A	3.8	Excellent
75-79	B+	3.5	Very good
70-74	B	3.0	Good
65-69	C+	2.5	Satisfactory (High)
60-64	C	2.0	Satisfactory
55-59	D+	1.5	Pass
50-54	D	1.0	Minimal Pass
0-49	F	0	Failure
	FA	0	Failure for Non Attendance
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NG	*	No Grade Required
	NR		Grade not Reported
	IP	*	Course in Progress
	I	*	Incomplete Grade
	AG	*	Aegrotat Standing (valid medical certificate)
	AS	*	Audit Status
	DE	*	Deferred
	TC	*	The student meets all Canadian University Dubai course requirements via transferred/documented equivalent courses taken/passed at another accredited university.
	SC	*	Substitution of one required course by another
	WP		Withdrawal - With Academic Penalty
	WN	*	Withdrawal - Without Academic Penalty
	EW	*	Exceptional Waiver

* Not computed in GPA.

- **Canadian University Dubai standard pass mark in each course is 50 percent**
- **Minimum Cumulative GPA of 2.00 is required in each academic year (Fall and Spring Semesters) for progression**

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

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

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

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

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

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

20.2. The Cumulative Grade Point Average

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

20.3. Incomplete Grade (I)

Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete".
The “I” is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course requirements.

Students have up to 12 calendar months after the scheduled end of the course to complete required additional work as determined by the teacher who assigned the “I”, and to thereby qualify for a passing grade.

After 12 calendar months, outstanding “I” grades are converted to “F”. Thereafter, the student must repeat the course in order to achieve a passing grade.
The number of “Incomplete” courses allowed per semester is established by the School. Please contact the School for further information.

NOTE: An Incomplete grade for a Prerequisite course must be completed before the student is allowed to proceed to the higher-level course unless otherwise approved by the appropriate Academic Administrator (Dean or designate).

20.4. Repeated Courses (R)

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

20.5. Course in Progress (IP)

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

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

NB: IP grades are not included in GPA calculation.

21. Progression Policy for Undergraduate Studies

ACADEMIC STANDINGS & PROGRESSION TOWARDS GRADUATION

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

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

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

21.1. Normal Course Load per Program

School of Liberal Arts	Credit Hours
Bachelor of Arts in Communication (Journalism) – English stream	15
Bachelor of Arts in Communication (Public Relations) – English stream	15
Bachelor of Arts in Communication (Advertisement) – English stream	15
Bachelor of Arts in Communication (Journalism) – Arabic stream	15
Bachelor of Arts in Communication (Public Relations) – Arabic stream	15
Bachelor of Arts in Communication (Advertisement) – Arabic stream	15
Bachelor of Arts in English Language and Translation	15
School of Health & Environment	**Credit Hours**
Bachelor of Science in Health Organization Management	15
Bachelor of Science in Environmental Health Management	15
Bachelor of Science in Health Information Management	15
School of Architecture & Interior Design	**Credit Hours**
Bachelor of Architecture	18
Bachelor of Science in Interior Design	18
School of Engineering, Applied Science & Technology	**Credit Hours**
Bachelor of Science in Telecommunications Engineering	18
Bachelor of Science in Network Engineering	18
Bachelor of Computer and Networking Engineering Technology	18
School of Business Administration	**Credit Hours**
Bachelor of Business Administration in E-Business	15
Bachelor of Business Administration in Accounting & Finance	15
Bachelor of Business Administration in Marketing	15
Bachelor of Business Administration in Human Resource Management	15
Bachelor of Business Administration in International Business	15
Associate Degree in Marketing	15

22. Independent Study / Special Arrangement Policy

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

22.1. Courses offered as Special Arrangement

22.1.1. Delivery

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

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

22.1.2. Eligibility

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

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

22.1.3. Application

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

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

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

22.2.1. Statement of Purpose

An independent study course should be taken as an elective, used for individual pursuit of topics within or beyond a student's major field of study which transcend the regularly available curriculum. It will normally involve research, primary source reading, or field work. When planning for independent study, the

student and his or her advisor should strive to maintain a balance between this mode of study and other elective courses. A disproportionate number of independent study courses will tend to prevent a student from taking other elective courses which are equally important to scholarly development. The institution must limit that grant of such courses to 6 semester hours for programs below the bachelor's degree and 9 semester hours for a bachelor's degree.

22.2.2. Credit and Grade Point Average Guidelines and Requirements

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

22.2.3. The Independent Study Course

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

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

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

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

23. Policy on Intensive Modes of Course Delivery

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

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

24. Clear Academic Standing

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

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

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

24.1. Conditional Academic Standing

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

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

24.2. Probationary Academic Standing

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

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

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

25. Applying for Re-Admission after Suspension

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

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

25.1. Re-Admission of Withdrawn Students

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

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

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

26. Graduation Policy for Undergraduate Studies

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

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

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

For Graduation with Honours, the following policy is followed:

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

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

- For full-time programs: twice the length of the regular program
- For part-time programs: the maximum number of years is the number of required one semester courses (or equivalent thereof) divided by 3
- In some exceptional cases, a student may require the written approval from the Dean and/or VPAA to extend the Graduation time limit

- A student whose studies were interrupted for a period of time will not be eligible to graduate from a program that is no longer offered by the University - unless alternative arrangements are approved by the Dean and VPAA in writing

26.1. Application for Graduation

a) Each student needs to review his/her academic record in light of the academic requirements defined by the particular program of study. Review current academic progression and grades with the relevant academic advisor.
b) Each student must ensure that he/she is in good financial standing with the University (i.e. there are no outstanding balances or bounced cheques), and that all fees and financial obligations have been paid.
c) Complete an Application for Graduation Form, which is available on the Graduation website or from the Registration Department, and submit it to the Registration Department together with payment of AED 850.

26.2. Participation in the Commencement Ceremony

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

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

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

26.3. Conferral of Degree

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

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

26.4. Name on Degree

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

26.5. Attestation of Degrees and Transcripts

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

- https://www.mohesr.gov.ae/attestation (Arabic)
- https://www.mohesr.gov.ae/attestation/Default_e.aspx (English)

27. Internship

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

27.1. Place of Internship

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

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

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

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

27.2. Requirements and Guidelines for Internship

A student applying for internship should fulfill the following requirements:

1. Have completed all the credit hours required as stipulated in the program study plan.
2. Satisfy the minimum Passing Actual Cumulative GPA. Students should refer to their program passing GPA requirements.
3. Adhere to both the training guidelines and regulations of the organization providing the internship.
4. In case the number of qualified candidates exceeds that of openings available, priority will be given to the candidates with the highest GPAs. Moreover, these openings will be distributed amongst the programs according to the assigned percentages.
5. In case a student cannot be placed by the University, the University is open to allow students to propose an organization for internship. Thus the University encourages all students to take initiatives in finding appropriate placements to help the University guarantee internship for everyone.

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

27.3. Absences During Internship

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

27.4. Evaluation

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

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

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

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

27.5. Overall Objectives for Academic Schools

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

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

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

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

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

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

27.7. Monitoring of the Internship Program

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

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

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

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

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

27.8. Internship Regulations for Students

All students are expected to comply with the following:

- Act in a professional manner consistent with the regular employees of the company;
- Comply with all rules and regulations of the workplace;
- Attend the workplace according to its normal working hours;
- Attend all training sessions;
- If a student is absent for four (4) working days of the internship program without approved justification, a failure grade (FA) will be automatically assigned;
- Carry out all legitimate duties assigned by the field supervisor;
- Demonstrate a spirit of cooperation with his/her supervisor and other employees;
- Sit with the academic advisor during each weekly visit to provide him/her with the weekly report and discuss the weekly activities accomplished;
- Demonstrate professionalism and appropriate work ethics;
- Show confidence, take initiative and maintain confidentiality;
- Accept criticism and take responsibility for work submitted;
- Be a team player – this is another opportunity to acquire new skills; and,
- Respect and appreciate people of different culture, race, religion and ethnicity.

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

28. Finance

28.1. Non-Credit Programs

	Number Of Weeks	Total
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,600
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,600
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,500
English for Academic Purposes 400 (9 hours/week)	15 weeks plus exam	AED 10,500
MTH 010	6 weeks	AED 3,500
MTH 011	15 weeks	AED 3,500
MTH 012	15 weeks	AED 3,500
Foundation Program	30 weeks	AED 23,000
TOEFL Preparation Course		AED 3,150

28.2. School of Liberal Arts and Sciences

- **Bachelor of Arts in Communication**
  - ***(Advertising, Public Relations, Journalism)***

Cost Per Credit	Cost Per Course (3 credits)	Tuition Per Year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,470	AED 4,410	AED 44,100	AED 2,090	AED 46,190

Tuition fees are approximate – actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

- **Bachelor of Arts in English Language and Translation**

Cost Per Credit	Cost Per Course (3 credits)	Tuition Per Year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,950	AED 5,850	AED 58,500	AED 2,090	AED 60,590

Tuition fees are approximate – actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

28.3. School of Business Administration

- **Associate Degree in Marketing - 2 years**

66 Credit Hours = 22 Courses

- **Bachelor of Business Administration in E-Business**
- **Bachelor of Business Administration in Marketing**
- **Bachelor of Business Administration in Human Resource Management**
- **Bachelor of Business Administration in International Business**

123 Credit Hours = 41 courses

Cost Per Credit	Cost Per Course (3 credits)	Tuition Per Year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 2,000	AED 6,000	AED 60,000	AED 2,090	AED 62,090

Tuition fees are approximate – actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

28.4. School of Architecture and Interior Design

- **Bachelor of Architecture**

170 credit hours

- **Bachelor of Science in Interior Design**

134 credit hours = 45 courses

Cost Per Credit	Cost Per Course (3 credits)	Tuition Per Year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 2,150	AED 6,450	AED 64,500	AED 2,090	AED 66,590

Tuition fees are approximate – actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

28.5. School of Engineering, Applied Science and Technology

- **Bachelor of Science in Network Engineering**

138 credit hours

- **Bachelor of Science in Telecommunication Engineering**

138 credit hours = 46 courses

Cost Per Credit	Cost Per Course (3 credits)	Tuition Per Year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 2,050	AED 6,150	AED 61,500	AED 2,090	AED 63,590

Tuition fees are approximate – actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

28.6. School of Environment and Health Sciences

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

126 credit course = 42 courses

Cost Per Credit	Cost Per Course (3 credits)	Tuition Per Year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,995	AED 5,985	AED 59,850	AED 2,090	AED 61,940

Tuition fees are approximate – actual tuition fees are paid based on credit hours taken per semester
Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

28.7. Undergraduate Full-Time Incidental Fees 2014-2015

Student Activities Fee - per semester	AED 200.00
Student Health Insurance - per year	AED 1,600.00
Accident Insurance - per year	AED 125.00
Student RFID Card - one off payment	AED 165.00
Total	AED 2,090.00

28.8. Undergraduate Student Fees 2014–2015

Seat Reservation - Under Graduate	AED 1,200.00* **(Non- Refundable)**
Application Fee - Under Graduate	AED 300.00* **(Non- Refundable)**
Visa Security Fee	AED 5,000.00
Visa Application if within UAE	AED 2,850.00
Visa Application if Outside UAE	AED 2,350.00
Late Registration Fee per Semester	AED 720.00
Transfer Credit from Other University Fee	AED 360.00
Prior Learning and Recognition Assessment	AED 3,000.00* **(AED 500 Non-Refundable)**
Prior Learning and Recognition Assessment Appeal	AED 500.00
Change of Major	AED 300.00
Application for reviewing exam sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 180.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 190.00

TOEFL Test	AED 600.00
Additional copy of Transcript	AED 50.00
Letter of Permission	AED 165.00
To Whom It May Concern certificate	AED 30.00
Graduation Fee	AED 850.00
Graduation Ceremony Fee	AED 450.00
Replacing lost RFID Card	AED 280.00
Student Transportation	AED 2,000.00
Parking Fee per Semester	AED 400.00

Canadian University Dubai reserves the right to revise its prices annually up to a maximum of 10%
Prices effective September 1st, 2014

28.9. Undergraduate Refund Policy

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

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

29. Scholarships for Undergraduates

Disclaimer: All statements in this publication concerning requirements, amounts, conditions or other matters are for informational purposes only and are subject to change without notice.

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

29.1. Guiding Principles for Canadian University Dubai Scholarships

- Scholarships are open to all students of any citizenship who have met all the admission requirements.
- Scholarships are awarded to fulltime students enrolled in four (4) academic courses or more per semester (though five (5) courses are recommended).
- Students must maintain the cumulative grade point average (CGPA) necessary in order to continue their scholarship.
- Students can apply in successive years but scholarships are only valid for two (2) successive semesters.
- All remaining and outstanding fees (tuition and housing) must be paid promptly in order to maintain your scholarship.

Scholarships are distributed from a budgeted amount set aside to support and reward our students' success. Successful applicants are chosen by the Scholarship Committee based on the requirements of each Scholarship.

*** Please note the following conditions:**

- **An application and subsequent granting of a scholarship is conditional on any outstanding fees being settled.**
- **New and continuing students may be eligible for one type of discount, bursary or scholarship each semester. Financial awards may not be combined.**
- **Winners or those who qualify for a reduction in the cost of tuition may not appeal the decision of the University or the percentage or amount of reduction assigned. The decision to grant or deny a reduction in cost is final.**

29.2. Application Deadlines

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

29.3. Academic Excellence

Up to 100% tuition waiver

Academic average of 98%* or above

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

Up to 50% tuition waiver

Academic average of 95%* or above

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

29.4. Academic Achievement

Up to 40% tuition waiver

Academic average of 85%* or above

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

20% tuition waiver

Academic average of 85%* or above

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

* UAE Secondary School Certificate or equivalent

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

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

29.5. Sports

Up to 40% tuition waiver

Average of 80% or above

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

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

Up to 10% tuition waiver

Average of 70% or above

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

New Students must submit:

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

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

29.6. Special Needs

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

Up to 40% tuition waiver

- Scholarships are awarded to fulltime students enrolled in a number of academic courses per semester based on recommendations from the Special Needs department.
- Scholarships are available to students with an average equal or superior to 75%.
- Student must have CGPA examined by the Special Needs department at the end of the first semester for the scholarship to continue.
- A Professional, documented diagnosis of disability must be supplied with application and will be kept confidential.

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

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

29.7. Financial Aid

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

Up to 40% tuition waiver

Academic average of 75% or above
Second semester CGPA must be 3.30 or higher for the scholarship to continue
Students must submit the following documents:

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

All documentation will be kept confidential.

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

Section 3 GRADUATE STUDIES

1. Graduate Students Academic Calendar

Fall -Spring Semester 2014-15		
Date		Fall Semester 2014
Weekday	Weekend	
Friday, 01 Aug 2014 and Saturday, 02 Aug 2014		Pre MBA Date
Sunday, 03 Aug 2014	Friday,01 Aug 2014	Course Start Date
Sunday, 03 Aug 2014	Friday,01 Aug 2014	Last day to drop with 100% refund
Monday,04 Aug 2014	Saturday,02 Aug 2014	Late registration fee applies
Monday,04 Aug 2014	Saturday,02 Aug 2014	Last day to drop with 50% refund
Monday,11 Aug 2014	Friday,8 Aug 2014	Last day to drop with 0% refund
	Friday,08 Aug 2014	Pre MBA Final Exam
Sunday, 10 Aug 2014	Friday,08 Aug 2014	MBA Midterm Exam
Sunday, 10 Aug 2014	Friday,08 Aug 2014	Last day to withdraw
Wednesday, 20 Aug 2014	Saturday,16 Aug 2014	Last Session
Sunday,24 Aug 2014	Friday, 22 Aug 2014	MBA Final Exam
Sunday, 31 Aug 2014	Friday, 29 Aug 2014	Course Start Date
Sunday, 31 Aug 2014	Friday, 29 Aug 2014	Last day to drop with 100% refund
Monday,01 Sept 2014	Saturday,30 Aug 2014	Late registration fee applies
Monday,01 Sept 2014	Saturday,30 Aug 2014	Last day to drop with 50% refund
Sunday,07 Sept 2014	Friday,5 Sept 2014	Last day to drop with 0% refund
Sunday, 14 Sept 2014	Friday, 12 Sept 2014	MBA Midterm Exam
Sunday, 14 Sept 2014	Friday, 12 Sept 2014	Last day to withdraw
Wednesday,24 Sept 2014	Saturday,20 Sept 2014	Last Session
	Friday,26 Sept 2014	Pre IT Gov. Course Start Date
Sunday, 28 Sept 2014	Friday,26 Sept 2014	MBA Final Exam
Monday,29 Sept 2014	Friday,26 Sept 2014	Course Start Date
Monday,29 Sept 2014	Friday,26 Sept 2014	Last day to drop with 100% refund
Tuesday,30 Sept 2014	Saturday,27 Sept 2014	Late registration fee applies
Tuesday,30 Sept 2014	Saturday,27 Sept 2014	Last day to drop with 50% refund
Monday, 6 Oct 2014	Friday,3 Oct 2014	Last day to drop with 0% refund
Saturday, 04 Oct 2014 - Thursday 09 Oct 2014		**Eid Al-Adha Holiday***
	Friday,10 Oct 2014	Pre MBA Start Date
Sunday, 19 Oct 2014	Friday,10 Oct 2014	MBA Midterm Exam
Sunday, 19 Oct 2014	Friday,10 Oct 2014	Last day to withdraw
Saturday, 25 Oct 2014		**Hijra New Year's day***
Wednesday,29 Oct 2014	Saturday,25 Oct 2014	Last Session
	Friday,31 Oct 2014	Pre IT Gov. Midterm Exam
Sunday,02 Nov 2014	Friday,31 Oct 2014	MBA Final Exam
Monday,03 Nov 2014	Friday,31 Oct 2014	Course Start Date
Monday,03 Nov 2014	Friday,31 Oct 2014	Last day to drop with 100% refund
Tuesday,04 Nov 2014	Saturday,01 Nov 2014	Late registration fee applies
Tuesday,04 Nov 2014	Saturday,01 Nov 2014	Last day to drop with 50% refund
Monday,10 Nov 2014	Friday,07 Nov 2014	Last day to drop with 0% refund
	Friday,07 Nov 2014	Pre MBA Midterm Exam
Sunday,16 Nov 2014	Friday,14 Nov 2014	MBA Midterm Exam
Sunday,16 Nov 2014	Friday,14 Nov 2014	Last day to withdraw
	Saturday,22 Nov 2014	Pre IT Gov. Course Last Session
Wednesday,26 Nov 2014	Saturday, 22 Nov 2014	Last session
	Friday, 28 Nov 2014	Pre IT Gov. Final Exam
Sunday, 30 Nov 2014	Friday,28 Nov 2014	MBA Final exam
Monday, 01 Dec 2014	Friday,28 Nov 2014	Course Start Date
Monday, 01 Dec 2014	Friday,28 Nov 2014	Last day to drop with 100% refund
Tuesday,02 Dec,2014	Saturday,29 Nov 2014	Late registration fee applies
Tuesday,02 Dec,2014	Saturday,29 Nov 2014	Last day to drop with 50% refund
Monday,08 Dec 2014	Friday,05 Dec 2014	Last day to drop with 0% refund
Tuesday, 02 Dec 2014 – Wednesday, 03 Dec 2014		**National Day**

	Friday,05 Dec 2014	Pre MBA Final Exam
Sunday, 14 Dec 2014	Friday,12 Dec 2014	MBA Midterm Exam
Sunday, 14 Dec 2014	Friday,12 Dec 2014	Last day to withdraw
Sunday,28 Dec 2014 – Wednesday,31 Dec 2014		**Winter Break**
Thursday, 01 Jan 2015		**New Year's Day**
Saturday, 3 Jan 2015		**Prophet's birthday (Holiday)***
Wednesday,24 Dec 2014	Saturday, 27 Dec 2014	Last session
Sunday,04 Jan 2015	Friday,09 Jan 2015	MBA Final Exam
Date		**Spring Semester 2015**
Weekday	**Weekend**	
Monday,05 Jan 2015	Friday, 09 Jan 2015	Course Start Date
Monday,05 Jan 2015	Friday, 09 Jan 2015	Last day to drop with 100% refund
Tuesday,06 Jan 2015	Saturday,10 Jan 2015	Late registration fee applies
Tuesday,06 Jan 2015	Saturday,10 Jan 2015	Last day to drop with 50% refund
Monday,12 Jan 2015	Friday,16 Jan 2015	Last day to drop with 0% refund
Sunday, 18 Jan 2015	Friday, 23 Jan 2015	MBA Midterm Exam
Sunday, 18 Jan 2015	Friday, 23 Jan 2015	Last day to withdraw
Wednesday,28 Jan 2015	Saturday, 31 Jan 2015	Last Session
Sunday, 01 Feb 2015	Friday, 06 Feb 2015	MBA Final Exam
Monday,02 Feb 2015	Friday,06 Feb 2015	Course Start Date
Monday,02 Feb 2015	Friday,06 Feb 2015	Last day to drop with 100% refund
Tuesday,03 Feb 2015	Saturday,07 Feb 2015	Late registration fee applies
Tuesday,03 Feb 2015	Saturday,07 Feb 2015	Last day to drop with 50% refund
Monday,09 Feb 2015	Friday,13 Feb 2015	Last day to drop with 0% refund
Sunday, 15 Feb 2015	Friday, 20 Feb 2015	MBA Midterm Exam
Sunday, 15 Feb 2015	Friday, 20 Feb 2015	Last day to withdraw
	Friday, 20 Feb 2015	Pre MBA Start Date
	Friday, 20 Feb 2015	Pre IT Gov. Start Date
Wednesday,25 Feb 2015	Saturday,28 Feb 2015	Last session
Sunday,01 Mar 2015	Friday,06 Mar 2015	MBA Final Exam
Monday,02 Mar 2015	Friday,06 Mar 2015	Course Start Date
Monday,02 Mar 2015	Friday,06 Mar 2015	Last day to drop with 100% refund
Tuesday,03 Mar 2015	Saturday,07 Mar 2015	Late registration fee applies
Tuesday,03 Mar 2015	Saturday,07 Mar 2015	Last day to drop with 50% refund
Monday,09 Mar 2015	Friday,13 Mar 2015	Last day to drop with 0% refund
	Friday,13 Mar 2015	Pre MBA Midterm Exam
Sunday,15 Mar 2015	Friday,20 Mar 2015	MBA Midterm Exam
Sunday,15 Mar 2015	Friday,20 Mar 2015	Last day to withdraw
	Friday, 20 Mar 2015	Pre IT Gov. Midterm Exam
Wednesday, 25 Mar 2015	Saturday,28 Mar 2015	Last session
Sunday,29 Mar 2015 – Saturday,4 April 2015		Spring Break
Sunday,05 Apr 2015	Friday,10 Apr 2015	MBA Final Exam
Monday,06 Apr 2015	Friday,10 Apr 2015	Course Start Date
Monday,06 Apr 2015	Friday,10 Apr 2015	Last day to drop with 100% refund
Tuesday,07 Apr 2015	Saturday,11 Apr 2015	Late registration fee applies
Tuesday,07 Apr 2015	Saturday,11 Apr 2015	Last day to drop with 50% refund
Monday,13 Apr 2015	Friday,17 Apr 2015	Last day to drop with 0% refund
	Friday,17 Apr 2015	Pre MBA Final Exam
	Saturday, 18 April 2015	Pre IT Gov. Last Session
Sunday,19 Apr 2015	Friday,24 Apr 2015	MBA Midterm Exam
Sunday,19 Apr 2015	Friday,24 Apr 2015	Last day to withdraw
	Friday,24 Apr 2015	Pre IT Gov. Final Exam
Wednesday,29 Apr 2015	Saturday,02 May 2015	Last Session
Sunday,03 May 2015	Friday,08 May 2015	MBA Final Exam
Wednesday, 06 May 2015		**Graduation Ceremony**

Date		Summer I 2015
Weekday	Weekend	
Monday,04 May 2015	Friday,08 May 2015	Course Start Date
Monday,04 May 2015	Friday,08 May 2015	Last day to drop with 100% refund
Tuesday,05 May 2015	Saturday,09 May 2015	Late registration fee applies
Tuesday,05 May 2015	Saturday,09 May 2015	Last day to drop with 50% refund
Monday,11 May 2015	Saturday,16 May 2015	Last day to drop with 0% refund
Friday, 15 May 2015		**Al Israa Wal Miraj***
Sunday,17 May 2015	Friday,22 May 2015	MBA Midterm Exam
Sunday,17 May 2015	Friday,22 May 2015	Last day to withdraw
Wednesday,27 May 2015	Saturday,30 May 2015	Last Session
Sunday,31 May 2015	Friday,05 Jun 2015	MBA Final Exam
Monday,01 Jun 2015	Friday,05 Jun 2015	Course Start Date
Monday,01 Jun 2015	Friday,05 Jun 2015	Last day to drop with 100% refund
	Friday,05 Jun 2015	Pre IT Gov. Start Date
Tuesday,02 Jun 2015	Saturday,06 Jun 2015	Late registration fee applies
Tuesday,02 Jun 2015	Saturday,06 Jun 2015	Last day to drop with 50% refund
Monday,08 Jun 2015	Friday,12 Jun 2015	Last day to drop with 0% refund
Sunday,14 Jun 2015	Friday,19 Jun 2015	MBA Midterm Exam
Sunday,14 Jun 2015	Friday,19 Jun 2015	Last day to withdraw
Friday,19 Jun 2015		**Ramadan Begins (19/Jun-18/Jul)***
	Friday,19 Jun 2015	Pre MBA Start Date
Wednesday,24 Jun 2015	Saturday,27 Jun 2015	Last Session
Sunday,28 Jun 2015	Friday,03 Jul 2015	MBA Final Exam
Date		**Summer II 2015**
Weekday	**Weekend**	
Monday,29 Jun 2015	Friday,03 Jul 2015	Course Start Date
Monday,29 Jun 2015	Friday,03 Jul 2015	Last day to drop with 100% refund
	Friday,03 Jul 2015	Pre IT Gov. Midterm Exam
Tuesday,30 Jun 2015	Saturday,04 Jul 2015	Late registration fee applies
Tuesday,30 Jun 2015	Saturday,04 Jul 2015	Last day to drop with 50% refund
Monday,06 Jul 2015	Friday,10 Jul 2015	Last day to drop with 0% refund
	Friday,10 Jul 2015	Pre MBA Midterm Exam
Sunday,12 Jul 2015	Friday,17 Jul 2015	MBA Midterm Exam
Sunday,12 Jul 2015	Friday,17 Jul 2015	Last day to withdraw
Saturday, 18 Jul 2015		**Ramadan ends***
Saturday, 18 Jul 2015 - Tuesday, 21 Jul 2015		**Eid Al Fitr***
Wednesday,22 Jul 2015	Saturday,25 Jul 2015	Last session
	Saturday,25 Jul 2015	Pre IT Gov. Last Session
	Friday,31 Jul 2015	Pre IT Gov. Final Exam
Sunday,26 Jul 2015	Friday,31 Jul 2015	MBA Final Exam
Monday,27 Jul 2015	Friday,31 Jul 2015	Course Start Date
Monday,27 Jul 2015	Friday,31 Jul 2015	Last day to drop with 100% refund
Tuesday,28 Jul 2015	Saturday,01 Aug 2015	Late registration fee applies
Tuesday,28 Jul 2015	Saturday,01 Aug 2015	Last day to drop with 50% refund
Monday,03 Aug 2015	Friday,07 Aug 2015	Last day to drop with 0% refund
	Friday,07 August 2015	Pre MBA Final Exam
Sunday,09 Aug 2015	Friday,14 Aug 2015	MBA Midterm Exam
Sunday,09 Aug 2015	Friday,14 Aug 2015	Last day to withdraw
Wednesday,19 Aug 2015	Saturday,22 Aug 2015	Last session
Sunday,23 Aug 2015	Friday,28 Aug 2015	MBA Final Exam

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

Always refer to www.cud.ac.ae for the latest Academic Calendar, as some dates are subject to change

2. Our Graduate Academic Programs

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

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

2.1. MBA Program

Canadian University Dubai is a recognized leader of graduate business education in the UAE and across the Gulf region. Our MBA program was ranked #1 in Dubai and #3 in the MENA region by Forbes Middle East in 2012. Graduates from our MBA program are well prepared for the challenges they will face in the increasingly globalized and technologically driven business environment.

Our MBA program focuses on meeting the current and future needs of business and government leaders in the Gulf region. The dynamic and competitive business environment of the 21st century calls for new management and leadership skills – our MBA will prepare you today, for the challenges of tomorrow.

Key to the success of our programs is its focus on developing the professional networks of our students, and expanding their understanding of fundamental management principles through case studies, innovative partnerships and interactive seminars. Graduates from our MBA program are well prepared for the challenges they will face in a very competitive professional environment.

2.2. Our Five MBA Concentrations

The Canadian University Dubai's MBA program provides students with a strong analytical foundation in the fundamental aspects of management. In addition, students are free to specialize in one of the following concentrations:

- **General Management:**
  Graduates will acquire the skills needed to strategically manage professionals in all fields of the public and private sectors.

- **Human Resource Management:**
  Graduates will be able to pursue HR positions in the areas of staffing, human resource development, labor and employee relations, and/or compensation and benefits.

- **Islamic Banking:**
  Graduates will be able to gain thorough knowledge and analytical skills related to the Islamic banking system and its practical implementation in the modern business world.

- **Finance:**
  Graduates will be able to gain thorough knowledge and analytical skills related to the implementation of strategic financial management and planning.

- **Marketing:**
  Graduates will be able to work in private (banking, insurance, media, advertising, events marketing, hospitality, and real estate) and public sectors, ranging from government departments to utility, transport and telecommunications.

Pre-MBA

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

2.2.1. Program Structure

1- Program Structure: General Management

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

2- Program Structure: Human Resources Management

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

3- Program Structure: Islamic Banking

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

4- Program Structure: Finance

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

5- Program Structure: Marketing

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

2.2.2. Program Core Courses

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

General Management Courses

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

General Management Concentration Electives (select two courses)

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

Human Resources Management Courses

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

Human Resources Management Concentration Electives (Select two courses)

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

Islamic Banking Courses

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

Finance Courses

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

Finance Concentration Electives (Select one course)

Course Code		Course Title	Prerequisite	Cr
MBA	671	*Al-Shari'ah*, Economy & Society	MBA 644	3
MBA	682	International Financial Management	MBA 642	3
MBA	685	Financial Statement Analysis	MBA 642	3

Marketing Courses

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

Marketing Concentration Electives (Select one course)

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

General Management Study Plan

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

Human Resource Management Study Plan

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

Islamic Banking Study Plan

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

MBA Finance Study Plan

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

MBA Marketing Study Plan

Semester	Course Code		Course Title	Prerequisite	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
					12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	691	Marketing Channels	MBA 645	3
	MBA	692	International Marketing	MBA 645	3
	MBA	693	Business Marketing	MBA 645	3
	MBA	XXX	Marketing Elective		3
					12
Total					**36**

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

2.2.3. Double Concentration

Students pursuing an MBA degree may earn a Double Concentration by completing 16 MBA courses and the degree requirements for both concentrations.

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

2.2.4. Pre-MBA Courses

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

Study Plan of the Pre-MBA Program

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

2.3. Master in Information Technology Management & Governance (MITGOV)

The Canadian University Dubai is a recognized leader of graduate business education in the UAE and across the Gulf region. Since the rapid development in IT platforms and enterprises, different stakeholders are concerned how an organization's business can benefit from IT services and tools. The Canadian University Dubai has identified the needs of the next generation leaders that can implement the various aspects of IT Management, Governance, and Assurance. This has resulted in developing a Master program in IT Management and Governance (MITGOV) -a first of its kind in the region that aims to enrich professionals with the necessary skills in IT governance and services. The MITGOV program supports the strategic vision of the Smart City model infrastructure.

The content of this new Master program maps between the recently developed IT governance and assurance theoretical models with the IT tools within the organization's different functioning units. This leads to the efficient development and implementation of effective business processes.

After successful completion of this program, students will hold an internationally recognized graduate degree in IT Management and Governance and becomes ready for accessing professional certifications such as CGEIT (Certified in the Governance of Enterprise IT), CRISC (Certified in Risk and Information Systems Control) and CISM (Certified Information Security Manager).

2.3.1. Program Structure

Course Classification	Credit Hours
Pre-MIT Courses (Pass/Fail)	0
MIT Core Courses	30
TOTAL	30

2.3.2. Program Core Courses

Semester	Course Code	Subject Title	Prerequisite	Cr.
Term 1	MIT-601	Quantitative Analysis for Management	MIT-501	3
	MIT-602	IT Services and Operations	None	3
	MIT-603	Business Ethics and Corporate Social Responsibility	None	3
	MIT-604	Information Systems Control and Audit	None	3
	Total			12
Term 2	MIT-605	IT Governance in IT Investment Decision Process	MIT-507	3
	MIT-606	Information Security and Continuity Planning	None	3
	MIT-607	Law, Regulations and IT Contracts	None	3
	MIT-608	Strategic Urbanization of Information Systems & Planning	None	3
	Total			12
Term 3	MIT-609	Governance & Management of IS	MIT-602 & MIT-605	3
	MIT-610	IT Management and Governance Project (Capstone)	Complete 27 Cr.H.	3
	Total			6
Total				30

2.3.3. Pre-MIT Courses

Applicants may be admitted to the Pre-MITGOV program (e.g., students who have completed an undergraduate university degree in Business, Information Technology (IT), Computing, Engineering or closely related area and who meet the admission requirements). Students who hold an undergraduate degree in IT, Computing, Engineering are required to take the seven courses of (**Table 1**) in order to admit to the MITGOV program. For students who hold an undergraduate degree in Business successful completion of six foundation courses will automatically yield their admission to the MITGOV program. The six Pre- MITGOV courses are highlighted in (**Table 2**). **** Each course runs 1 week***

Pre-MIT for Non-Business Majors

Course Code	Course Name	Prerequisite	Contact hours
MIT-501	Foundations of Business Statistics	None	15
MIT-503	IT Infrastructure Platforms & Organization of IS	None	15
MIT 504	Management Foundations	None	15
MIT-506	Economics Foundations	None	15
MIT-507	Financial Management	None	15
MIT-508	Marketing Management	None	15
MIT 510	Operations Management	None	15
Total			105

***Table 1**

Pre-MIT for Business Majors

Code	Course Name	Prerequisite	Contact Hours
MIT-501	Foundations of Business Statistics	None	15
MIT-502	Principles of IT	None	15
MIT-503	IT Infrastructure Platforms & Organization of IS	None	15
MIT-505	Management of Information Systems	None	15
MIT-507	Financial Management	None	15
MIT-509	Data Management & Information Systems	None	15
Total			90

***Table 2**

3. English for Academic Purpose (EAP)

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

Background Information

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

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

Registration:

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

Program Duration:

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

Please contact the EAP - Coordinator for additional details.

EAP 100	15 hours per week	225 Hours
EAP 200	15 hours per week	225 Hours
EAP 300	12 hours per week	180 Hours
EAP 400:	12 hours per week	180 Hours

Fees:

EAP 100 - AED 12	AED 12,600
EAP 200 – AED 12	AED 12,600
EAP 300 – AED 10	AED 10,500
EAP 400– AED 10	AED 10,500

*** Prices effective September 1st, 2014**

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

Participants:

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

Program Overview and Learning Outcomes:

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

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

EAP Course Descriptions

EAP 100: Beginner Level - 15 hours per week

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

EAP 200: Basic Level - 15 hours per week

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

EAP 300: Intermediate Level - 12 hours per week

This level focuses on academic preparation in a combined reading/writing course, oral communicati0ns and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic 5reading strategies and write organized paragraphs and write grammatically correct sentences.
***Prerequisite*:** English Placement Test score equivalent to EAP 300 or passing grade in EAP 200

EAP 400: Advanced Level - 12 hours per week

This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL exam quickly and efficiently. It will also prepare students to join and succeed in major University courses by developing University level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.
***Prerequisite*:** English Placement test Score equivalent to EAP 400 or passing grade in EAP 300

Approximate comparison between EAP Levels and Standard University Entrance Exams

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

3.1. Short TOEFL Preparation Course

Canadian University Dubai offers TOEFL preparation courses for working professionals who need to study in the evenings and on weekends.

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

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

Fee:
AED 3,150 (including all materials; textbooks, handouts etc.)

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

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

4. Graduate Admissions Policy

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

For applicants not meeting all of the requirements, admission could be conditional to these requirements, or their established equivalent, being met within prescribed time periods and subject to conditions clearly outlined below.

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

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

(*) **For admission in the Master in IT Management & Governance, only applicants holding Engineering / IT / Business related certificates will be considered.**

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

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

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

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

4.3. Additional Program Admission Requirements: Panel Interview

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

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

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

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

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

Pre-MBA

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

Pre-MBA Courses

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

Pre-MIT

All Students admitted in the MITGOV program with an IT, Engineering or Business related degrees must complete and pass the corresponding non-credited pre-MIT program before starting this master program.

Pre-MIT Courses for Non- Business Majors

Course #		Course Title	Prerequisite
MIT	501	Foundations of Business Statistics	None
MIT	503	IT Infrastructure Platforms & Organization of IS	None
MIT	504	Management Foundations	None
MIT	506	Economics Foundations	None
MIT	507	Financial Management	None
MIT	508	Marketing Management	None
MIT	510	Operations Management	None

Pre-MIT Courses for Business Majors

Course #		Course Title	Prerequisite
MIT	501	Foundations of Business Statistics	None
MIT	502	Principles of IT	None
MIT	503	IT Infrastructure Platforms & Organization of IS	None
MIT	505	Management of Information Systems	None
MIT	507	Financial Management	None
MIT	509	Data Management & Information Systems	None

4.4. Falsified Admission Documents

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

5. Graduate Student Registration Process and Procedure

Prior to registration for the current semester, students are required to be in good academic and financial standing.

The Course Schedule is subject to change, though every effort is made to minimize any such changes. We review the schedule on a routine basis and update as necessary to ensure student satisfaction.

5.1. Registration Process

5.1.1. New Graduate Students:

1. Once admitted into the University you may meet with Student Advisors from the School of Graduate Studies to select courses.
2. You will then pay your fees, prior to registering in the courses.
3. Once courses are selected/payment is made you will then register by using the Graduate Studies area of Registration. Registration personnel will be pleased to assist you with this.

5.1.2. Returning Students:

1. May register via the Graduate Studies area of Registration provided they:
    1. Are in clear academic standing (if not see step 2)
    2. Are in good financial standing (if not see step 3)
    3. Have their registration files up to date and complete (if not see step 4)
2. See your assigned Academic Advisor for course approval. You may then pay your fees and register.
3. If you are not in good financial standing, please see the Cashier in the Graduate Studies area of Registration to clear up any outstanding balances.
4. If you have an incomplete student file, please see Registration personnel and provide the necessary documentation prior to paying your fees and registering.

6. Graduate Student Course Load

The academic load for graduate programs is as follows. The total MBA program load is 36 credit hours, while for the MIT GOV it is 30 credit hours. The maximum academic load is 12 credit hours per term. Students who pursue the program part-time have up to four years to complete the degree requirements including the foundation graduate courses.

7. Graduate Transfer Credit

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

8. Prior Learning Assessment and Recognition Policy

Prior Learning Assessment and Recognition (PLAR) is a process whereby the Canadian University Dubai awards academic credits for documented learning acquired outside the classroom of for-credit courses.

Such learning would have been acquired by a prospective or current student through a variety of professional or life experiences, including but not limited to:

- Training programs;
- Professional certificates;
- Professional responsibilities;
- Seminars or workshops;
- Armed services training;
- Independent studies; etc.

Upon successful recognition of prior learning, academic credits are awarded without the assignment of a grade. Hence, PLAR credits do not count towards the CGPA of the applicant. PLAR can be used for course exemption only and cannot be used to be admitted at the university. The applicant has the right to appeal a denial of prior learning recognition.

For full policy see General Reference Section 7

9. Attendance & Absenteeism Policy for Graduate Studies

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

10. Holding Registration

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

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

11. Add and Drop for Graduate Studies

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the deadline as reflected in the Academic Calendar.

To officially drop a section or withdraw from a course, students must submit an Add/Drop form to the Registrar's Office. Once processed, the student will be given a date-stamped copy of the form, and should retain this as proof of withdrawal in the event of a dispute. The date on which the written notice of withdrawal is received is the student's effective date of withdrawal.

11.1. Withdrawal from a Course or Program without Academic Penalty (WN)

To withdraw from a program without academic penalty (without being penalized by an 'F' or 'FA' grade), students must submit an Add/Drop form dropping the class to the Registrar's Office by the deadline as reflected in the Academic Calendar.

For students who withdraw by the deadline, the attempted course will not be included on the student's formal academic record. The grade assigned is "WN" (Withdrawal No Penalty). Students who 'drop' a course or courses after this deadline, will be assigned a grade of "F" (Failure) for the course.

Withdrawing or dropping a course or courses may:

- Extend the duration of studies
- Delay graduation.
- Add to cost of the program (i.e. payment for a repeated course that must be paid for twice).
- Affect sponsorship arrangements.

The academic advisor (program chair/coordinator) must approve the Add/Drop form to ensure the student understands the academic and financial implications associated with withdrawing after the deadline to add/drop a course.

12. Withdrawal from the University

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

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

13. Reinstatement after Withdrawal

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

14. Grading Scheme for Graduate Studies

Percent Grade	Alpha Grade	4 Point Scale Equivalent	Canadian University Dubai Equivalent Description
95-100	A+	4.00	Outstanding
90-94	A	3.70	Excellent
85-89	A-	3.50	Very good
80-84	B+	3.25	Good
75-79	B	3.00	Satisfactory
70-74	B-	2.75	Below requirements
65-69	C+	2.50	
60-64	C	2.00	
Less than 60	F	0.00	Failure
	FA	*	Failure for Non-attendance
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NG	*	No Grade Required
	NR		Grade Not Reported
	IP	*	Course in Progress
	I	*	Incomplete Grade
	AG	*	Aegrotat Standing
	AS	*	Audit Status
	DE	*	Deferred
	TC	*	The student has met the course requirements through equivalent courses taken at another accredit University.
	SC	*	Substitution of one required course by another
	WP		Withdrawal with Academic Penalty
	NP	*	Withdraw without Academic Penalty
	EW	*	Exceptional Waiver

* **Not computed in GPA**.

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

14.1. The Semester Grade Point Average

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

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

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

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

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

14.2. The Cumulative Grade Point Average

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

14.3. Incomplete Grade (I)

Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term (or the specified end of a course) may be granted a grade of "Incomplete".

The “I” is not intended to be a permanent grade. It is only a temporary acknowledgment of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course requirements.

Students have up to 12 calendar months after the scheduled end of the course to complete required additional work as determined by the teacher who assigned the “I”, and to thereby qualify for a passing grade.

After 12 calendar months, outstanding “I” grades are converted to “F”. Thereafter, the student must repeat the course in order to achieve a passing grade.

The number of “Incomplete” courses allowed per semester is established by the School. Please contact the School for further information.

NOTE: An Incomplete grade for a pre-requisite course must be completed before the student is allowed to proceed to the higher-level course unless otherwise approved by the appropriate Academic Administrator (Dean or designate).

14.4. Repeated Courses (R)

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

14.5. Course in Progress (IP)

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

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

NB: IP grades are not included in GPA calculation.

15. Progression Policy for Graduate Studies

15.1. University Standing & Student Progression

15.1.1. University Standings

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

15.1.2. Clear University Standing

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

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

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

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

15.1.3. Conditional University Standing

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

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

15.1.4. Probationary University Standing

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

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

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

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

15.1.5. Time Limit

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

15.1.6. Continuation in the Program

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

16. Graduation Policy for Graduate Studies

Students must successfully complete all the course requirements of the graduate program they are enroled in with an overall minimum cumulative grade point average of 3.0 necessary to fulfill the graduation requirements for the degree.

16.1. Graduation Policy and Procedures

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

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

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

16.2. Application for Graduation

i. Each student needs to review his/her academic record in light of the academic requirements defined by the particular program of study. Review current academic progression and grades with the relevant academic advisor.

ii. Each student must ensure that he/she is in good financial standing with the University (i.e. there are no outstanding balances or bounced cheques), and that all fees and financial obligations have been paid.

iii. Complete an Application for Graduation Form, which is available on the Graduation website or from the Registration Department, and submit it to the Registration Department together with payment of AED 850.

16.3. Participation in the Commencement Ceremony

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

a) Complete a Convocation Confirmation Form and pay the accompanying fee to the Registration Department.

b) Identify any special requirements or needs that Canadian University Dubai must address prior to or during the ceremony.

c) Complete an Academic Regalia Request Form and attend a fitting session at a Graduation Fair.

d) If a student requires a Letter for Permission to attend Convocation for their employer, complete an Official Letter Request form at least one week prior to the Ceremony.
e) Attend the rehearsal for the Ceremony, held the day before the actual Convocation.

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

16.4. Conferral of Degree

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

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

16.5. Name on Degree

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

16.6. Attestation of Degrees and Transcripts

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

ii. https://www.mohesr.gov.ae/attestation (Arabic)
iii. https://www.mohesr.gov.ae/attestation/Default_e.aspx (English)

17. Finance

17.1. Non-Credit Programs

	Number Of Weeks	Total
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,600
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,600
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,500
English for Academic Purposes 400 (9 hours/week)	15 weeks plus exam	AED 10,500

17.2. Pre-MBA

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

Number of Courses	Cost per Course	Tuition for the 6 Courses
6	AED 2100.00	AED 12,600.00

***Prices effective September 1st, 2014**

17.3. Master of Business Administration

(Human Resource Management, General Management, Finance, Islamic Banking, Marketing)

Number of Courses	Total Credit Hours	Cost per Credit Hour	Cost per Course	Tuition for the 12 Courses	Incidental Fees	Tuition & Incidental Fees
12	36	AED 2,500.00	AED 7,500.00	AED 90,000.00	AED 2,295.00	AED 92,295.00

***Prices effective September 1st, 2014**

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

17.4. Pre-MIT

All Students admitted in the MITGOV program with an IT, Engineering or Business related degrees must complete and pass the corresponding non-credited pre-MIT program before starting this master program.

Number of Courses	Cost per Course	Tuition for the 7 courses
7*	AED 2500.00	AED 17,500.00

***Only 6 courses for Business Majors**

17.5. Master in Information Technology Management and Governance

Number of Courses	Total Credit Hours	Cost per Credit Hour	Cost per Course	Tuition for the 12 courses	Incidental Fees	Tuition & Incidental Fees
10	30	AED 2,500.00	AED 7,500.00	AED 75,000.00	AED 2,295.00	AED 77,295.00

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

17.6. Graduate Full Time Incidentals Fees 2014-2015

Student Activities Fee	AED 480.00
Graduate Application Fee	AED 1,650.00* **(Non-Refundable)**
Student RFID Card – One off Payment	AED 165.00
Total	AED 2,295.00

17.7. Graduate Student Fees 2014–2015

Late Registration Fee per Semester	AED 720.00
Transfer Credit from Other University Fee	AED 360.00
Prior Learning and Recognition Assessment	AED 3,000.00* **(AED 500 Non-Refundable)**
Prior Learning and Recognition Assessment Appeal	AED 500.00
Change of Major	AED 300.00
Application for Reviewing Exam Sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 180.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 190.00
TOEFL Test	AED 600.00
Additional Copy of Transcript	AED 50.00
Letter of Permission	AED 165.00

To Whom It May Concern Certificate	AED 30.00
Graduation Fee	AED 850.00
Graduation Ceremony Fee	AED 450.00
Replacing lost RFID Card	AED 280.00
Parking Fee per Semester	AED 400.00

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

17.8. Payment Schedule

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

17.9. Graduate Refund Policy

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

Weekend - If a Student withdraws on the 1st Day of Study	100% Refund of fees paid
Weekend - If a Student withdraws on the 2nd Day of Study	50% Refund of fees paid
Weekend - If a Student withdraws on the 3rd Day of Study	No Refund of Fees
Weekday - If a Student withdraws on the 1st Day of Study	100% Refund of Fees Paid
Weekday - If a Student withdraws on the 2nd Day of Study	50% of Refund of Fees Paid
Weekday - If a Student withdraws on the 3rd Day of Study	No Refund of Fees

Section 4 GENERAL REFERENCE

1. Study In Canada and Abroad

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

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

1.1. Formal Agreements

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

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

Mount St Vincent University – Transfer program in Business

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

University of New Brunswick – Transfer program in Business

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

Brock University – Transfer program in Communications

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

Lakehead University – Transfer programs in Engineering, Telecommunications, CNET and Business

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

University of Ontario Institute of Technology – Transfer program in Business

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

Centennial College – Transfer program in CNET

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

Niagara College – Transfer program in Business

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

Athabasca University – Transfer program in Business

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

University of Lethbridge – Transfer program in Business

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

Lawrence Technological University (USA) – Transfer program in Architecture

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

Douglas College – Transfer program in Business

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

Vancouver Island University – Transfer program in Business, Interior Design

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

Dalhousie University – Transfer program in Health Sciences

- Dalhousie University is one of Canada's premier universities on the Atlantic Ocean in beautiful Halifax, Nova Scotia. (Articulation agreement in process.)

1.2. Partners

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

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

1.3. Other International Partners

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

- **Girne American University (Northern Cyprus) - Student Exchange**
- **University of the Fraser Valley, Abbotsford, BC, Canada**
- **Royal Roads, Victoria, BC, Canada**
- **Multimedia University (Kuala Lumpur, Malaysia)**
- **Griffith College (Dublin, Ireland)**
- **President University (Bekasi, Indonesia)**
- **EMLYON (Lyon, France) - Collaborative MBA program**
- **ESC Troyes (Troyes, France) - Student Exchange**
- **Deakin University (Perth, Australia)**
- **Curtin University (Perth, Australia)**
- **University Ibn Tofail (Kenitra, Morocco)**

2. The Student Exchange Program

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

Canadian University Dubai has started a student exchange program with the following universities:

- **Mount St Vincent University (Halifax, Canada)**
- **University of the Fraser Valley (Abbotsford, BC, Canada)**
- **Girne American University (Northern Cyprus and Canterbury, United Kingdom)**
- **ESC-TROYES, (Troyes, France)**

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

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

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

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

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

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

3. Summer Study Abroad Opportunities

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

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

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

4. Student ID

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

5. Student ID card

After registration and at the start of each semester, all new students will be issued with Identity Cards costing AED 165 per card. This ID card must be carried on the student at all times while on University premises. Replacing a lost ID card is AED 280.

6. Student Orientation and Academic Advising

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

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

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

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

7. Prior Learning Assessment and Recognition Policy

Prior Learning Assessment and Recognition (PLAR) is a process whereby the Canadian University Dubai awards academic credits for documented learning acquired outside the classroom of for-credit courses.

Such learning would have been acquired by a prospective or current student through a variety of professional or life experiences, including but not limited to:

- Training programs;
- Professional certificates;
- Professional responsibilities;
- Seminars or workshops;
- Armed services training;
- Independent studies; etc.

Upon successful recognition of prior learning, academic credits are awarded without the assignment of a grade. Hence, PLAR credits do not count towards the CGPA of the applicant. PLAR can be used for course exemption only and cannot be used to be admitted at the university. The applicant has the right to appeal a denial of prior learning recognition.

7.1. Application Process and Guidelines

The applicant must follow a five step process whereby eligible prior learning is identified, assessed and recognized as a substitute to academic credits.

Step 1: Contact and consult with the PLAR Services at the Registration Division to apply.

The applicant for PLAR credits is responsible for identifying and documenting prior learning and for seeking recognition against academic credits at the Canadian University Dubai.

Step 2: Consult with the academic advisor on the eligibility of prior learning.

Applicants are expected to consult with PLAR Services officers and academic advisors about the eligibility of their prior professional and life experiences, the PLAR assessment process, the course(s) to be considered, and the time frame for completion.

The applicant need not be enrolled in a course to use the PLAR option for that given course. However, if the applicant is enrolled in the course considered for recognition, PLAR cannot be used after the 6th hour of class for that course. The applicant for PLAR credits is thus advised to check the University calendar for important dates. In all situations, the applicant is expected to have identified the relevant course(s) and obtained their syllabi.

Consultations with PLAR Services and academic advisors should allow the applicant to:

- Identify the course(s) to be considered for PLAR;
- Identify the learning objectives for the course(s);
- Address the applicant's readiness to undergo PLAR;
- Determine when and how prior learning would be assessed (a possible plan may be discussed, identifying the date and possible type of assessment (e.g., portfolio or challenge) with the understanding that the final choice of the type of assessment is at the discretion of the PLAR assessor.

Once the course to be considered for recognition has been identified and before proceeding formally, the applicant is strongly advised to reflect on the following questions and reach affirmative answers for each given course:

- "Did I acquire, through extensive professional and life experiences outside the classroom, the knowledge, skills, values and attitudes that appear to be equivalent to the learning outcomes listed in the course syllabus?"
- "Would I be able to demonstrate such knowledge, skills, values and attitudes related to each learning outcome of the course?"

Step 3: Complete and submit the PLAR Form *(attached below)* ***together with documented evidence of prior learning.***

Make sure to sign and date the form and to attach originals or certified copies of evidence of prior learning.

Step 4: Pay a PLAR application fee of 3000 AED per course.

A receipt will be issued after payment. Staff at the Registration Division shall not process any PLAR application without the payment receipt. The amount of AED 500 is non-refundable irrespective of the outcome of the assessment(s).

Within three (3) working days following the fee payment, PLAR Services shall communicate to the student the name and contact details of the designate PLAR assessor(s) (normally a faculty member at the Canadian University Dubai determined in consultation with the academic unit offering the course(s) identified for recognition).

Step 5: Contact the designate PLAR assessor to complete the prescribed PLAR assessment(s).

It is the applicant's responsibility to contact the designate PLAR assessor and to complete the required PLAR assessment(s) within one hundred and twenty (120) days following the date of application. Past that time period, the PLAR application becomes null and void.

The designate PLAR assessor shall communicate the nature, format, expectations, duration and date(s) of the challenge within three (3) working days following the first meeting with the applicant to discuss prior learning and possible assessment methods.

The applicant should be given no less than seven (7) working days to prepare for the challenge.

Within three (3) working days following the PLAR assessment(s), the assessor shall return the result(s) approved by the program Chair to the Registration Division and be prepared to provide the applicant with adequate feedback. PLAR Services shall immediately notify the applicant of the decision (approval or denial) in writing.

Cautionary Notes:

(1) Application for PLAR should normally be completed before course enrolment and before the beginning of classes. There may be specific times when PLAR challenges are available.
(2) PLAR applicants are subject to the Canadian University Dubai Student Code of Conduct, including Academic Integrity Policies throughout the whole process.

7.2. The PLAR Assessment

The PLAR assessment aims at establishing the recognition or lack thereof of the applicant's documented prior learning experiences as equivalent to the learning outcomes of the course identified on the application form. Normally, recognition of prior learning is awarded by the assessor upon satisfactory demonstration by the applicant of at least 80% of the course's learning objectives through PLAR assessment. If as a result of the assessment, this learning is deemed equivalent to the learning outcomes

for a specific Canadian University Dubai course, credits for that course shall be awarded without the assignment of a grade. The student's transcript shall then mention the course as completed through PLAR.

The maximum degree level credits awarded through PLAR, when taken together with formal credit transfer, should not exceed 50% of the program graduation requirement.

What are the different methods used for assessing PLAR?

The Canadian University Dubai uses portfolio and/or challenge assessments. The designated PLAR assessor determines the assessment type, format and duration and administers the assessment process.

Portfolio

A portfolio is a collection of materials, in either paper or electronic format that demonstrates learning that was obtained through extensive past experiences. Portfolio submissions are normally complemented by an interview. Documentation included in the portfolio can be a collection of formal or informal learning experiences. A portfolio can include, but is not limited to:

- A Curriculum Vitae;
- An autobiographical essay;
- A description of career history;
- A detailed mapping of documented experiences against course's learning outcomes;
- Samples of professional achievements;
- Job descriptions;
- Letters of reference;
- Training records;
- Detailed course outlines from non-credit training courses or workshops;
- Certifications;
- Performance appraisals;
- Special awards;
- Professional contributions (ex. reports, business plans, marketing materials, etc.).

Challenge Assessment

A challenge assessment may include, but is not limited to, the examples listed below. It may also be a combination of different types of assessments.

Type of Assessment	Description
Written	Test, Case Study, Problem Solving Session, Essay, Short Answer Questions, Research Paper
Oral	Presentation, Interview
Performance	Demonstration of Skills, Sample of Work, Role Play, Objective Structured Clinical Examination
Assessment of Achievement	Reports, Plans/Blueprints, Published Materials, Photography, Art Portfolio

7.3. Appeal of Denial

The applicant can appeal a denial of prior learning recognition after paying a 500 AED appeal fee. The appeal must be done in writing to the Dean of the School offering the course considered in the PLAR application form within five (5) working days past the notification of denial. The Dean shall then convene an ad hoc committee to investigate and deliberate the case before rendering a final decision. This committee shall include a representative of the Dean, a representative of the Registrar, and a subject

matter expert faculty member other than the PLAR assessor. The applicant shall be notified of the final decision within ten (10) working days of the initiation of the appeal. The applicant has no further recourse."

8. Grade Appeal Policy

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

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

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

8.1. Principles

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

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

8.2. Procedures for Appeals of Academic Decisions

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

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

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

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

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

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

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

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

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

9. Dismissal from Class

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

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

10. Discount Policy

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

10.1. Guidelines for Discounts

- New and existing undergraduate and graduate students may be eligible for one form of reduction in the cost of tuition each semester. Scholarships and different discounts may not be combined. The highest percentage value will be awarded.
- Students who have been awarded a reduction in the cost of tuition must be, and remain in, good financial and academic standing to be considered as a potential recipient.
- Discounts are not applied when there is an outstanding balance owing to Canadian University Dubai which is not paid by the last day to register without late registration penalties.
- Winners or those who qualify for a reduction in the cost of tuition may not appeal the decision of the University or the percentage or amount of reduction assigned. The decision to grant or deny a reduction in cost is final.
- Discounts are applied to the current semester of registration and cannot be deferred to future semesters or applied to previous semesters.
- Other related costs are not waived. The discount is applied to the cost of tuition only. A refund is not granted for the discount amount should the student drop or withdraw from a course.
- Exchange students and transfer courses to and from other institutions are not eligible for the discount.
- Applicants must provide evidence that they meet the minimum qualification for the discount.

10.2. Sibling Discount

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

10.3. Spouse Discount

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

10.4. Government Employee Discount

Undergraduate Government Discount

Undergraduate students who are employed in government institutions will benefit from a 10% discount on the tuition fees of the registered courses.

Graduate Government Discount

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

11. Student Financing

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

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

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

12. Research at Canadian University Dubai

Canadian University Dubai is well positioned to pursue an innovative applied research agenda that is in complete alignment with its mission statement and fundamental values. Through its Office of Research Services (ORS), and the establishment of Centres of Excellence like the Centre of Excellence for Green Development, Canadian University Dubai fosters research excellence at a national, regional and international level. Research initiatives are implemented in close collaboration with partner universities from Canada:

- University of British Columbia,
- Lake Head University,
- University of Windsor,
- University of Regina
- The University of Western Ontario

Additional research partnerships have already been initiated with:

- Columbia University in the City of New York,
- Multimedia University of Malaysia,
- EMLyon Business School in France,
- The Qatar Foundation in Qatar

These present and future partnerships make the university a portal to Canadian Education and give the Canadian University Dubai an international stature.

Success of the research initiatives at the University will be mainly measured by:

- Collaboration with government institutions, industry and other stakeholders to engage in research activities that have a direct impact on the UAE economy and society.
- Engaging our students at all levels into research, to gain broader knowledge and good understanding of the nature and importance of research in their field and education.
- Providing an enabling research environment to the faculty and student body in order to remain both research-active and competitive.
- Organizing International Conferences and Workshops to serve as forums for researchers and practitioners to exchange, network, present and discuss their work, as well as to contribute to the expansion of knowledge and to encourage research initiatives among the community of the University.

12.1. Goals & Objectives

The Canadian University Dubai is committed to the promotion of high quality research in a number of strategic areas. This provides a unique opportunity to researchers within the University to be involved in first class research programs in collaboration with their peers in Canada, the US, Europe, Asia and other international universities.

The research initiatives and projects conducted at Canadian University Dubai aim at:

- Providing a mean to reach out to student communities, practitioners in the workplace, and the business community and to raise awareness of the great opportunities and important challenges that research at Canadian University Dubai offers.

- Fostering and facilitating a broad multi-disciplinary involvement and an inter-disciplinary collaboration.
- Creating a web-based resource-repository to facilitate research, education, and outreach to the student community.
- Stimulating industry/business/ community interest and investment in university research by showing clear pathways to business benefits of research results.

12.2. International Conferences

Canadian University Dubai organizes prestigious conferences to promote research at the university both locally and internationally. These conferences offer faculty an arena in which to share their research with peers at local and international levels. Furthermore, Canadian University Dubai organizes workshops held in conjunction with the conferences. These workshops aim at enabling multidisciplinary collaboration in diverse research areas with local industry and businesses.

Canadian University Dubai has successfully organized the following conferences:

- International Conclave on Data Analytics, BI, Action Research & Cases in the Power and Energy Sector February 23rd -26th, 2014. Canadian University Dubai.
- 4th International Conference on Networked Digital Technologies (NDT'2012) - April 24-26, 2012 (http://www.ndtconf.org/)
- 6th Joint IFIP Wireless and Mobile Networking Conference, (WMNC 2013), April 23-25, 2013. Atlantis Hotel. Dubai. UAE. (http://www.wmnc2013.org)
- NTD Conference – The Fourth International Conference on Networked Digital Technologies April 23rd -25th, 2012. Canadian University Dubai – Red Theatre

The next conference will be:

- International Conference on Web & Open Access to Learning November 25th – 27th, 2014. Atlantis Hotel, Dubai. UAE

12.3. Distinguished Speakers

Canadian University Dubai has had the pleasure of hosting numerous distinguished guest speakers, including:

- HH Sheikh Mohammed Maktoum Juma Al Maktoum
- H.E. Anurag Bhushan, Consul General of India to UAE
- Dr.Sam Ozarsky, St. Michael's Hospital, Toronto
- Dr. Cigdem Berdi Gokhan, Cankaya University
- Dr. Ajay Mathur, Director General, Bureau of Energy Efficiency, and Member, Prime Minister's Council on Climate Change, India
- Professor Muriel Médard, MIT, Boston, USA
- Professor Norman C. Beaulieu, University of Alberta, Canada
- Professor Abbas Jamalipour, University of Sydney, Australia
- Professor Bayan Sharif, Khalifa University, United Arab Emirates
- Ms. Aisha Mohamed Al Abdooli, Acting Assistant Undersecretary Environment Affairs Sector, Ministry of Environment & Water, UAE
- Mr. A. C. Chaturvedi, Executive Director, NTPC LTD, India
- Mr. Neeraj Bansal, Country Head(India), Real Estate and Construction – KPMG
- Mr. Jinendra Gugaliya, Scientist, ABB Corporate Research Centre, India
- Mr. R.S. Mani, Regional General Manager (QE) – Middle East – ABS Group Inc
- Mr. Niraj Mathur, Sr. Lead Assessor, Lloyds, Dubai
- Mr. U. K. Das, AGM (EC) NTPC Ltd., India
- CA. Nitin Wadhwa, Assistant Manager, Energy Efficiency Services Limited, Ministry of Power, India
- Mr. Vivek Soni, Ph. D. Scholar, Indian Institute of Technology Delhi, India

13. Student Affairs

13.1. Career Counseling

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

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

13.2. Student Success Centre

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

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

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

13.3. Personal Counseling

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

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

13.4. Academic Orientation and Advising

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

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

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

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

13.5. Career Placement Services

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

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

13.6. Special Needs Services

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

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

13.7. Student Activities

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

- Cultural Events and Performances
- Athletics
- Community Involvement

13.7.1. Performance and Cultural Events

With over 90 nationalities represented at the Canadian University Dubai, there is an abundance of cultural events held throughout the year. These events celebrate the diverse cultures present at Canadian

University Dubai, with food, fashion, art, music and dance performances from countries all over the world. Such events include:

- Global Day
- Entertainment Night
- UAE National Day
- Several other National Days

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

13.7.2. Student Athletics

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

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

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

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

13.7.3. Community Involvement

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

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

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

13.8. Student Publications

13.8.1. Newsletter

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

14. Student Councils Policy

14.1. Article 1 – Definition of the Student Councils

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

14.2. Article 2 – Names of the Student Councils

The names of the three Student Councils are:

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

14.3. Article 3 – Mission of the Student Councils

- The Canadian University Dubai Student Councils will act as a liaison between the students and the administration, aiming at creating an environment where collaboration and friendship between students and staff are present
- The Canadian University Dubai Student Councils work towards the promotion of the good welfare of all students.
- The Canadian University Dubai Student Council encourages student life on campus, which includes promoting and participating actively in all student cultural and non-cultural events.
- The Canadian University Dubai Student Councils will act as Ambassadors to the University.

14.4. Article 4 – Membership

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

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

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

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

14.5. Article 5 – Election Procedures of the Student Councils

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

14.5.1. Qualifications of Student Council Members

14.5.1.1. President and Vice President

- Should be a full time undergraduate student, who has completed at least two semesters;
- Should and must have a CGPA of 3.0 or above; failure to maintain this CGPA will result in dismissal from office;
- Should commit to enroll for Fall, Spring, and Summer I semesters of their elected term of office;
- Should have demonstrated some leadership at the Canadian University Dubai;

- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Council Executive Committee and the Executive Director of Student Affairs;
- Should submit a list of 30 students who support his/her nomination.

14.5.1.2. Other Officers

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

14.5.2. Elections

The Elections rules and procedures are as follows:

14.5.3. Rules, Procedures and Responsibilities

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

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

14.5.4. Elections Code of Conduct

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

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

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

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

14.5.5. Voting Procedures

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

14.5.6. Disputes and Violations

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

14.6. Article 6 – Student Councils Responsibilities and Duties

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

- Act as the spokesperson for the specific Student Council (Life on Campus, International Event and Community Outreach, Academic Endeavors);
- Aid in the appointment of new members;
- Assign specific tasks to the new elected members;
- Schedule meetings;

- Participate in a weekly meeting with the appropriate Vice-President;
- Prepare and present to the Vice-President the annual Student Councils report that includes the Financial Report, Activities Report, and strengths and gaps of the Student Councils;
- Meet with Deans or Chairs at the end of each semester to discuss students' concerns with regard to the particular department (Student Council - Academic Endeavors);

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

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

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

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

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

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

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

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

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

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

Staff advisors

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

14.7. Article 7– Requirements for remaining in Student Councils

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

14.8. Article 8 – Resignation from Office

Members of the Student Councils wanting to resign from office must submit a written letter of resignation to the University Council Executive Committee and the Executive Director of Student Affairs. The University Council Executive Committee will hold a re-election two weeks after the resignation is presented. The Vice-President will replace the President until the newly elected President is voted. For any other position, members can appoint other members to serve in the vacant position.

14.9. Article 9 – Removal from Office

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

15. Alumni Network

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

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

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

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

16. Student Academic Rights and Responsibilities

16.1. Student Academic Rights

It is the right of the students to:

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

16.2. Student Academic Responsibilities

It is the responsibility of the student to:

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

17. Student Records

17.1. Custody of Records

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

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

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

Data is stored on secure servers with required firewalls and encryptions. Access to the data is controlled by the software's security mechanism, which restricts access or manipulation of data based on the employee's role within the Institution. Data will be backed up on a pre-determined schedule a regular

basis and stored, as required, in a secure off-site location for business continuity purposes and disaster recovery.

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

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

17.2. Student Privacy Rights

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

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

17.3. Academic Transcripts

A student may request a copy of his or her unofficial Academic Transcript from the Registration Department whenever needed, free of charge. Official Transcripts will only be released once a written request signed by the student has been received and the accompanying fee of AED 50 has been paid.

17.4. Enrollment Verifications and Certifications

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

18. Code of Conduct

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

18.1. Unacceptable Conduct: Academic

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

18.2. Unacceptable Conduct: University Premises

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

18.3. Unacceptable Conduct: Student Safety

1. Harassing, assaulting, or using physical violence against others,
2. Jeopardizing the safety of others or violating human rights,
3. Participating in individual or group activities that deliberately or irresponsibly cause serious disorder or suffering to others,
4. Possessing dangerous weapons such as, but not limited to firearms, on University property,

5. Intentionally possessing or using a dangerous artifact or substance that could harm or distress any person on University property,
6. Possessing and/or using fireworks,
7. Impersonating another student with or without his consent.

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

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

18.4. Unacceptable Conduct: University Property

A student commits a property offence when s/he:

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

Aiding or abetting any conduct or behavior mentioned in Sections 18.1 to 18.4 is unacceptable and will not be tolerated.

18.5. Dress Code

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

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

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

Students should remember that Dubai is a vibrant city that welcomes a vast number of people from different countries, cultures and religious beliefs. In order to govern and set a standard for social ethics and mutual respect in the country, the Government of Dubai has now released a code of conduct to be followed by all of its citizens, residents and visitors. To view the Dubai Code of Conduct, see http://www.zu.ac.ae/employment/html/documents/CultureandConductinDubai_000.pdf

18.6. Smoke Free Campus Environment

The environment internal to the Canadian University Dubai is smoke-free. In order to promote and maintain a healthy environment at the Canadian University Dubai, and to promote the prevention of illness and encourage students, staff and faculty to lead a healthy lifestyle, a smoke-free campus environment policy has been created to reduce the use of tobacco products on campus. The objectives are to reduce the number of smokers on campus and to support those who wish to stop smoking; through raising awareness on the dangers of smoking and educating young adults with an aim to ensure they do not pick up the habit. To create awareness amongst the university community about the dangers of smoking, regular no-smoking campaigns are showcased throughout the year, in conjunction with the Ministry of Health.

Tobacco products include - but are not limited to - any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device, along with any form of smokeless or spit tobacco such as dip, chew, or snuff.

Each and every member of the university community is responsible for maintaining this policy.

Procedure:

Those responsible for the application of the policy are the Security Supervisor and Security Staff, Student Affairs Division, and the Human Resources Department.

While students, staff, faculty and visitors are encouraged to make healthier choices, the Canadian University Dubai has created clearly-marked designated smoking areas. These marked areas are the spaces between Halls B and C, Halls C and D and the space behind Hall C. These designated smoking areas are equipped with benches and ashtrays.

Warning System:

There is a three point warning system in place for Canadian University Dubai students caught smoking outside these above-mentioned designated areas.

- **First time violation**: the student will be given a verbal warning (University Security or Student Affairs Division) and their Canadian University Dubai ID will be confiscated. The student will need to register with the Security Supervisor and can collect the ID card one week after the incident.
- **Second time violation**: should the student be caught violating the policy a second time, he or she will be given a first official warning letter (Student Affairs Division), which will be placed in his/her file.
- **Third time violation**: a third violation will lead to a final warning letter (Student Affairs Division) or possibly putting the student on registration hold for one semester. The case will be sent to the disciplinary committee.
    - Disciplinary committee decision will be taken and student will be informed accordingly.
    - Students have the right to appeal the committee's decision (in writing) to the President's Office.

19. Student Complaints

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

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

19.1. Principles

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

- Fair and equitable procedures are used to review and resolve the student complaint;
- Privacy and anonymity is assured for all parties, except for use of information as authorized by law;
- Fair and respectful proceedings during the entire search, deliberation, and conclusions by all involved ;
- No retaliation or any shortcoming arising from a student complaint made in good faith;
- Timely handling of complaints with measurable deadlines identified at each stage of the resolution process;
- Timely and regular communication of the case process, progress, and result; Access to-, and option to a higher internal level in case the student requires a review based on technical or practical grounds.

19.2. Types of Student Complaints

19.2.1. Academic Complaints

Complaints against academic conclusions include but are not limited to:

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

19.2.2. Administrative Complaints

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

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

19.3. Complaint Resolution Procedures

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

19.3.1. Informal Approach

a) The student concerned about an abovementioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level then the student should contact the head of the relevant department or of the administrative unit or the Chair or the Dean of the School for a discussion. Concerns about a resolution at any of

the steps mentioned above should ordinarily be raised to the Chair of the committee. The complaint must be delivered in writing within 15 days of the original incidence.

b) The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.

c) If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to appropriate individual that will be address the case The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.

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

19.3.2. Formal Approach

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

19.4. Withdrawal of a Complaint

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

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

20. Student Disciplinary Policy

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

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

20.1. List of Conduct Violations with Accompanying Disciplinary Actions

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

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

The conduct covered in the above section shall constitute misconduct if it takes place on Canadian University Dubai property/premises or elsewhere if the student concerned was involved in a university activity, was representing the university or was present at that place by virtue of his or her status as a student of the Canadian University Dubai, including any work placement.

Any such incidences of misconduct will be dealt with on a case-by-case basis.

20.2. Types of Warning and Actions

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

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

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

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

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

20.3. Disciplinary Committee

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

20.4. Procedures

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

20.5. Communications to the Student Regarding Conduct Violations

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

20.6. Disciplinary Committee Hearing

- The Executive Director of Student Affairs updates all members party to the disciplinary action as to the confidentiality of the case;
- The Executive Director of Student Affairs presents a summary of the case;
- The student who allegedly violated the Code of Conduct must appear at the scheduled hearing;
- If the student cannot appear for exceptional reasons, he or she must inform the VP of the Student Affairs and must present document supporting his or her emergency;
- The Disciplinary committee may call in witnesses;
- The Disciplinary Committee will question the student who violated the Code of Conduct;

- The Disciplinary Committee will examine and conclude by means of assigning appropriate remedial disciplinary actions based on the case;
- The Executive Director of Student Affairs will prepare a letter informing the accused of the Disciplinary Committee's decision;
- The letter will be stored in the student's folder held in the Registrar's Office.

20.7. Process for Appeal

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

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

21. Academic Integrity: Policies & Procedures

As per CAA and international standards, the Canadian University Dubai is committed to ensuring that faculty and students adhere to the highest academic standards in terms of ethics, integrity and behavior. The Canadian University Dubai also acknowledges that the trust established between the society and the university graduates must be enforced through a fair and equitable evaluation of student work and dissemination of strong academic values. Cheating and plagiarism are known to affect negatively the credibility and value of education and degrees conferred by any university.

The sections below describe the list of main academic offenses and related sanctions. This list is not meant to be exhaustive and will be updated by the university administration when necessary.

21.1. Academic Violations

21.1.1. Plagiarism

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

21.1.2. Anti-Plagiarism Strategies

In order to disseminate good academic practices against plagiarism and enforce academic integrity, the Canadian University Dubai has adopted the following strategies:

1) Use of TurnitIn software: the software must be installed in pre-assigned laboratories for student access, including the library. Students should be able to run the software on their work before submission to the instructor. Faculty must also access TurnitIn through their computers to check student work compliance with good academic practices.
2) Organizing seminars on good academic practices: the academic affairs division must organize with the help of academic schools seminars on good academic practices. These seminars should present the most frequent forms of plagiarism, ways to acknowledge correctly the work of another source through proper references and university policies against plagiarism.
3) Use Moodle to post tutorials on good academic practices.

21.2. Cheating on Examinations

Cheating refers to attempting or using unauthorized materials or obtaining unauthorized assistance in an academic activity, including all types of examinations or evaluations. This may include impersonating another student; looking at another student's materials; using unauthorized notes/books/calculators; talking to other students; using communication devices such as mobile phones or any Bluetooth devices.

21.3. Information & Communication Technology misuse

The Canadian University Dubai is committed to providing faculty and students with all the required IT resources in order to ensure proper delivery of academic programs and access to information. The use of these IT resources should be legal and ethical and should fully comply with Canadian University Dubai ICT-AUP and applicable laws in the United Arab Emirates. The university ICT-AUP can be accessed through the website www.cud.ac.ae.

21.4. Fabrication

Fabrication refers to the process of inventing or falsifying information in an academic activity. Examples of fabrication may include falsifying the results of an experiment; falsifying a document or research paper; inventing a source that doesn't exist; and fabricating data to support claimed results.

21.5. Ethical Behavior

Students are expected to fully adhere to the ethical standards mandated by the university and the United Arab Emirates laws and regulations as well. Unethical behavior may include misuse of intellectual property and copyrighted materials; dissemination of false information; inappropriate behavior in class; disrespect towards faculty or other students. Unethical behavior will be treated as an academic dishonesty.

21.6. Sanctions Related to Violations of Academic Integrity

21.6.1. Plagiarism

Plagiarizing any type of course work will not be tolerated. All instances of plagiarizing shall be documented, presented to the Chair/Dean of the program and to the Registrar, and recorded in the student's file.

- First offense: a written warning will be assigned to the student with a copy in his/her file.
- Second offense: a grade of zero is assigned for the academic work. A detailed report describing the plagiarized work with all related evidence will be put in the student's file.
- Third offense: an F grade is assigned to the course with an automatic suspension of the student from that course. Further disciplinary measures, including possible suspension from the university may be considered.

Any party to cheating or plagiarism is subject to exactly the same penalties. Students are strongly advised to read the section on plagiarism in the student handbook. The student may appeal following the university's appeal policy.

Starting academic year 2015-2016 and after progressively disseminating code of conduct regarding plagiarism and cheating, Canadian University Dubai's Board of Trustees has adopted the following changes in the policy:

Plagiarizing any type of course work will not be tolerated. All instances of plagiarizing shall be documented, presented to the Chair/Dean of the program and to the Registrar, and recorded in the student's file.

- First offense: a grade of zero is assigned for the academic work. A detailed report describing the plagiarized work with all related evidence will be put in the student's file.
- Second offense: an F grade is assigned to the course with an automatic suspension of the student from that course. Further disciplinary measures, including possible suspension from the university may be considered.

Any party to cheating or plagiarism is subject to exactly the same penalties. Students are strongly advised to read the section on plagiarism in the student handbook. The student may appeal following the university's appeal policy.

21.6.2. Cheating on Examinations

Penalty for Cheating – First Time

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

a) The student is assigned a grade of zero in that course.
b) A disciplinary warning is added to his/her file.

Penalty for Cheating - Second Time

If a student is found cheating a second time he will be assigned a grade of zero in that course and further disciplinary measures, including possible suspension from the university may be considered.

Procedure

Faculty submits a written report of the incident, along with the work in question and any physical evidence if available (i.e. video recording) to the Chair of the Exam Violation Committee. The committee reviews the incident and issues the disciplinary warning. A copy of the faculty's written report and student's work is included with the warning in the student's file.

21.6.3. Information & Communication Technology misuse

When a misuse of ICT resources is established, an investigation is conducted by the IT department. All findings will be submitted to the dean and disciplinary committee for appropriate actions.

21.6.4. Fabrication & Ethical Behavior

When a fabrication of information or unethical behavior is established, the faculty (or the person who witnessed the unethical behavior) must write a detailed report to the dean with all related evidence. The dean will write his/her recommendations to the disciplinary committee for appropriate actions.

22. Information & Communication Technology (ICT)

22.1. Information and Communication Technology (ICT) Support

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

The Help Desk provides a first line of contact for Students, Staff and Faculty. It is open daily from 9am to 9pm. Any IT related issues are reported to the Help Desk via phone ext. 202 or walk up traffic to room C1-10.9.

22.2. Use of Electronic Resources and Internet

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

22.2.1. User Responsibilities

It is the Users responsibility to read, understand and observe the ICT AUP (www.cud.ac.ae/ICT/AUP/ict-aup.pdf). Many things are possible through the use of Information Technology; this does not mean that they are allowed. It is up to the user to exercise due diligence while using any of the University's ICT equipment.

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

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

It is required by all users to report any suspicious account activity when security may be at risk or policy violations have occurred to the ICT Help Desk at +971 4 709 6222 or room C1-10.9.

22.3. University Technological Infrastructure and Social Media

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

23. Health and Safety Policy

23.1. Introduction

The Canadian University Dubai is committed to provide students, faculty and staff with an environment that fully complies with UAE laws and regulations in terms of health and safety. It is the responsibility of all academic and administrative managers to ensure that all policies and procedures related to health and safety are communicated, publicized, adhered to and regularly evaluated. Visitors, contractors and workers must comply to all relevant legislations for all on/off campus activities.

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

The university is certified by UAE authorities to operate in the field of higher education after fulfilling the standard Health and Safety requirements. The certification is reviewed on a regular basis as stipulated by UAE laws and regulations.

23.2. Objectives

The Canadian University Dubai Health and Safety Policy has the following objectives:

- To comply with requirements of relevant legislations and current good practices;
- To identify significant hazards (the potential for harm), assess risks from activities involving those hazards and manage those risks;
- To promote a positive attitude to health, safety and wellbeing at the University amongst all staff and students
- To ensure that employees, students and others are adequately informed of the relevant identified risks;
- To ensure that staff and students are aware with the risks they may encounter;
- Ensure that this documentation and supporting information are made accessible, primarily through the University's web pages and at induction for staff;
- To make arrangements for co-ordination and co-operation with other stakeholders and third parties
- To monitor actively the management of risks to health and safety;
- To review the effectiveness of health and safety risk management and where appropriate to implement improvements;

23.3. General Safety Hazards

Faculty, staff and students must consider the following general safety hazards while on campus:

- Emergency lights will illuminate during an emergency.
- Keep fire doors and emergency exits free of obstructions.
- Keep the areas in front of fire extinguishers and fire alarms clear at all times.
- Do not overload electrical outlets or extension cords. Report damaged electrical cords, broken switches, loose connections, or bare wires to the supervisor immediately. When necessary to run a cable or electrical cord across the floor, always use a cable cover to protect the wiring and prevent tripping.
- Cord-connected electrical appliances should have a grounded 3-wire conductor or be approved.
- Inspect and test all electrical devices according to their risk category, and protectively enclose them as practical and appropriate.

- Personal appliances such as kettles, heaters, and battery chargers are not allowed to be used on campus unless prior consent has been given.
- Visually inspect equipment and tools before plugging them in. If cables or plugs are either damaged or incorrectly fitted, do not use the equipment and remove it from service. Never use defective or inappropriate tools and equipment.
- Do not overload the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Always use proper safety step stools or ladders for climbing. Never stand on swivel chairs or use them as step stools.
- Avoid wearing loose clothing, long sleeves, ties or inappropriate gloves when supervising or working in a laboratory or on machinery.

23.4. Laboratory Activities

Students who participate in laboratory activities are given explicit directions on all issues related to personal safety. These are strictly enforced by the laboratory assistant who manages the laboratory.
Items covered in the training of students include:

- Personal Protective Equipment
- Work Area
- Proper Attire
- Safe Chemical Disposal Procedures
- Chemical Control
- Broken Glass Handling
- Needle Safety
- Electrical Hazards
- Proper Labeling
- Storage
- Safety Equipment
- Fire Extinguishers
- Proper Use of Other Safety Equipment
- First Aid Kit
- Material Safety Data Sheet (MSDS)
- Safety Warnings
- Compressed Gas Cylinders
- Testing Of Odors
- Heating of Glass Tubing, Rods and Test Tubes
- Handling of Acids, Bases and Water
- Bunsen Burner Usage
- Safe Heating of Organic Liquids
- Safe Cooling of Organic Liquids
- Safe Handling of Laboratory Instrumentation

23.5. Fire safety policy

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

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

23.6. Prevention:

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

23.7. To Report Smoke Or Fire:

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

23.8. When an alarm rings:

- **Follow RACE procedure:**

1. **R:** Rescue anyone in immediate danger
2. **A:** Activate building fire alarm to alert others and report the incident
3. **C:** Confine the fire by closing all doors
4. **E:** Evacuate the building using the closest exit and move to a safe distance away from the building

- **USE OF FIRE EXTINGUISHERS**: (Only use if it is safe to do so)
- Follow **PASS** procedure:

1. **P** Pull the safety pin from the extinguisher, distance yourself 6-10 feet back from the fire
2. **A** Aim the hose at the base of the fire
3. **S** Squeeze the handle
4. **S** Sweep the extinguisher from side to side starting from the front edge of the fire

23.9. Fire Evacuation Plan

23.9.1. Steps to take in case of fire

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

23.9.2. Guidelines

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

23.9.3. Fire Officials

Canadian University Dubai Fire Marshal: The Facilities Manager's office is Hall A1-04, and can be reached at 04-709-6212 / Mobile: 055-4626624.

First Aid Attendants

BUILDING	RESPONSIBLE
HALL A	• **Nurse (**8AM- 5PM) 04-709-6207 • **Night Shift Nurse** (5PM-10PM) 04-709-6207 • **First Aid Responder** - Finance Department 04-7096186
HALL B	• **First Aid Responder - I.T Department** 04-709-6224
HALL C	• **First Aid Responder** - **Student Affairs Department** 04-709-6201 • **First Aid Responder - Student Affairs Department** 04-709-6109 • **First Aid Responder - Registration Department** 04-709-6206 • **First Aid Responder - Admissions Department** 04-709-6160
HALL D	• **First Aid Responder – Marketing & Communication Dept.** 04-709-6144

***Head of Security—**04-709-6116 Mobile #: 055-860-2331

24. Campus Complex

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

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

24.1. Academic Facilities

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

24.2. Red Theatre

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

24.3. Classrooms

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

24.4. Computer laboratories

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

24.5. Students Lounge

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

24.6. MBA Lounge

Our MBA Students have their own nicely decorated and fully equipped lounge on the third floor of Hall C near to most MBA classrooms. This lounge offers an excellent space to socialize, study, or relax during classroom breaks.

24.7. Sport Facilities

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

24.8. Student Health Clinic

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

24.9. Prayer Rooms

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

24.10. The Holy Month of Ramadan

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

24.11. Cafeterias

Our campus is home to 4 cafeterias serving a wide range of cuisines. The cafeteria areas provide a coeducational, multicultural, multinational, and social environment. They are the main gathering place for students between classes and during their free time, where they can enjoy free wireless internet. In addition, the students can always use one of the many vending machines located throughout the campus.

24.12. Parking Facilities

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

24.13. Student Transportation

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

- AED 2,200 per semester per student from/or to Sharjah or Ajman.

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

25. Learning Resource Centre

Canadian University Dubai encourages students to use the materials that are available in the Learning Resource Centre (LRC) for independent learning, research needs or personal improvement. Accesses to the LRC, loan of materials or electronic resources are available to all Canadian University Dubai students, faculty and staff.

The Learning Resource Centre is located at the ground floor of Building A of the university campus.
The LRC houses print collection of books, journals, newspapers and a wide range of electronic resources: access to over 52,000 e-journals, over 494,000 e-books, 16,000 electronic videos, 2 million electronic images, access to 1.4 million titles of electronic Theses/Dissertations, over 300,000 accesses to Company Reports and Data. These electronic resources can be access on and off campus 24/7.

LRC holds a series of information literacy to all university students and faculty every semester. Canadian University Dubai - LRC has an agreement with British Library that provides interlibrary loan whenever information required by students and faculty is not available in the LRC.

LRC use the Library of Congress Classification. Computers and Wi-Fi connection are available within the premises. There is also photocopying and printing services available in the LRC.

The LRC is open 7 days a week. Please check the LRC website for the timings (http://www.cud.ac.ae/lrc).

The LRC policies and services:

- Users can borrow LRC materials for two weeks those that are on a general collection. These include; books and journals. Borrowed item can be renewed for another week. Fines are applied to overdue items.
- Reserve Collections - These are course text books or reading materials that are required for the current semester. University student ID card must be presented in the circulation desk to borrow the reserve collections for LRC use only.
- All books must be returned to the LRC before the end of semester.
- Users must maintain the LRC as a place of study and learning for all.

For more information about the LRC, please visit our website at http://www.cud.ac.ae/lrc.

26. Student Residence

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

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

26.1. Residence Facilities

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

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

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

26.2. Residence Fees per Semester

1 Student	Studio	AED 29,760
2 Students	Studio	AED 14,880
1 Student	One Bedroom	AED 38,360
2 Students	One Bedroom	AED 19,180
4 Students	One Bedroom	AED 9,590

26.3. Residence Fees Summer Semester

1 Student	Studio	AED 14,880
2 Students	Studio	AED 7,440
1 Student	One Bedroom	AED 19,180
2 Students	One Bedroom	AED 9,590
4 Students	One Bedroom	AED 4,800

26.4. Security Deposit

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

26.5. Internet Charges

Internet charges will be imposed on all students staying in the accommodation. There is a minimal charge of AED 500 per student per semester.

26.6. Room Cancellation

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

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

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

Rate

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

26.7. Semester Dates

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

Residence fees include the following items:

- Bed & mattress, desk & chair, wardrobe
- Kitchens are equipped with a stove, refrigerator, microwave, and water cooler
- Transportation to &from the University campus scheduled numerous times daily including evenings classes
- Residences Administrator providing on-site supervision
- A community lifestyle encourages student formal and informal participation in social and sporting activities.

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

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

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

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

26.8. Transportation for Students Living in Residence

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

26.9. Storage

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

26.10. Student Mail

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

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

The Residence Address is:

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

26.11. Safety, Security and Student Conduct in Residence

26.11.1. Emergency Case

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

26.12. Fire Prevention

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

26.13. Student Conduct in Residence

All residents must allow their fellow students the opportunity:

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

All students must:

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

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

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

27. Academic Administration and Faculty Directory

NAME	Degree	Institution	TITLE	EMAIL	EXT	DIRECT LINE	Office No.
PRESIDENT'S OFFICE							
Dr. Karim Chelli			**CEO / President**		**110**	+971 4 7096110	A1-08B
Mrs. Jennifer Dalton			Executive Assistant	Jennifer@cud.ac.ae	110	+971 4 7096110	A1-08A
DUBAI EDUCATION							
Mr. Wayne Hidge			Chief Financial Officer	wayne@cud.ac.ae	122	+971 4 7096122	A1-02
Dr. Fariedah Maarof			Executive Director - IRP	fariedah@cud.ac.ae	157	+971 4 7096157	A1-05
Mr. Koutaiba Ahmad			Senior Commercial Facilities & Procurement Manager	koutaiba@cud.ac.ae	212	+971 4 7096212	C1-03
Ms. Ailene Grace			Sales Person	ailene@cud.ac.ae	258	+971 4 7096258	A1-20
Mr. Amanullah Mydeen Kattuva			Office Assistant		130	+971 4 709 6130	A1-03
Mr. Kevin Humphries			Customer Service Specialist	kevin@cud.ac.ae	108	+971 4 7096108	D2-10
Mr. Stephane Chabas			Audio Visual Technician	stephane@cud.ac.ae	277	+971 4 7096277	C1-07
ACADEMIC AFFAIRS							
Dr. Hakim Khali			Vice President - Academic Affairs	hakim@cud.ac.ae	107	+971 4 7096107	A2-03
Ms. Marwa Montasser			Executive Assistant	marwa@cud.ac.ae	131	+971 4 7096131	A2-01
ADMINISTRATION, HR, STAFFING							
Mr. Yusri Ibrahim			Senior Manager - Quality Assurance & Staffing	yusri@cud.ac.ae	115	+971 4 7096115	A1-06B
Mr. Syed Jamal Naser			Human Resource Manager	jamal@cud.ac.ae	114	+971 4 709 6114	A1-06A
Ms. Pari Shamsi			HR Assistant	pari@cud.ac.ae	139	971 4 709 6139	A1-06C
Mr.Faisal Palikkatil			Public Relations Assistant	faisal@cud.ac.ae	184	+971 4 7096184	A1-01
Mr. Mohammed Lazher			Public Relations Officer	muhd@cud.ac.ae	114	+971 4 709 6114	A1-01
Mr. Mourad Attou			Guest Relation Officer	mourad@cud.ac.ae	114	+971 4 709 6114	A1-01
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Section 5 COURSE DESCRIPTIONS

1. Course Descriptions

1.1. Fundamental General Education and University Courses

Language

LNG 161 Communication Skills in English 1 (1) مهارات الإتصال باللغة إنجليزية

This course is designed to develop the students' English background and enhance their linguistic understanding. It focuses on the four basic language skills: listening, speaking, reading and writing. The teacher's main emphasis is on the level of the learners' writing and accuracy, which are the core of English language. The mastery of grammar undoubtedly paves the way to accumulate a good command of English. ***Prerequisite: None***

LNG 162 Communication Skills in English 2 (2) مهارات الإتصال باللغة إنجليزية

This course is a continuation of LNG 161. All students should have passed level one. It also focuses on the basics of English grammar, especially the writing skill. ***Prerequisite: LNG 162***

LNG 171 English I

LNG 171 introduces students to academic reading and writing and provides practice in the writing process. Students will recognize major and minor details and various organizational patterns from a wide range of academic texts related to the students' major. The reading and writing skills acquired from this course will help students compose written passages and analyze reading texts for content, structure, and style. ***Prerequisite: None***

LNG 172 English II

LNG 172 builds on the reading and writing skills acquired in LNG 171. This course provides practice in analyzing and responding to various rhetorical modes of writing with an emphasis on authentic texts related to students' major. The course focuses on exposition and argumentation. ***Prerequisite LNG-171***

LNG 173 Professional Communication Skills

LNG 173 is an advanced-level English course that explores the written tasks encountered in the professional and academic context within the specialized field of study. In the process of analyzing and composing a research project, students will also develop critical thinking skills and research skills that will help them become effective and successful professionals in their fields. ***Prerequisite: LNG 172***

GED 196E Communication Skills in Arabic 1

The course aims at developing the basic skills of non-native Arabic speakers. It covers the four language skills (reading, writing, listening and speaking) of modern standard Arabic. Special emphasis is placed on the skills needed for every day communication. ***Prerequisite: None***

GED 196A مهارات الاتصال فى اللغة العربية 1

يطمح هذا المساق إلى تحقيق مجموعة من المهارات التعليمية الأساسية لبناء شخصية الطالب الجامعي بناء ثقافياً يوافق حياته المهنية ، ويدفعه نحو آفاق ثقافية تساعده على بلوغ مرحلة متقدمة من مراحل استخدام اللغة العربية في المجال العلمي ، والبحث الأكاديمي. **المتطلب السابق : لا يوجد**

GED 296E Communication Skills in Arabic 2

The course is a continuation of GED 196E. It aims at further developing the Arabic language skills of non-native speakers. It covers the four language skills (reading, writing, listening and speaking) of Modern Standard Arabic. Special emphasis is placed on the skills of reading and writing in an academic environment. ***Prerequisite: GED 196E***

GED 296A مهارات الاتصال فى اللغة العربية 2

هدف هذا المقرر إلى تطوير مهارات التواصل الكتابية والشفوية والتعبيرية اللازمة لتدريب الطلاب عملياً على كتابة المقالة ذات الفقرات المتعددة مستخدماً أنماط النصوص المختلفة ، فضلاً عن إكسابه القدرة على تطبيق المنهجية السليمة في الكتابة وتعويده على الدقة في تنظيم أفكاره ، وذلك بغية الخروج بنص متكامل متماسك ذي هيكلية منطقية تقوم على الانسجام بين عناصر الموضوع ولاسيما العلاقة بين الأفكار حسب مقتضيات النص. **المتطلب السابق : GED 196A**

Science and Technology

Science

BIO 101 Human Biology

This course introduces the students to the basic knowledge of the human body with emphasis on understanding human biological mechanisms and processes, the human body's structure and functional organization. Interactive lab sessions allow students to better understanding the interrelation between the structure and function of the human body. Topics include: Cell Structure and Function, Organization of the Human Body, Skeletal System, Human Systems and Aging Process. ***Prerequisite: None***

GED 125A النظم الإيكولوجية وصحة الإنسان

يقدم هذا المساق المفاهيم الرئيسية للنظم الإيكولوجية والصحة، وإذ تشدد على كيفية الارتباط والآثار المترتبة على هذه العلاقة للأنسان. يقوم الطلاب باستكشاف العلاقات بين النظم الإيكولوجية والصحة. ويوفر هذا المساق المعارف والمهارات والنهج ذات الصلة لحل المشاكل في الإعدادات الشخصية والمهنية. وتشمل المواضيع: مقدمة فى النظم الايكولوجية، علم البيئة ، العلوم البيئية، وعلوم الصحة، طرق تقييم المرضى، الطرق التقييمية للبيئة، أساليب التقييم البيئى، والتخطيط لتجنب إلى أساليب تقييم المريض إيكولوجيا والعلوم البيئية وعلوم الصحة، والنظم الإيكولوجية والتخطيط للحيلولة دون حدوث العدوى للنظم البيئية والانسان .**المتطلب السابق : لا يوجد**

GED 125E (ENV 125) Ecosystem and Human Health

This course introduces the key concepts of ecosystems and health, emphasizing how they are related and the implications of this relationship to human wellbeing. Students will juxtapose the ecosystems and health, and ecosystems and the health of humans. The course will provide knowledge, skills and attitudes of relevance to problem-solving in personal and professional like. ***Prerequisite: None***

ENV 301 Introduction to Environmental Science

This course introduces students to the interdisciplinary nature of environmental studies. It covers a range of issues: Environmental impact, Biodiversity, Air and water pollution, Food production, Soil resources, Soil erosion, Energy, Domestic and hazardous wastes, Environmental economics, Work environment, Technology, Population growth, ethics, and policy. Approaches to prevention and control are discussed within the overall context of sustainable development. ***Prerequisite: None***

Technology

GED 101E (SWS 101E) Applications in Computer Software

This course introduces students to the most common commercial microcomputer software applications. Topics include: computer hardware and software, Windows operating system, editing (Word), spreadsheet (Excel), presentation (PowerPoint), database (Access), internet usage and E-mail. ***Prerequisite: None***

GED 101A (SWS 101A) مدخل إلى برمجيات الحاسوب

يهدف هذا المساق إلى التعريف بجهاز الكمبيوتر ،واكتساب المهارات الكاملة لاستخدام نظام ويندوز، وتأهيل الطلبة لاستخدام برامج المكتب ،كالتعامل مع النصوص واستخدام الجداول وإجراء المعادلات الحسابية واستخدام الجداول وإجراء المعادلات الحسابية واستخدام وسائل العرض المختلفة. **المتطلب السابق : لا يوجد**

GED 132E Science and Technology in Society

This course examines the aims, methods and consequences of scientific enquiry in human history, including the impact of scientific and technological advances on societies, cultures and political systems. The course also discusses some of the philosophical disputes prompted by those advances and the political and their ethical implications on societies. ***Prerequisite: None***

GED 195E Descriptive Geometry

This course focuses on the theoretical and practical explorations of principles of descriptive geometry and their use in the visualization of two-dimensional and three-dimensional objects. **.**Covered topics are orthogonal projections, parallel projections, and perspective projections. Shadow constructions are introduced to create added definition and understanding of the third dimension. Presentations will link theoretical principles with drafting exercises and photographic examples **.**

Through weekly lectures, alternating with regular practical assignments students will learn the underlying geometric principles and visualize spaces and their defining objects. This course places an emphasis on practical learning, construction exercises will be given each week. ***Prerequisite: None***

SHS 103 Chemistry (lec/lab)

It is basic course of chemistry that mainly introduces chemical symbols, formulae and equations describing experiments. Topics include: Properties of Materials, Atomic Theory, Periodic Table, Chemical Formulae, Energy, Molecular and Ionic compounds, Measurement, Chemical Equations, Equations for Ionic Reactions, Acids and Bases, Molarity and the composition of a solution, Study of Rates of Reactions, Introduction to thermodynamics. ***Prerequisite: None***

SWS 361 Introduction to Geographic Information Systems

This course provides an introduction to Geographic Information Systems (GIS). Topics include: coordinate systems, site selection, data capture methods, error, accuracy, and precision, cartographic communication, data sources for GIS, spatial overlays, Dubai Municipality tour of mapping services. ***Prerequisite:*** **none**

Humanities

GED 110 Modern Art Appreciation تقدير الفن

The major monuments and masterpieces of world painting, sculpture, and architecture are studied as examples of civilization's achievements in the visual arts. Individual objects are considered in detail and interpreted in light of society's varied needs. Changes in form, style, and function are highlighted, as well as an attempt to appreciate the development of distinctive trends and traditions of visual imagery throughout world civilization. This course focuses on broad regional and chronological categories from the 19th century to contemporary practice in art and design. Course work is offered where this comprehension is synthesized. Specifically, students will identify these categories, and apply this knowledge in a series of class assignments as well as a midterm and final exam**.** ***Prerequisite: None***

GED 140 Social Entrepreneurship

Introduction to entrepreneurship theory and practice. Business plan development and execution. Funding possibilities and investments. Definition of entrepreneurship; classical and modern management theories and identification of opportunities; strategic planning and execution. ***Prerequisite: None***

GED 145A مهارات الدراسة الجامعية

يعرض المقرر تقنيات مختلفة من مهارات التعلم اللازمة لتيسير نقل تعلم الطالب من مستوى الدراسة الثانوية الى الجامعية. حيث يستطيع الطالب أن يتحصل من خلالها على طريقته الخاصة فى التعلم والتلقى مع معرفة مواقع الضعف والقوة لكل منها، إدارة الوقت، التحكم بالذات، إعداد ملفات المساقات، جمع وتصنيف المعلومات، العمل الجماعى، التدريب الذاتى وتقنيات الإتصال. **المتطلب السابق : لا يوجد**

GED 205A علم النفس في الحياة اليومية

مدخل إلى المفاهيم والمبادئ المحددة في مجالات علم النفس وتطبيقاتها في الحياة اليومية. ويهدف المساق إلى تعزيز فهم الطلاب للنفس وتفاعلها مع البيئة. وتشمل المواضيع: تاريخ علم النفس وأساسيات علم التشريح العصبي،نظريات التعلم، نماذج الذاكرة، والعلاقات بين الأشخاص . **المتطلب السابق : لا يوجد**

GED 205E Psychology in Everyday Life

An introduction to concepts and principles of selected areas of psychology and their applications to daily living. The aim is to foster students' understanding of the self and its interactions with the environment. Topics include: history of psychology, basic neuro-anatomy, theories of learning, theories or memory models, theories of intelligence, multiple intelligences, and interpersonal relationships. ***Prerequisite: LNG 172***

GED 252A التفكير النقدي

يهدف المساق الى تحسين قدرة الطلاب على تحليل وتقييم أنواع الحجج والتأكيدات التي تواجههم فى حياتهم اليومية. ويتم التركيز على المنطق غير الرسمي للغة كل يوم، ولكن يتم مناقشة المنطق الرسمي. وتشمل المواضيع: لغة الحجج، تحليل الحجج، وصحة وسلامة، ومشاكل تتعلق بالتفسير، الحجج غير الاستنتاجية استخدام وإساءة استخدام الإحصاءات وتفسيرات نظريات تجريبية، نظريات المفاهيم والتعاريف. **المتطلب السابق : لا يوجد**

GED 252E Critical Thinking

This course aims at improving students' ability to analyze and evaluate types of arguments and assertions encountered in everyday life. The focus is on the informal logic of everyday language, but some elementary formal logic is discussed. Topics include: the language of argumentation, analyzing arguments, validity, soundness, problems of interpretation, syllogistic reasoning, non-deductive arguments, the use and misuse of Statistics, explanations and empirical theories, conceptual theories and definitions. ***Prerequisite: LNG 172***

GED 272E Fundamentals of Public Speaking

Being able to communicate well in public situations is something any university graduate is expected to be able to do with ease.

This course will introduce students to the fundamentals of public speaking. These include the steps of the speech-making process. The course will also focus on developing oral communication skills and presentation skills that students need to succeed in their major programs of study and to advance in their future careers. Students will be asked to give various speeches in a wide range of settings and for a variety of purposes to enhance their appreciation of and comfort with the art of public speaking. Fundamentals of Public Speaking' also focuses on developing skills for thinking critically, whether one is designing one's own presentation, listening to the presentations of others, or evaluating information and solutions in the process of accomplishing a group task. ***Prerequisite: LNG 172***

GED 324A التفكير الأخلاقى فى عالم اليوم

يبحث هذا المساق النظريات ومهارات وتطبيقات الفلسفة الأخلاقية، بما في ذلك وصف ومناقشة ثلاث مقاربات في الأخلاق، وهي: الأخلاق الشخصية والأخلاق الغائية و المؤسسة على النتائج والأخلاق الالتزامية . بعض المواضيع هي : مقدمة إلى مبادئ أخلاق الفضيلة وطبيعتها ، ومشكلة عدم المساواة العالمية ،مذهب المنفعة ، وأخلاقيات المبدأ، حالات مجردة من الأخلاق والمبادئ في مجال الأخلاقيات المهنية والشخصية، وطبيعة التفكير الأخلاقي وتطوير مهارات التفكير في السياقات الأخلاقية والاجتماعية السياسية . **المتطلب السابق : لا يوجد**

GED 324E Ethical Reasoning in Today's World

This course examines the theories, skills and applications of moral philosophy, including a description and a discussion of the three influential approaches to morality, namely: character ethics, consequences based ethics, and principle based ethics. Some topics are: an introduction to ethics, character/virtue ethics, the problem of global inequity, utilitarianism, principle ethics, and cases in clinical ethics, principles in professional and personal ethics, the nature of ethical reasoning, developing reasoning skills in ethical, social and political contexts. ***Prerequisite: LNG 172***

Social & Cultural Understanding

Social

GED 160A دراسات فى الحضارة القديمة

يهدف هذا المساق إلى تدريس تاريخ وحضارات الشرق الأدنى القديم في المواقع الرئيسية الثلاثة التي توافرت فيها أصول الإبداع الأولى في العالم القديم كما صنفها علماء الآثار في : مصر القديمة – بلاد النهرين – كريتز **المتطلب السابق : لا يوجد**

GED 198A الثقافة الإسلامية

يركز هذا المساق على أساسيات الفكر الإسلامي وتأثيره على المجتمع مع إعطاء خلفية لأبرز المفكرين الإسلاميين قديماً وحديثاً ، كما يركز على القضايا الأخلاقية وفهم الإسلام وتطبيقه في جميع مجالات الحياة الاقتصادية والاجتماعية وكذلك في القضايا المشتركة مع الديانات الأخرى ، ومناقشة التحديات المعاصرة للإسلام وكيف يواجه المسلمون هذه التحديات. **المتطلب السابق : لا يوجد**

GED 198E Islamic Culture

The course presents an elementary survey of Islam as a religion and an approach to life. Topics include: the Quran, its names characteristics and miracles, the scientific miracles in the Quran, an introduction to the prophetic heritage (the Sunnah), the history of Islam and the Islamic civilization, Islam's vision of the human being, the universe and life, and the pillars of Islamic faith. Students are invited to reflect on the relationships between Islam and other civilizations. ***Prerequisite: None***

GED 199A مجتمع دولة الامارات العربية المتحدة

هذا المساق يعتبر مقدمة لمجتمع الإمارات في جوانبها السياسية والجغرافية والثقافية والديموغرافية والاجتماعية. ويتم تشجيع الطلاب على التفكير في تطور المجتمع في ضوء المتغيرات السريعة التي أحدثتها الحداثة والعولمة. وتشمل المواضيع : جغرافيا وتاريخ الإمارات ، وجوانب من الحياة السياسية والاقتصادية والتنمية الاجتماعية ، والحياة الثقافية قبل وبعد اتحاد دولةالإمارات العربية المتحدة. **المتطلب السابق :لا يوجد**

GED 199E UAE Society

This course is an introduction to the UAE society in its political, geographical, cultural, demographical and social aspects. Students are encouraged to reflect on the evolution of society in view of the fast changes brought by modernization and globalization. Topics include: the Emirates geography and history, aspects of life before and after the Emirates political union, economic and social development, the cultural life before and after the union. ***Prerequisite: None***

GED 265A حقوق الإنسان في الإسلام والمواثيق الدولية

يشمل هذا المساق التعريف بالحق وأقسامه، وحقوق الإنسان، وموقعها بين الحقوق الأخرى، ومراحل تطورها ، وعالميتها، ووسائل حمايتها في المواثيق الدولية والشريعة الإسلامية . **المتطلب السابق : لا يوجد**

GED 298E Special Topics in Western Culture

Field Study – English Language and Canadian Culture: The course will allow students to enhance their English language skills and develop a firm understanding of Canadian culture and history. The field course will see students spending 4 weeks at the University of Ottawa located in Canada's Capital region where they will study intensive English, and also, through a series of lectures and seminars, learn about Canadian history and culture. Complementing the course will be an extensive schedule of cultural excursions aimed at exposing students to life in Canada. ***Prerequisite: LNG-172, GED-198E***

1.2. School of Architecture & Interior Design

ARCH 300 Structures 1

The course focuses on the application of classical mechanics to simple structures in terms of: forces, moments, equilibrium, building loads and code requirements, analysis of cables, beams, trusses and frames. The second section of the course is concerned with structural/architectural design process, structural elements and systems and their performance in architectural/structural design: structural properties of materials, basic strains and stresses, structural design methods, analysis/design of tension systems and members, analysis and design of beams, column collapse behavior, and soil and foundation design. ***Prerequisite: MTH 112***

ARCH 301 Structures 2

A series of lectures, complemented by assignments, case studies and tests supported by a visit(s) to construction sites. The course is primarily concerned with reinforced concrete structural design and foundation design, and examines lateral loading and load-resisting systems of the building structure. Students undertake individual exercises and assignments and present comparative analyses of reinforced concrete framing systems in class. The course concludes with the design of typical reinforced concrete elements within a structural framework. ***Prerequisite: ARCH 300***

ARCH 330 Environmental Design (Studio)

Throughout the academic year three specific themes are engaged: design brief and use, site and environment, and construction and materials. Studio exercises, individual assignments and design projects each emphasize the investigation and assessment of such themes in addition to addressing various design factors that include human safety, ease of accessibility, sustainability and urban context. Specified studio design projects are coordinated with the corresponding subject areas and projects in the required courses concerning Environmental Systems and Design Integration, and Structures. ***Prerequisite: DESI 221***

ARCH 331 Integrated Design (Studio)

Throughout the academic year three specific themes are engaged: design brief and use, site and environment, and construction and materials. Studio exercises, individual assignments and design projects each emphasize the investigation and assessment of such themes in addition to addressing various design factors that include human safety, ease of accessibility, sustainability and urban context. Specified studio design projects are coordinated with the corresponding subject areas and projects in the required courses concerning Environmental Systems and Design Integration, and Structures. ***Prerequisite: ARCH 330***

ARCH 360 Architectural Conservation and Heritage

This course comprises a series of lectures, complemented by assignments, case studies and site investigations. The principles of architectural conservation are outlined against the context of international discussion, controversy and debate. Successful case studies each within an historical and cultural context refer to various strategies and tactics of implementation. Students learn in situ surveying and measurement techniques in addition to fabric condition assessment. The term project embodies an historic building requiring restoration preceded by an appropriate work methodology. ***Prerequisite: HISD-202***

ARCH 443 Design Studio – Institutional

This advanced Design Studio explores complex, specialized and large design problems. It focuses on the detailed examination of institutional building types (Educational, Health and Corporate…). The course connects the development of design skills to the specialized knowledge of building types. Design projects are viewed as contexts to address, analyze and question wider issues relating to the specialized use. The aim is to enhance the capacity of addressing such complex design problems.

To achieve this aim, theoretical investigations and design applications will explore; Typology, The Particularity of building types (functional components and design properties), Design Approaches, and Universal Design Principles. An emphasis will be placed upon brief formulation and the reformulation of design problems. The course will engage a wide variety of learning modes including self-study and group-work. Both will approach design with a research orientation. ***Prerequisite: ARCH 331***

ARCH 421 Architecture of the Islamic World

The course is an examination and analysis of architecture and its evolution in countries predominated by Islam. It deals with a time span from the early beginnings of Islam to the contemporary architecture, and covers the region from Spain to Indonesia. The objective of the course is to enhance understanding of the relationship between Islam and architecture, religious and secular. Individual buildings, as well as, overall (geometric) patterns will be investigated. Examinations of the individual examples will focus on analyzing the architectural properties in line with the wider cultural and historical climate within which they were generated. The examinations will enable formulating a general background against which critical analysis can be undertaken on selected topics. There will be two groups of such analyses. The first will deal with

some selected issues in architecture including geometry, the private and the public and the overall spatial organization. These will be examined across building types covering different times and different places. The second will deal with the overall characteristics of selected building types (civic and religious). The examinations will lead to a formulation of a general framework about general architectural typologies in the Islamic World. To achieve the objectives of this course a varied range of learning technologies will be utilized. These will include individual research, assignments, presentations and applications. ***Prerequisite: ARCH 331***

ARCH 431 Planning & Urban Design

This course is an introduction into Planning and Urban Design. It focuses on connections between urban form and the general cultural and socio-economic context. It will introduce both basic concepts of Planning and Urban Design as developed in relevant theories and specific methods of examining and developing proposals for particular design contexts.

The aim of the course is to create awareness and an understanding of the basic principles of City Planning and Urban Design. It aims at facilitating critical approaches towards understanding, examining and proposing directions towards solutions at the urban context.

The course will start by introducing and examining a historical development of planning theory highlighting the main issues and approaches towards them. The course will proceed to introduce the subject of urban design highlighting the main trends and the basic concepts. Having established the general theoretical framework, specific methods are introduced. These will cover ways of examining urban contexts as well as those relating to the formulation of solutions to specific urban design problems. ***Prerequisite: ARCH 331***

ARCH 422 Research & Design Applications

The course is an exploration of the relationship between Research and Design. It focuses on a critical approach towards understanding and creating architecture. Notable examples of design will be examined and these will be linked to wider theoretical perspectives. The aim is to expand knowledge on the critical investigation of Architecture + Interior Design.

Definitions and distinctions between Research and Design will be established and the main principles will be introduced. Research problems, objectives, Methodology, Research Methods and the Derivation and Presentation of Conclusions will be discussed. Structured series of examinations of selected examples will focus on specific topics and on linking the individual case to the wider context. These will be selected to attain a progression of building types matched by a progression of research methods (Literature analysis, Surveys, questionnaires and interviews). The course will include lectures, assignments, projects and site visits. ***Prerequisite: ARCH 331***

ARCH 430 Architecture & Ecology

In this course, through lectures and presentations, the ecological systems that connect with architectural theory and practice are analyzed in the context of a number of factors, many of which embody current and future problems. Human physiology, the occupation of space, and principles of sustainability are further examined against energy consumption, environmental degradation, life cycles of materials and products, and valid interior and exterior design strategies. Assignments will address these key criteria including a major integrated project. ***Prerequisite: ARCH 331/INDE 330***

ARCH 444 Design Studio – Housing

This studio based course is about urban housing developments. It focuses on the issues, problems and design thinking relating to this specific building type. The aim of the course is concerned with introducing knowledge on the particularity of housing design in addition to applying this in specific circumstances. The course is composed of two inter-related components – A progressive introduction of housing principles and a parallel application on a specific design project. It will introduce an overview of historic, present and future trends in housing design. It investigates problems associated with use and with the wider urban context. It introduces specific design strategies. It focuses on investigations relating to the users satisfactions. The housing project will be approached through varied analyses focusing on brief formulation, typologies, context and users, evaluation of design alternatives and elaborations of solutions. The course is characterized by a balanced integration between theory and application and between design and research. This course is characterized by a holistic approach to design taking into consideration social, cultural, economical, environmental, theoretical and technical considerations. ***Prerequisite: ARCH 331***

ARCH 456 Building Code

This course focuses on Building Codes and their impact on building design. The course will focus on international Building Codes, local building codes, as well as, the cross relationship between them. The course demonstrates the impact of building codes on the selection of structural and non-structural elements. The course builds on previously acquired knowledge in the areas of design, structure, construction, and environmental systems. Starting from the International Building Codes this course discusses the regulatory context in which activities relating to the built environment are addressed. The aim is to enhance understanding of the impact of codes on the design of buildings. It addresses the tension between design idea(l)s and real limitations imposed by Building Codes.

Aspects of safety, health, energy efficiency, zoning and other code areas will be covered. Emphasis is placed on combining theoretical guidelines with practical applications. ***Prerequisite: ARCH 331***

ARCH 540 Senior Project - Urban Study (Studio)

This studio course comprises a series of lectures complemented by assignments, case studies, site investigations and group study project. The work is primarily concerned with an urban study of a significant site or sites in the UAE or elsewhere. Students will survey and research the urban character and setting, identify and assess the environmental factors influencing the geographical location, and critically appraise key problems affecting the site and neighborhood, before establishing an urban strategy based on determining human, environmental and developmental targets. A final presentation to a jury comprising academics and practitioners will be mandatory. In addition, each student will identify an appropriate building type based on the urban study strategy and will prepare a program and feasibility study to be utilized in the Senior Project – Design, ARCH 441. ***Prerequisite: ARCH 444+ ARCH 431***

ARCH 570 Research Topic

Students in this course develop their knowledge of an appropriate area of the curriculum through systematic research under the supervision of a member of faculty. An illustrated dissertation of between eight and ten thousand words is the tangible result of focused study into a subject area that may identify with the building type chosen for the Senior Project - Design, ARCH 441.

The final document will be bound and accurately laid-out in terms of format and convention, which describes creditably and succinctly a subject worthy of research and recording. ***Prerequisite: ARCH 331***

ARCH 541 Senior Project-Design (Studio)

The second of two courses that are structured toward delivery of the student's final design project, ARCH 441 is essentially concerned with the finalizing of a design process which commenced with investigative studies at urban level (ARCH 440), paralleled by the completion of a dissertation (ARCH 470) thereby providing a theoretical and intellectual base for the senior architectural project. Each student will develop a proposal that will encompass aptitudes, design interests, strengths, and career orientation. Consequently this should be regarded as a capstone course, which will reflect a thorough and independent understanding of the process of integrated architectural design while indicating professional aptitude and abilities.

The course will conclude with presentations to a professional jury, the Senior Project Committee. ***Prerequisite: ARCH 540***

ARCH 451 Advanced Structures and Materials

The aim of the course is to develop an understanding of advanced structural systems and materials, and how to utilize these systems in the design process to their advantage.

This course introduces advances in structural systems, construction materials, and production technologies, as well as, the effect these new developments have on the design of buildings. Different foci will be placed on extreme strengths, minimizing the use of materials, as well as, achieving sustainability through reducing the use of energy in manufacturing of materials, optimization of construction processes, and optimizing life-cycle costs through use of advanced structural systems.

The course content will be developed through a series of case studies, structural simulations, both on the computer, as well as, physical. ***Prerequisite: ARCH 330/INDE 330***

ARCH 452 Advanced Environmental Control Systems

This is an elective courses in the School of Architecture + Interior Design of which students are supposed to select three in their fourth year of studies. This course focuses on technological and architectural aspects of advanced environmental control systems. Since the mid-1970s, architects and engineers have experimented with designs of buildings and environmental control systems, that can be significantly more efficient, raise comfort levels, as well as, provide a dramatically better indoor air quality. This course displays and discusses several examples of passive and active Advanced Environmental Control Systems (AECS) in buildings. The focus will be on reducing energy consumption of buildings, increasing health of occupants, increasing personal control and personal comfort, while increasing the fault tolerance of the systems involved.

In this course students will be exposed to cutting edge building systems that offer the possibilities for substantial conservations energy consumption and lower life cycle costs. Students will apply concepts picked up in this course to a building design. ***Prerequisite: ARCH 330/INDE 330***

ARCH 460 High Performance Design

Through a series of lectures and short assignments this course will concentrate on how the latest technologies could be used in an integrated manner to achieve an optimal performance by conserving energy, harnessing natural energy and limiting the consumption of fossil fuel derived energy. Students are also introduced to energy-efficiency standards which can be used to evaluate the "greenness" of a building. ***Prerequisite: ARCH 330/INDE 330***

ARCH 480 Construction Technology 1

In this course building construction is examined through the medium of Construction Technology and in the context of work on site. The built environment in general and buildings in particular, are re-examined in the context of in situ operations concerning site preparation, sub-structure and super-structure works. It addresses the methods to identify and appraise appropriate contract planning, plant, machinery and construction systems in relation to delivering a building to specification that meets the building and site safety codes. ***Prerequisite: ARCH 330/INDE 330***

ARCH 481 Construction Technology 2

In this course building construction is examined through the medium of Construction Technology and in the context of work on site. Through lectures and presentations, the built environment in general and buildings in particular, are re-examined in the context of in situ operations concerning site preparation, sub-structure and super-structure works. Students learn to identify and appraise appropriate contract planning, plant, machinery and construction systems in relation to delivering a building to specification that meets the building and site safety codes. Students also learn to evaluate strategies as how the building core and shell can be efficiently constructed against the constraints of time, physical space, availability of building materials and products. A series of assignments will address these key criteria. ***Prerequisite: ARCH 330/INDE 330***

ARCH 485 Construction Economics

Through lectures and presentations, the building procurement process is further examined in the context of financial planning and forecasting at the programming, outline proposals and production drawings stages, through to tender action. The tender documentation options concerning drawings, specifications and schedules, and bills of quantities are targeted. In situ operations concerning site preparation, sub-structure and super-structure works are examined from various financial standpoints: economics of construction and services, cost limits, cost indices cost planning and applications. Students identify and appraise appropriate financial planning which is targeted toward construction systems, timescales and quality of building performance. ***Prerequisite: ARCH 330/INDE 330***

ARCH 490 Principles of Urban Design

This course is an attempt to relate urban form to cultural, socio-economic and political contexts. This will be achieved through a review of striking examples of urban movements and philosophies which marked the turn of the 19th century through to the 20th century and by revisiting these localities from a contemporary perspective. Urban strategies are examined from the perspective of vibrant communities and several case studies concerning notable urban developments located within the UAE are compared with North American counterparts. Various assignments, class exercises, field trips, lectures, research work and discussions will help depict the rapport of architecture with the 'urban logic' in addition to the interactive nature of urban design. ***Prerequisite: ARCH 330/INDE 330***

ARCH 495 Principles of Landscape Design 1

This course introduces students to landscape Graphics and the concepts of the fundamentals of landscape and environmental planning. It covers topography and earth modeling, landscape planting techniques, circulation, structures, selecting and analyzing sites, assessing environmental impact and developing detailed designs. ***Prerequisite: ARCH 330/INDE 330***

ARCH 496 Principles of Landscape Design 2

This course offers a sequential approach to landscape construction commencing from site preparation to the final installation. Topics include: Site Preparation, Landscape Retaining walls and Stairs, Landscape paving, Wood Landscape structures, Fences and freestanding walls, Site Amenities, Water features and Bridges, Site furniture, Signage and prefabricated playground Equipment, Edging, Planters and Plant protection Equipment. ***Prerequisite: ARCH 495***

DESI 101 Introduction to Design (Studio

This is the first of two design studios in the Freshman Year required of all students entering the undergraduate programs of the School of Architecture and Interior Design. Design as an intentional and interventional process that affects and shapes the environment around us is introduced through a broad appreciation of objects, spaces, systems and places. Studio exercises are organized around two thematic scales: human and building, and students are required to investigate topics through an application and appreciation of various materials, media and techniques. ***Prerequisite: None***

DESI 102 Fundamentals of Design (Studio)

This is the second of two design studios in the Freshman Year required of all students entering the undergraduate programs of the School of Architecture and Interior Design. DESI102 develops the media and process skills gained in DESI101. Accordingly studio design exercises are concerned primarily with the design process and emphasis is given to the complementary activities of analyzing, conceptualizing, collaborating and deciding before establishing a valid design solution. Graphic skills in communicating effectively through the media of geometry, architectural drawing and sketch models are emphasized. ***Prerequisite: DESI 101***

DESI 121 Design Theory

This course provides an introduction to design in general and focuses on the formal language of architecture and interior design. An in depth analysis of the elements and principles of design as well as an investigation of their manifestation in 2D and 3D compositions are central components of this learning.

Students will acquire knowledge and skills enabling them to identify the elements and principles and to employ them in composing small-scale projects.

The course is accordingly composed of a series of research assignments and design projects that progress in complexity leading towards a wider appreciation of the cultural and environmental aspects of design. ***Prerequisite: None***

DESI 122 Human Factors

The course examines the relationship between people and the built environment. It focuses on the dynamic nature of this relationship in view of people's needs towards their settings. It examines variations in dimensions and in abilities and the consequences of these on the way into which space is used. The course aims at creating awareness of such diversity and at enhancing knowledge on the way into which such diversity may be addressed in design solutions.

The course will cover Anthropometrics; Universal Design, People and Buildings and the wide ranging factors affecting the use of space. In Anthropometrics, Human Data and their relationship to activities and motion are examined. For Universal Design, the principles and their applications are examined with particular reference to special groups including children and the elderly. In the relationship between people and building, the course covers three levels: A selected furniture element that is specifically

related to anthropometrics (Chair); Individual activities and their spatial requirements and finally movement within buildings. In the wider context the course will cover other design considerations emerging from the particularity of people including psychological, environmental and cultural issues. ***Prerequisite: DESI 101***

DESI 141 Drafting & Modeling

This course is the first in a series of courses on professional visual Design Communication. It covers a wide range of techniques. These are considered necessary to understanding, critically assessing and creating the built environment. The course establishes the foundation skills of visual communication. The aim is to enhance understanding and skills necessary for the representation of reality and for the representation of solutions to design problems in such a reality. The course covers a wide range of topics including; Sketching, Drafting Principles, Design Presentation, Multi-view Projections, Perspectives, Working Drawings Principles and Model-making. The course is structured in a diversified learning mode covering lectures and discussions, class assignments projects, site sketching and workshop experimentation. The course is generally characterized by practical work on the multiplicity of materials and modes of presentation. ***Prerequisite: None***

DESI 142 Freehand Drawing & Rendering

Drawing is essential to visual communication as both a preparatory tool and as a distinct medium of expression. Drawing can inform, reveal and communicate crucial aspects of structure including light and shadow, form and space, surface and depth.

This course explores free hand drawing and rendering through a variety of materials and techniques. Drawing is understood as observation, documentation, and communication. Key aims include an awareness of scale and confident freehand sketching as a tool for imagining, developing and communicating 3D projects throughout the program (both Interior Design and Architecture).

The practice of drawing basic forms and shapes are developed through a range of exercises and projects that increase drawing accuracy and perceptual skills. Students explore the role of value in creating form, contour drawing as sensitized 'seeing', and 'hidden' structures and geometries. They explore a variety of subject matter and approach through these studio activities, and will consolidate their practical skills with a portfolio of their work. ***Prerequisite: None***

DESI 211 Construction and Design Integration 1

The course is concerned with an essential knowledge of materials, their selection and methods of construction. It also gives attention to the evolution of standard and other building practices along with the relationship between design and construction economies. Various load-bearing and framed construction systems form the basis of lecture topics and course materials which include: site investigation, preparation and works, foundation techniques, concrete and masonry construction, steel and timber framing, curtain walling and glass technology. Contextual studies in architecture, interiors, engineering and building science emphasize the integration of construction techniques. ***Prerequisite: DESI 102***

DESI 212 Construction and Design Integration 2

The course introduces students to the technical drawing conventions of site planning, which include subject areas shared by the landscape architecture, garden design and civil engineering professions. Weekly lectures are directed at topics that directly relate to ongoing class exercises. Lectures typically focus on case studies of realized buildings that pointedly demonstrate issues of construction and design decisions which in turn impact on graphic problems. Students are also required to incorporate performance and aesthetic based criteria as essential components of the design integration process. ***Prerequisite: DESI 211***

DESI 220 Design Principles (Studio)

The studio forms the setting for a series of lectures, design exercises and design projects in which the fundamentals of two and three dimensional architectural and interior design are progressively introduced by focusing on the development of problem-solving skills. Design innovation and invention are stressed against a societal foundation of ethics and convention. Representational skills, initially through hand drawing, are given emphasis in expressing technical and design intent. Understanding of architectural convention is emphasized as the basis for design invention and as the foundation of ethical action. ***Prerequisite: DESI 102***

DESI 221 Design Methods (Studio)

DESI 221 continues with the fundamentals of two and three dimensional architectural and interior design that are progressively introduced by focusing on the development of problem-solving skills. Design innovation and invention are stressed against a societal foundation of ethics and convention. Understanding of architectural convention is emphasized as the basis for design invention and as the foundation of ethical action. Representational skills, essentially through hand drawing, are given prominence in expressing technical and design intent. ***Prerequisite: DESI 220***

DESI 231 Computer Aided Design

The course is designed to introduce the basic structure, characteristics, control and application of AutoCAD software. Axonometric drawings, 3D modeling and renderings form the core of class exercises leading to basic presentations of architectural and interior design subjects. A contemporaneous design project in conjunction with DESI 220 will be developed through the application of tools and techniques derived from DESI 231. ***Prerequisite: DESI 102***

DESI 270 Sustainability of Buildings 1

In this course, through lectures and presentations, the natural and built environments, along with ecological systems are analyzed in terms of depleting resources and the possibilities for sustainable technological solutions to contemporary and future problems. Human physiology, the occupation of space, and principles of sustainability are examined against energy consumption, environmental degradation, life cycles of materials and products, and valid interior and exterior design strategies. ***Prerequisite: DESI 101***

DESI 320 Environmental Systems & Design Integration 1

In this course, students are introduced to the factors that contribute to the heating and cooling loads in a building, followed by strategies for minimizing energy consumption. Criteria considered include acoustics, ventilation, day lighting, solar energy and geometry, shading and control, heating and cooling. Integrated/holistic design strategies will encompass energy efficiency, energy conservation, human comfort levels for health and productivity. Strategies for passive solar design are combined with day-lighting and ventilation concepts in the context of a sustainable environment. ***Prerequisite: DESI 221***

DESI 321 Environmental Systems & Design Integration 2

This course embraces a variety of building environmental controls that refer to mechanical systems, duct layout and controls, electric lighting, indoor air quality, transportation, communication, fire safety, water and sewage. Examination of the integration of these systems into the overall building and how the selected systems influence the building design and energy consumption characteristics are emphasized. Students 1earn that architectural design and the mechanical systems impact on the overall building efficiency and that these are a result of not only the efficiency of the individual components, but of their integration. ***Prerequisite: DESI 320***

DESI 329 Special Topic - On Site Investigation

This course is about on-site investigation of a selected topic as proposed by the instructor of the course, or developed in combination between the instructor and the student. The course will cover the theoretical background for this point of interest, with many local or overseas examples. The course will proceed to outline a specific framework to survey and analyze issues related to this topic in a selected city or country. The aim of this course is to enhance risk-taking in addressing theoretical issues and linking the research of the professor with personal research of the students. ***Prerequisite: HISD-202***

DESI 340 Working Drawings and Detailing

The core material of this course is concerned with the influences of building codes, industry standards and programmatic requirements on the selection of both structural and non-structural elements. The course emphasizes the various existing and emerging technologies, materials, assemblies and their essential characteristics. The course requires the student to produce a set of construction drawings with appropriate detailing, schedules and specifications, and helps develop an understanding of the relationship between drawings and specifications. ***Prerequisite: ARCH 330/INDE-330***

DESI 348 Graphic Design for Architects and Interior Designers

This Elective course introduces the student to the field of advanced architectural rendering and graphic design as it pertains to the profession of Architecture & Interior Design. The focus is on providing the student with the skills to help them with preparing Design presentations, reports, proposals, brochures, and designing signage in the built environment. The course will focus on integrating graphic design with Architecture and Interior Design. The course will progress from the general knowledge of advanced architectural rendering and of Graphic Design to the specific concepts and the strategies to achieve them. It will include designing for 2D media and 2D & 3D signage. The course will be delivered through lectures, presentations, workshops and visits to various companies working locally in the profession. ***Prerequisite: DESI-221***

DESI 351 Color Theory

This course examines color theories, color concepts and principles of color as element of visual communication and expression to be applied in the built environment The course focuses on color science, color & light , color interaction, , color mixing , color notation ,color harmonies ,color scheming , color forecasting and physical and psychological properties of color. The students will develop skills to identifying relationships between individual colors ,compare hue, value, saturation and apply the concepts of unity, variety, contrast, dominance, appropriateness, balance, and harmony of colors to their design projects. The objective of this course is to enable students to create professional and aesthetically appealing color plans and trend boards for functional interior and exterior environments. The graduates will have the invaluable skill of analyzing color trends for interior design product development & branding and marketing. Students will achieve learning outcomes through a series of lectures, class exercises and projects, field trips, presentations by industrial experts and a final project. ***Prerequisite: DESI-221***

DESI 400 Professional Business & Portfolio

This course, through lectures and presentations, is devised to introduce business practices and procedures specific to the professional practice of Architecture and Interior Design in the context of private practice and in relation to other members of the design and construction team. This course provides an overview of professional practice in Architecture and Interior Design. It introduces the students to major issues pertaining to legislations as well as to contractual matters. The students will learn how to evaluate Architecture and Interior Design from a business point of view. Furthermore, students will develop a firsthand experience with forms and formalities, which regulate the operation in a typical Architecture or Interior Design firm. Also, students will build a good knowledge of planning an Architecture or Interior Design business.

By concentrating on integrating professional practice principles and methods, the course emphasizes a balance between operational procedures and marketing the individual to the profession. Each week there will be a different theme/topic for the class to examine and discuss while research is undertaken as an ongoing process. Students will produce assignments that demonstrate their knowledge and understanding of contemporary professional practice. Guest speakers and field trips to design offices and building sites may supplement instruction. In addition there will be lectures, complemented by studio exercises and projects, intended to assist students in marketing themselves by developing the communication skills essential for successful employment. Students will create comprehensive physical and electronic portfolios followed by interviews by a jury of practitioners and academics in order to prepare themselves for employment**.** ***Prerequisite: 300 series***

DESI 451 Lighting

This course focuses on light in the form of daylight and artificial light, high-tech and low-tech, traditional and contemporary examples of lighting. The aim is to gain a deeper understanding about day-lighting and lighting and about the various strategies for lighting design of spaces. Simulation strategies, both on the computer and real models, will be applied. The course will cover the qualitative and quantitative aspects of light, its simulation, development of lighting strategies and new technologies.

Examples of interior and exterior lighting design, sculptural, decorative and functional, will be presented and studied in both qualitative and quantitative ways. Through a series of lectures and exercises students will learn to apply the acquired skills in a final design project of their own. ***Prerequisite: ARCH 331/INDE 330***

DESI 454 Building Information Modeling

Building Information Modeling (BIM) is an emerging standard that tries to describe buildings as comprehensive digital 3D models enriched with substantial amounts of metadata (e.g. structural, costing, thermal). It is set out to supersede CAD as the new method of describing buildings throughout the construction industry. Through the life cycle of the building. BIM will accompany a building from the first design considerations; through the entire planning and construction process; the lifecycle of the building; until the final demolition of the building. The aim of this course is to develop a comprehensive insight and understanding of the concept of BIM and the methodologies involved with planning with BIM. They will be fit for future modes of planning and information sharing among all parties involved in the planning process. The course introduces various software applications dealing with different aspects of BIM. Strategies of Information Sharing, Evolutionary Planning rather than Revolutionary Planning, and open File Exchange standards will be discussed. Students will have access to various software applications supporting the BIM model. The course will be based on theoretical investigation and practical simulations. ***Prerequisite: ARCH 331/INDE 330***

DESI 455 Parametric Modeling

This course deals with a conceptual approach to develop computer-graphic based design solutions that are built upon interactively controllable parameters. This procedure enables the architect or the client to numerically or graphically change a parameter of a building component which will then be immediately reflected in the visual output of the design project. Since this is not new to sophisticated CAD programs the clue lies in the fact that parameters can be wired, meaning that a change of a single parameter can affect another parameter that is connected to the first. Connections can be uni- or bi-directional, they can be straightforward or based on complex formulae. The amount of possibilities for design works that are built upon that approach is endless. Rules can also be set-up to define constraints or objectives of a building solution. Optimization engines might then be able to calculate design solutions of measurable quality. Students will be introduced to the concept of parametric modeling based on simple geometric entities. During the classes they will further refine these entities until they are able to generate extremely complex forms and their alternative counterparts to demonstrate the potential of this approach. ***Prerequisite: ARCH 331/INDE 330***

DESI 456 Visualization

This course provides a comprehensive overview of concepts and principles that are common in contemporary computer graphics and essential for the production of photorealistic architectural visualizations. Through a series of lectures and hands-on experiences the student will learn how to develop the conceptual background for a sophisticated and target-oriented architectural visualization. This approach is followed by an in-depth introduction to modeling, lighting and rendering techniques that enable the student to produce high-quality architectural or interior design renderings. ***Prerequisite: ARCH 331/INDE 330***

DESI 500 Professional Business and Portfolio

This course is devised to introduce business practices and procedures specific to the professional practice of Architecture and Interior Design in the context of private practice and in relation to other members of the design and construction team. Students will produce assignments that demonstrate their knowledge and understanding of contemporary professional practice. Guest speakers and field trips to design offices and building sites may supplement instruction. In addition there will be lectures, complemented by studio exercises and projects, intended to assist students in marketing themselves by developing the communication skills essential for successful employment. ***Prerequisite: ARCH 331***

DESI 420 Sustainability of Buildings 2

In this course, the natural and built environments, along with ecological systems are further analyzed in terms of depleting resources and the possibilities for sustainable technological solutions to contemporary and future problems. Human physiology, the occupation of space, and principles of sustainability are further examined against energy consumption, environmental degradation, life cycles of materials and products, and valid interior and exterior design strategies. ***Prerequisite: DESI 270***

DESI 550 Project Management

This course provides an overview of project management techniques for pre-contract and post-contract management systems. Topics include: Assembly of the Client Team, Briefing/Programming Process, Short-listing Design Consultants, Concepts and Assessment of Proposals, Appointment of Design Consultants, Design Development, Design Co-ordination, Design Development, Design Co-ordination, Information Management, Tendering and Contract Strategies for Building Contractors, Construction Development, Managing the planning and delivery processes of buildings. ***Prerequisite: ARCH 331***

DESI 490 Internship

This internship is a pre-professional experience in an Architecture/interior design firm, related business or academic institution. It has been established to supplement a balanced academic program and enhance career preparation. In particular, it is intended to provide students with the opportunity to be creative, to explore, to research, to investigate, and to ultimately make some decisions that may have significant impacts on their future careers. ***Prerequisite: after 80 Credit Hours***

HISD 201 History of Architecture & Interior Design 1

This course examines the development of architecture and interior design of the development of architecture and interior design of the ancient Middle East and Mediterranean civilizations through the Classical Revival period. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental and social relevance. The works of several masters will be studied in detail. ***Prerequisite: LNG 172***

HISD 202 History of Architecture & Interior Design 2

This course examines the development of architecture and interior design of the nineteenth, twentieth and early twenty-first centuries. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental and social relevance. The works of several 20th and 21st century masters will be studied in detail. ***Prerequisite: HISD 201***

INDE 300 Textiles

This course examines textiles from various perspectives: raw and finished materials, fibers and yarns, applications to furniture, fabrics and construction methods, new materials and technology, and codes of legislation. Students will develop their knowledge of this subject through a series of research and practical exercises, and will design their own textiles. ***Prerequisite: DESI 102***

INDE 320 Building Systems and Codes

This course develops in the student knowledge already established through earlier courses concerning the empirical elements of structure, construction and environmental engineering. In addition the various building systems: electrical, mechanical, air conditioning, water supply and drainage, and building codes, especially concerning safety, are each examined. Emphasis is placed on attaining a critical understanding between the interplay of the design idea with the construction and engineering systems, along with the development of a technical vocabulary. ***Prerequisite: INDE 330***

INDE 330 Residential Design (Studio)

This essential studio core course encourages the student to develop a design for a residential interior and comprises lectures, in-class exercises, home assignments, in situ surveys, field trips, group presentations, and reviews. The student will complete an integrated final project and develop a series of required skills including client analysis, programming, space-planning and fitting-out, code analysis, tight-fit and loose-fit furniture, and materials and finishes selection. The integrating of electrical, lighting, and plumbing systems is a strong component of the technical design appraisal. Strong graphic and oral presentation skills are emphasized, particularly for the final project. ***Prerequisite: DESI 221***

INDE 331 Commercial Design (Studio)

This essential studio core course encourages the student to develop a design for a commercial interior and comprises lectures, in-class exercises, home assignments, in situ surveys, field trips, group presentations and reviews. The student will complete an integrated final project, either within a business or retail environment, and develop a series of required skills based on client analysis, programming, space-planning and fitting-out, office systems, environmental systems, code analysis, tight-fit and loose-fit furniture, and materials and finishes selection. The integrating of electrical, lighting, and plumbing systems is a strong component of the technical design appraisal. ***Prerequisite: INDE 330***

INDE 350 Furniture Design

This interior design core course encourages the student to develop a design for a prototype piece of furniture suitable for a residential or commercial interior and comprises lectures, in-class exercises, home assignments, field trips, group presentations and reviews. Visits to Furniture Manufacturing and Retailing Companies will be an essential component of the course. A primary consideration involves the essential jointing of timber tight and loose-fit furniture. In order to demonstrate an understanding of materials and the process of furniture design, students are required to retain a working sketch book which will be graded periodically at mid-term and at the end of term. ***Prerequisite: DESI-211***

INDE 440 Senior Project – Dissertation (Studio)

The first of two courses that are structured toward delivery of the student's final design project, INDE430 is essentially concerned with the preparation of a design dissertation subject to the approval of the Program Chair. Each student will prepare a proposal that will encompass aptitudes, design interests, strengths, and career orientation. Consequently a dissertation will be prepared and, as a substantial research document, will reflect a thorough and independent understanding of research methodology along with the process of integrated interior design. ***Prerequisite: 300 series, Chair***

INDE 441 Senior Project – Design (Studio)

The second of two courses that are structured toward delivery of the student's final design project, INDE441 is essentially concerned with the finalizing of a design process which commenced with investigative studies, followed by the completion of a dissertation and outline proposals in INDE440. Each student will develop a proposal that will encompass aptitudes, design interests, strengths, and career orientation. Consequently this should be regarded as a capstone course which will reflect a thorough and independent understanding of the process of integrated interior design while indicating professional aptitude and abilities. ***Prerequisite: INDE 440***

1.3. School of Environment and Health Sciences

BIO 101 Human Biology

This course introduces the students to the basic knowledge of the human body with emphasis on understanding human biological mechanisms and processes, the human body's structure and functional organization. Interactive lab sessions allow students to better understanding the interrelation between the structure and function of the human body. Topics include: Cell Structure and Function, Organization of the Human Body, Skeletal System, Human Systems and Aging Process. ***Prerequisite: None***

ENV 302 Environmental Microbiology

This course covers fundamental aspects of micro-biology in relation to environmental health. Topics include: Microscopy, Cell Structure and Taxonomy, Diversity of Microorganisms, Microbial Physiology and Genetics, Biochemistry, Controlling Microbial Growth in Vitro, Use of Antimicrobial Agents, Microbial Ecology, Healthcare Epidemiology, Diagnosing and Pathogenesis of Infectious Diseases, Major Viral, Bacterial, and Fungal Diseases of Humans, Major Parasitic Diseases of Humans. ***Prerequisite: ENV 301***

ENV 303 Entomology and Pest Control

This course provides the necessary background on insect classification, biology and morphology. Topics include: General Morphology & Digestive System, Study of the diversity and relationships among organisms, Taxonomy, Insect Collection Techniques, Miscellanea Terminology, Insect Orders and Identification, Ecology and Biology, Phylum Arthropoda, Pest Control and Management. ***Prerequisite: SHS 103***

ENV 304 Water and Wastewater Quality Control

This course focuses on the principles of water management (both in quantity and quality) with emphasis on fresh water resources for domestic and multi-purpose utilization. Characterization, treatment, reclamation, and recycling of wastewater are also discussed. International guidelines, standards, and directives for water and wastewater management are presented. ***Prerequisite: ENV 301***

ENV 305 Food Quality and Control

This course introduces the concept of food hygiene and emphasizes its importance. Topics include: Quality terms & definitions, Quality development cycle, elements and their evaluation, Food quality management (structures, policies and responsibilities), Food standardization and legislation, Statistical tools and quality improvement, Food quality systems (GMP, ISO 9000, HACCP, risk analysis and conformity certificate), Food quality systems (The audit process, registration, and certification). ***Prerequisite: ENV 301***

ENV 406 Internship: Familiarization with the Industry

This internship provides the students with the opportunity to explore, research, investigate, and ultimately make some decisions that may have significant impacts on their future careers. It increases students' experiences and knowledge in their areas of expertise. It also stimulates students' thinking and reflection about the knowledge and understanding that they will gain from such experiences. Finally it provides students with opportunities to demonstrate the learning they acquired. It includes field visits to different institutions, agencies, companies and places related to the environment. ***Prerequisite***: ***81 Cr. hrs***

ENV 308 Community Environmental Health

This course addresses Sanitation and management principles of community problems related to waste disposal, vector control, food and milk protection, swimming pools, and recreation activities. Topics include: Sustainable Yield & Natural remediation, Environmentally-incurred disease, Zoonotic diseases, Insects and other pests, Integrated Pest Management, Food Quality and Microbiology, Food Sanitation, Food Bio Security Issues, Solid Waste Management, Recreational Facilities, Milk Products. **Prerequisite: ENV 301**

ENV 407 Management of Domestic and Hazardous Wastes

This course introduces the element of solid waste management: sources, characterization, generation rates, collection, transportation, and disposal technologies. Topics include: Collection, transportation, storage and disposal methods, Treatment and disposal technologies, Solid waste management planning, Waste minimization Reduction, Reclamation, Recycling, Reuse and Disposal, Application of treatment and disposal methods, Collection and disposal of wastewater, Types of hazardous wastes, Treatment and disposal technologies of hazardous waste, risk assessment and management, Site redemption, Safe management of wastes from healthcare activities. ***Prerequisite*: *ENV 304***

ENV 408 Epidemiology and Biostatistics

This course introduces the types and sources of data in measuring population health, the different epidemiological study designs, and exploratory data analysis. Topics include: Measures of morbidity and mortality used in epidemiology, Descriptive epidemiology, Measures of effect and data interpretation issues, Screening for disease in the community and epidemiology of infectious disease, Molecular, genetic, psychologic, behavioral and social epidemiology, Practical applications of biostatistics, concept, scope and uses of statistics, Probability and sampling distribution, Correlation and regression, sample size for estimation, Epi-Info 3.3.2 and SPSS. ***Prerequisite*: *MTH 195, ENV 301***

ENV 409 Marine and Air Pollution

The environments covered in this course include water and inside and outside air: There is an emphasis on sources and types of pollutants as well as environmental degradation and its consequences. Marine pollution management is covered in depth; including international legislation for the conservation of the marine environment. The course discusses the health effects and economic consequences of exposure to outdoor pollutants and of indoor pollutants (e.g., asbestos, tobacco smoke, formaldehyde, radon). ***Prerequisite*: *ENV 407***

ENV 410 Occupational Health and Toxicology

This course introduces the general principles governing occupational health and acceptable levels of hazardous chemical and physical agents in the workplace. Toxic agents in the environment in general and specifically in the occupational environment are studied with respect to entry routes, how they act in the body, their effect on metabolism, the impact of different levels of exposure (i.e. their toxicity). Tools and techniques for monitoring the work environment and the workers themselves for exposure to hazardous agents, evaluating data, recognizing and assessing risks and controlling hazards are presented. ***Prerequisite*: ENV 302, 407.**

ENV 411 Research Study in the Field of Environmental Health

This course provides the students with the skills required to develop a research study in the field of environmental health and present the finding to the audience. Following aspects are covered: Introduction on how to write researchable questions and problem statement, Problem statement, critical review of the literature, methods for data collection questionnaire construction, tools for data collection, reliability and validity measures, citations and references and writing the research document. ***Prerequisite: 81 Cr.H***

ENV 415 Seminar

As a capstone, this course provides students with the opportunity to examine the breadth of environmental and occupational health in terms of the role it plays in local infrastructure, its diversity of employment opportunities, and the varied issues faced in both the public and occupational health setting. The course is typically limited to seniors and taken in the last year of a student's undergraduate studies. Speakers for this course will include environmental and occupational health professionals from both the public and private sector. ***Prerequisite: 81 Cr.H***

HIM 301 Health Informatics and Health Statistics

This course introduces the students to health information systems. It covers health information systems, the different computer applications in healthcare organizations, and the emerging technology in the health services. Topics include: E-Health and the automated health information system, Telemedicine, Data Quality, security, and confidentiality, Commonly used frequency measures in healthcare, Healthcare statistical data collection, Percentage of occupancy/Length of stay/Discharge days, Mortality and autopsy rates, Miscellaneous rates. ***Prerequisite: MTH195, SWS 101***

HIM 302 Introduction to Health Information Management

This course introduces students to health information management. Topics include: Functions of the Health Record, Content and Structure of the Health Record, Health Information Technology Functions, Electronic Health Records, Healthcare Data Sets, Biomedical Research, Secondary Data Source, Healthcare Statistics, Healthcare Delivery Systems, Information Technology and Systems. ***Prerequisite: none***

HIM 303 Medical Terminology

This course familiarizes the students with the medical terminology used in healthcare. Topics include: Suffixes, Prefixes, Root words and related terms, Internationally accepted Abbreviations, Terminologies for cardiovascular, respiratory, gastrointestinal/Digestive, hematopoietic and lymphoid, urinary, muscloskeletal, nervous, integumentary, Male and female reproductive systems as well as for psychiatry, ophthalmology and ENT. ***Prerequisite: HIM 302***

HIM 304 Development and Content of the Medical Record

This course focuses on the development of the medical record be maintained on every patient who receives healthcare services. Topics include: Introduction and development of the medical record, Hospital medical record, Form design and control, Source oriented and Problem oriented Hospital medical record Format, Integrated medical record, Medical record in Ambulatory Services, Medical record in long term care and rehabilitation facilities, Mental health records. ***Prerequisite: SHS 111***

HIM 305 Alternate Site Health Information Management

This course introduces the students to the management, retrieval and retention of health records in settings other than hospitals. Topics include: Hospital-Based Ambulatory Care, Information Management - Quality Improvement and Utilization, Freestanding Ambulatory Care, Managed Care, Dialysis, Correctional Facilities, Mental Health, Long-Term and Acute Services, Substance Abuse, Long-Term Care, Rehabilitation, Dental Care Settings, Home Health Care. ***Prerequisite: HIM 302***

HIM 402 Internship: Familiarization with the Industry 180 Hrs

The internship provides students with the opportunity: to work in a team in collaborative internship sites in companies or governmental agencies, to investigate and analyze practical HIM issues, problems or challenges, to explore, research, investigate, and ultimately make some decisions related to HIM issues, to develop and exercise problem-solving skills HIM issues, to increase their experiences and knowledge in the areas of health and management. ***Prerequisite:*** **Senior Level**

HIM 406 Nomenclatures and Classification Systems

This course will provide students with the knowledge on disease, nomenclatures and classification systems for recording medical statistical information purposes. This course will provide knowledge to students to become professional coders and to be able to categorize and process the information contained in the medical records in meaningful way and to select the appropriate classification system. Topics include: nomenclatures, international classification of diseases and case mix classification, the DRGs and the encoding systems. *Prerequisite: SHS 111*

HIM 407 Management of Patient Medical Records

This course addresses different methods of numbering medical records and the systems of filing to promote efficient and timely services for the patient, physicians, other health care providers, and third parties. Topics include: Documentation practice, Role of patient medical record in risk management, Medical Record storage/Filing methods, Record control, Medical record retention policies and destruction/ Transportation of records, Electronic storage, Electronic healthcare record, Legal and Ethical aspects of medical record information. ***Prerequisite: HIM 304 HIM 406***

HIM 408 Health Information Department Management

The course discusses the different skills required to efficiently manage a health information department. Topics include: Functions of health information management, Medical record physical facility design and safety, Planning function and the management of information plan, Organizing function, Directing function, Controlling function, Health information Quality Assurance/Peer review, Evaluating the Quality of health information services, Continuous quality improvement. ***Prerequisite: HIM 301***

HIM 409 Research Study in the Field of HIM

This course consists in conducting a research study in the field of health information management and presenting the findings. It includes continuous follow up and couching of the student to provide guiding and to monitor the student's methodology and achievements. Topics include: Writing researchable questions and problem statement, conducting literature review, critical review, Selection of the sample, Methods for data collection questionnaire construction, Tools for data collection and discussion on the analysis of data, reliability and validity measures and recommendations and conclusion, Citations, Writing a research document. ***Prerequisite: Senior Level***

HOM 101 Fundamentals of Healthcare Management

This course presents an introduction to the practices and concepts of management and their applications in healthcare. Topics include: basics of Management/Management Concepts, Special characteristics of healthcare management, Role and responsibilities of the healthcare manager, Organization and change management, Planning healthcare facilities and managing the development process, Strategic planning, Human resource management, Material management, Financial management, Project management, Total Quality Management, Waste management, Marketing healthcare services, Marketing healthcare services, Health management organizations and future trends in health management. ***Prerequisite: None***

HOM 301 Process Management in Health Services

This course addresses the basic and contemporary knowledge of business process management (BPM) & re-engineering as well as their application in the healthcare organizations. Topics include: Evolution, application and tools of BPM in healthcare, Process mapping fundamentals, Process analysis, Process improvement and organizational change, role of IT in BPM, implementation of BPM in health care services, Factors influencing the implementation of BPM, Clinical practice guidelines and the clinical pathways, Business Process Reengineering BPR and methods. ***Prerequisite: SHS 213***

HOM 303 Health Education and Promotion

This course introduces students to the major theories of health behavior and health promotion. It focuses on the application of health behavior theories to health promotion and education practice. Topics include: Health Determinants, Health Professions and Organizations, Health Education, Needs Assessment and Planning, Intervention Programming, Intervention Actions, Cognitive and Affective Learning, Behaviorism, Social Cognitive Theory, Social Cognitive Theory, Organizational Change, Community and Social Change. ***Prerequisite: None.***

HOM 304 Healthcare Operations

This course focuses on the macro- and micro- management operations within healthcare institutions. Topics include: Healthcare organizations, Accessing health care, Physician organization and management, Nursing organization and management, Management and financial services, Pharmacy services, Food and nutrition services, House keeping and environmental services, Safety and security, Legal services, Planning and management of emergency services, of health information, of Ambulatory services, Imaging, Pathology, and Rehabilitation services. ***Prerequisite: SHS 213***

HOM 311 Healthcare Facility Design and Safety Measures

This course addresses safety measures with respect to healthcare environments. Topics include: Considerations for building health care facilities, Planning and designing the main Entrance and lobby area, Master Planning and pre-design, safety, emergency management, patient flow, Security, life safety, infection control, risk management, Building design and construction, Commissioning, Design requirements for hospital's units and surgical suites, Design requirements for hospital's emergency services and transportable units, Design requirements for hospital's Pharmacy and laboratory, Design requirements for hospital's medical records. *Prerequisite: HOM 304*

HOM 312 Care of Patients and Continuum of Care

This course addresses the effective provision of patient care and the fulfillment of related international standards. Topics include: Primary health care and access to care, Planning and Providing care, Anesthesia care, Care during operative and other procedures, Medication use, Nutrition care, Rehabilitation care and services, Restraint, seclusion, and other patient safety procedures, Discharge planning and patient and family education, Communicating with patients/privacy/confidentiality, End of life care, Long-term care. ***Prerequisite****: HOM304*

HOM 401 Risk Management and Patient Safety

The course introduces the components of risk management in healthcare organizations. Topics include: Risk management in healthcare, Adverse events in healthcare and the occurrence variance reporting system, Medication safety, Medication errors and reporting, Medical errors and peer review, Sentinel events, Key risk reduction tools, Prevention and control of infections within the healthcare organization, Risk Management and the environment of care, Failure mode and effects analysis, International patient safety goals. ***Prerequisite****; HOM 304*

HOM 402 Internship: Familiarization with the Industry

The internship provides students with the opportunity: to work in a team in collaborative internship sites in companies or governmental agencies, to investigate and analyze practical HOM issues, problems or challenges, to explore, research, investigate, and ultimately make some decisions related to HIM issues, to develop and exercise problem-solving skills HIM issues, to increase their experiences and knowledge in the areas of health and management. *Prerequisite: 81 credit hours*

HOM 411 Healthcare Organizations & the Accreditation Process

The course presents an overview of the process of accreditation of healthcare organizations. Topics include: Accreditation concept and accreditation agencies, International accreditation standards for hospitals, Patient centered standards, Healthcare organization management standards, Family rights, Assessment of patient, Health Care Organization Management Standards, Quality Management and Improvement, Prevention and Control of Infections, Governance, Leadership and Directing, Staff Qualification and Education, accreditation process. ***Prerequisite: HOM 311, HOM 312***

HOM 412 Healthcare Facility Safety & the Environment of Care

This course provides students with knowledge in organizational safety, patient, visitors and their own safety. Topics include: overview of the environment care and basic facility management and safety, wanding and watching, security management, preventing infant abduction, waste and hazardous material management, disaster and emergent management, fire safety management, medical equipment and utilities management, and construction and renovation. ***Prerequisite: HOM 304***

HOM 413 Research Study in the Field of Health Management

This course consists in conducting a research study in the field of health organization management and presenting the findings. It includes continuous follow up and couching of the student to provide guiding and to monitor the student's methodology and achievements. Topics include: Writing researchable questions and problem statement, conducting literature review, critical review, Selection of the sample, Methods for data collection questionnaire construction, Tools for data collection and discussion on the analysis of data, reliability and validity measures and recommendations and conclusion, Citations, Writing a research document. ***Prerequisite: 81 credit hours***

MTH 195 Applied Statistics

An introduction to elementary descriptive and inferential statistics. Topics include: descriptive and inferential statistics, describing and organizing data, measures of central tendency and spread, probability, conditional probability, discrete and continuous random variables and their probability distributions, inferential statistics. This course may be substituted by MTH-130 (Probability and Statistic). ***Prerequisite: None***

SHS 102 Healthcare Systems

This course introduces the systems theory that helps health administrators design and develop management control systems. Topics include: General Systems Theory, Healthcare System and its different levels, Different healthcare systems (UK, USA, Canada, UAE), Factors affecting the healthcare system, Classification of systems, system approach, analysis, design, and applications, Organization Theory, Health services organization system network, Management Control System in Health Services Organizations, Decision Support Systems in Health Services Organizations. ***Prerequisite: None***.

SHS 103 Chemistry

It is basic course of chemistry that mainly introduces chemical symbols, formulae and equations describing experiments. Topics include: Properties of Materials, Atomic Theory, Periodic Table, Chemical Formulae, Energy, Molecular and Ionic compounds, Measurement, Chemical Equations, Equations for Ionic Reactions, Acids and Bases, Molarity and the composition of a solution, Study of Rates of Reactions, Introduction to thermodynamics. ***Prerequisite*: None**

SHS 111 Fundamentals of Human Systems

This course provides a comprehensive and integrated knowledge of the human systems structure and functions through understanding biological mechanisms and processes. Topics include: Human Body Structure and Functions (thorax, abdomen, limbs), Cardio Vascular System (Heart, Blood, Vessels), Digestive System, Muscular System, Nervous System. ***Prerequisite: BIO 101***

SHS 207 Library Science and Information Literacy

This course introduces the students to the basics of information literacy. It provides them with the basic skills they will need during their university study. Students should build on these skills in many more courses, and throughout their career and real life. They should make an effort to recognize information needs, access and evaluate appropriate information to answer those needs. Topics include: Understanding Information literacy, Search techniques, Finding articles, Surfing the web, Evaluating information, Using information, Subject resources. ***Prerequisite: SWS 101***

SHS 208 Infectious Diseases

This introductory course to infection discusses various categories of infectious disease grouped by body system where signs and symptoms are manifest or by mode of transmission or control. Topics include: Central nervous system infectious diseases, Gastrointestinal infectious diseases, Hepatitis and hematolymphatic infectious diseases, Respiratory infectious diseases, Acquired immune deficiency syndrome (AIDS) and HIV infection, Sexually transmitted diseases, Vector-transmitted fevers, Childhood and vaccine preventable diseases, Nosocomial infections, Therapeutic procedures. ***Prerequisite: None.***

SHS 211 Non Infectious Diseases

This course examines patterns of occurrence and strategies for control and prevention of non infectious/chronic diseases. Topics include: Chronic Disease Epidemiology, Public Health approaches to chronic disease control, Life style risk factors, Chronic Diseases Morbidity and Mortality, Treatment options and rehabilitation outcomes, Cardiovascular Diseases, Cancer Diseases, Diabetes, Arthritis, Stress, The impact of health care disparities on illness and disability, Patient education and self-management techniques. ***Prerequisite: None***

SHS 212 Health Planning

This course introduces the global health, its status, and the threats and challenges facing today's health planners. Topics include: Images of health, Human health in changing world, Demographic transmission, A new global health threat, Reproductive and child health, Tackling inequalities in health, Endangered future of humans, Recent trends in environmental health, Need for healthcare reforms, Recent trends in environmental health, Health economics, Health economics, Economic aspects of health planning, Health policy, Future trends in the healthcare. ***Prerequisite: SHS 102***

SHS 213 Introduction to Healthcare Quality Management

This course introduces to TQM and its application in the healthcare field. Topics include: Evolution of Total Quality Management, Evolution of Quality in healthcare, Principles of total quality in healthcare organizations, Group processes in healthcare quality improvement, Process orientation in healthcare quality, Clinical practice guidelines/ patient-centered care, Implementation of quality improvement in healthcare, Outcome model of healthcare quality, Data management, measurement, and statistical analysis in CQI, Cost and healthcare quality, The law, ethics, and total quality. ***Prerequisite: HOM 101***

SHS 311 Human Resources Management in Healthcare

This course introduces the subject of human resource management to the students by focusing on the required strategies. Topics include Human resource strategy and planning, Job design, scheduling, and staffing strategies, Recruitment, Short listing and interviews, Employment relationship, Credentials and process of credentialing, Physician privileging, Orientation, training, development, and succession planning, Performance management, Payment systems and partnership and employee involvement, Discipline, grievance, dismissal, redundancy, and outplacement, Compensation, benefits and recognition strategy. ***Prerequisite: HOM 101***

SHS 312 Measuring Performance in Healthcare Organizations

This course addresses performance measurement in supporting a culture of continuous improvement in a modern healthcare organization. Topics include: Need for measuring performance, Key performance indicators and critical success factors in a healthcare organization, Methodologies used in the assessment of quality of healthcare, Excellence Models of measuring performance, Stakeholders' perspectives & measurement of performance of a healthcare organization, Introducing a quality initiative and factors affecting its implementation, Measuring the effectiveness of quality initiatives on organizational Performance, Measuring the effectiveness of quality initiatives on different services, functions, and activities of a healthcare organization. ***Prerequisite: SHS 213***

SHS 314 Health Economics and Financial Management

This course introduces the basic principles of macro and microeconomics and the elements necessary to apply these principles to the health care field. Health Economics basic principles, Economic Tools to improve resource allocation and decision making, Specificity of health economics, Healthcare finance, Assets, Liabilities, and Net Worth, Revenues & Expenses, Cost Classifications, Cost behavior and Break-even Analysis, The manager's responsibility with respect to staffing, Reporting, financial and operational ratios as performance measures, Time value of money, Comparative Data, forecasts, and benchmarking, Budgeting and variance analysis, Capital expenditure budgets. ***Prerequisite none***

SHS 401 Healthcare Ethics

This course introduces the students to the healthcare ethics. Topics include: Human value development, Decision making in value issue, Types of ethical theory, Basic principles of healthcare ethics, Confidentiality and the management of healthcare information, Healthcare professional-patient relationships, Patient and family rights, Administrative Ethical issues, Biomedical Ethical issues, Legal issues, culturally appropriate healthcare, Codes of Professional ethics. ***Prerequisite:*** *81 credit hours*

SHS 402 Performance & Service Improvement in Healthcare

This course presents an in-depth analysis of the concept of continuous improvement and its application in the healthcare field. Topics include: defining performance improvement, healthcare and the concept of continuous improvement, continuous performance improvement model, identifying improvement opportunities, aggregating and analyzing performance improvement data, communicating performance improvement activities and recommendations, measuring consumer satisfaction, organizing for performance improvement, developing effective performance improvement teams, managing health performance improvement projects, evaluating the performance improvement program, Benchmarking and best practice. ***Prerequisite: SHS 312***

SHS 411 Governance and Leadership

This course presents an overview of the concept of governance and its role in healthcare organizations. Topics include: Historical Development of Management Theory, Differences between leadership and management, Evolution of Leadership theory, Decision making and Problem solving, Implementing planned change and the change theory, Decentralization and Participatory management, Communication and Creating a motivating climate, Organizational, Interpersonal, and group communication, Delegation, Managing conflict, Supervising, Controlling and Evaluating**. *Prerequisite:** 81 credit hours*

1.4. School Of Business Administration (Undergraduate Programs & MBA)

ACT 112 Principles of Accounting I

This course concentrates on accounting for merchandise operations, proprietorship, negotiable instruments, specialized books of original entry, and the voucher system including emphasis on the financial aspects of accounting. Accounting concepts and principles, accounting systems, inventory costing methods, accounting of acquisitions, depreciation and disposal of plant assets are also described in this course. ***Prerequisite: None***

ACT 212 Principles of Accounting II

This course covers Modern financial and managerial accounting theory and practices applied to an organization's liabilities, cash flows, planning, budgeting, and control. Topics include: Organization, capita stock transactions, and dividends, Income and taxes Corporate income taxes, Statement of cash flows, Financial statement analysis, Managerial Accounting Concepts and Principles, Process Cost Systems, Cost behavior and cost-volume-profit analysis, Budgeting, Performance Evaluation Using Variances from Standard Costs, Differential analysis and product pricing, Capital investment analysis. ***Prerequisite: ACT 112***

ACT 310 Management Accounting

Managerial accounting studies the generation, communication, and interpretation of internal information, both financial and non-financial, for operational and strategic decision-making purposes. The course demonstrates how managers can use internal information that is generated, communicated and interpreted to implement plans and improve the process of providing goods and services to customers. The scope of the course embraces the use of accounting information for planning and control purposes in both operational and strategic decision-making. ***Prerequisite: ACT 212***

ACT 330 International Financial Reporting Standards

The course presents International Financial Reporting Standards and considers comparisons between the two commonly applied sets of accounting standards in the world (the US GAAP and IFRS). The aim of the course is to develop of a critical thinking approach to financial accounting and reporting. The objective of this course is to invite the student to better understand the links between the underlying transactions, their reporting standards applications, and the financial reports from an international perspective. This course will equip the students with basic understandings of IFRS, a relatively new set of accounting standards being widely accepted globally and being considered for adoption in the US. ***Prerequisite: ACT 212***

ACT 430 Accounting Information Systems

This course will be providing a background and training in the uses of core accounting and reporting features of SAP Enterprise Resource Planning (ERP) Accounting module. Within this module, student will learn how to setup charts of accounts and maintain accounting records within the Account Receivables, Account Payables, Bank Reconciliation as well as General Ledger. Student appreciates various financial statements and other related financial reports that improves financial communications across the enterprise. ***Prerequisite: ACT 212***

ACT 450 Auditing

The course is designed for imparting knowledge to students regarding the audit functions and the topics includes concepts and philosophy of audit and audit standard. It also includes the preparation of audit report and audit sampling. The scope of the course includes the audit functions both profit and not-for profit organizations. ***Prerequisite: ACT 310 & 330***

BUS 111 Marketing of Services

This course focuses on strategic considerations in the marketing of services. The primary emphasis is on those strategies designed for service-dominated products, particularly those related to professional services, including information technology. Students address the needs and wants of customers, both internal and external to the firm, within the framework of long-term relationship management. Special attention is devoted to the sometimes competing demands of the marketplace *vs.* corporate efficiencies and to the interdisciplinary imperative in services marketing strategy development. This course may replaced by MKT-210 (Principles of Marketing). ***Prerequisite: None***

BUS 120 Financial Analysis

This course covers the financial and managerial techniques used to budget, monitor, and evaluate projects, departments, and organizations. The course focuses on how internal stakeholders use financial information within an organization to plan, monitor and evaluate activities. Cost behaviors and reporting techniques will be examined for their influence on managerial decision-making. Analysis templates will be developed using spreadsheet software. Common decision making metrics will be examined for their underlying assumptions and limitations and will be applied to appropriate types of planning and operational decisions. ***Prerequisite: BUS-110***

BUS 210 Business Reporting

The primary focus of this course centers on reporting mechanism for business, industry, and government. Major emphasis will be placed on

a) written business correspondence (memos, letters, reports, e-mail, and resumes);

b) analysis and interpretation of business problems;

c) basic writing, editing , and presentation skills;

d) interpersonal communication; and

e) ethical and legal considerations in the communication process.

Prerequisite: LNG-172

BUS 212 Organizational & Client Relationships

Technical and professional knowledge is only one component of the skill set required to succeed in the new economy. Today's organizations require individuals to demonstrate soft-skills which address the complex relationships which are essential to working productively and effectively. In order for both the organization and the individual to be successful, employees must be able to effectively communicate their specialized knowledge and provide support and service to facilitate the work of others. This requires the individual to master and demonstrate the skills of professional verbal communications, effective listening, customer service, and conflict resolution. ***Prerequisite: None***

BUS 231 Legal Environment of Business

This course introduces the basic underlying concepts, principles and rules of law and equity that govern business activities. This course provides an overview of law in general; the North American and British based legal systems, court procedures, the different impacts of statutory and judicial law and administrative procedures. Students may also be introduced to contracts, products liability, business ethics, constitutional law, sales; commercial paper and business related UAE Laws. ***Prerequisite*** **: None**

BUS 310 Project Management

This course provides the student with tools ensuring the maximum of success in his future projects. Poorly or wrongly managing of engineering projects has been wrongly or poorly managed, delivering them behind schedule, and/or over budget, lead to failure and disappointment. The nine project management knowledge areas are tackled, namely

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management.

Prerequisite: Not before semester 5

BUS 410 Entrepreneurship in the New Economy

This course provides the participant with knowledge of the current economy that influences business models and the role of the entrepreneur. Topics include: Entrepreneurship And Small Business, Small Business Decision, Evaluation of a Business Opportunity, Business Plan, Buying a Business, Financing The Small Business, Marketing Management Project, Small Business and Electronic Commerce, Financial Management Project, Operations Project, Human Resources Management Project, Tax Management Project, Managing the Transfer of The Business. ***Prerequisite: None***

EBU 200 E-Business Fundamentals

This course defines the formulating business strategy in e-business, providing students with the theoretical and practical foundations necessary for understanding e-Business, the fundamentals of e-Business, its terminologies, concepts, and its infrastructure. Topics include: Concepts and Essentials of Electronic Commerce, intranet/extranet and their business models, systems supporting enterprise and supply chain management, transaction processing, multimedia delivery, client software, intelligent agents, search engines, data mining, legal issues and privacy, virtual communities, network infrastructure, performance issues related to e-Business systems**.** ***Prerequisite: None***

EBU 101 Emerging Trends in E-Business

This course explores e-business models, strategies, and technology infrastructures with a focus on specific e-business implementations to highlight current and future trends in e-business. Topics include: E-business Business Models, Building an E-commerce Web Site, Security and Encryption, E-commerce Payment Systems, E-commerce Marketing Concepts, E-commerce Marketing Communications, Retailing on the Web, Online Service Industries, B2B E-commerce: Supply Chain Management and Collaborative Commerce, Auctions, Portals and Communities, Online Content Providers: Digital Media. ***Prerequisite: None***

EBU 406 E-Business Project Management

This course explores the principles, process, purpose and strategies of project management for an e-business. Topics include: Roles and related skill sets of the project manager, Defining a Project, Planning a Project, Developing the Work Breakdown Structure (WBS), Scheduling, Managing Project Changes, Project Budget, Managing Project Risks, Managing Project Deliverables, Managing Project Quality, Managing Project Expectations, Leading a Project, Managing Vendors, Ending the Project. ***Prerequisite: MGT-361***

EBU 307 System Analysis & Business Process Integrations I

This course examines business needs for information and is analyzed through a systematics study of business processes and their underlying components of people, procedures and technology. It will prepare students to effectively use, manage and participate in the development of information system in support of common business processes. Student will also appreciate fundamental features of SAP Enterprise Resource Planning (ERP) application software, which is commonly being used large corporation. Topics include: Introduction to SAP ERP systems with emphasis on integrated core business processes and the benefits of such Enterprise-wide data integration. This will also encompasses Process Mapping, Database Management Systems, E-R Models and E-R Diagrams. ***Prerequisite: EBU-318***

EBU 318 E-Business Web Technologies

This course is an introduction to the current technologies used to implement e-business solutions. It exposes basic strategies and techniques required to develop a well-designed portable website combining effective navigation with the balanced use of graphics, text and color. Topics include: Creating HTML documents, Exploring other mark-up languages, Planning the Site and Site Navigation, Using Tables, Using Frames, Creating Web Forms, Introduction to Web Database Processing, Introduction to Structured Query Language (SQL), Web servers, Client-side Scripts, Server-side scripts, Creating a Web Application with Client-side and Server-side scripts. This course can be replaced by SWS 121 (Website Design and Development). ***Prerequisite: EBU 200 & GED101E***

EBU 308 Systems Analysis & Business Process Integrations II

This course expands upon the skills developed in EBU307 (Systems Analysis & Business Process Integration I). Students will apply their business process analysis and design skills to 3 in-depth business processes:

1. Sales including Customer Payment Process
2. Purchase including Paying Vendor Process
3. Accounts Receivables/Payables Processes
4. Basic Business Reporting Process

Each of these areas is examined for its respective objectives, procedures, control and underlying technologies. Students will use SAP ERP system Sales Module to record sales (Sales Process), which will implicate the use of Purchase Module (order item from vendor) and its corresponding accounting entries that receives payment from customer and paying vendor invoices. ***Prerequisite: EBU 307***

EBU 350 E-Business Technology Solutions

This course extends the use of technology introduced to enhance HTML and Internet programming skills. Technology tools are used to build, enhance and operate a successful e-Business site. An opportunity to evaluate other technology tools and software solutions is also included as an independent project. Topics include: Multimedia on the Web, Working with XHTML, Introduction to JavaScript, Creating an XML Document, Binding XML Data, Creating a Valid XML Document, Working with Namespaces and Schemas. ***Prerequisite: EBU 318***

EBU 400 E-Business Internship Placement

This course is an opportunity to obtain hands-on business experience in a private institution. The student learns about business and commerce and attains technical and leadership skills. Topics (steps) include: Learning Basic Operations, Writing and presenting a project proposal, Planning, Planning / Design of Solution, Development/Implementation of Solution, professional skills, and feedback mechanism. *Prerequisite: 90 Cr. H + minimum GPA 2.0*

EBU 420 E- Business: Strategic Management of Technologies

This case-study based course discusses the opportunities and challenges involved in applying technology to transform traditional business into e-Business and build the managerial foundation for emerging technologies. Topics include: e-Business Strategy, e-Business Planning, Overview of e-Business Models, Formulation of e-Business Strategy, e-Business Strategy for SMEs, Market Analysis, Organizational Transformation by e-Business, Transforming External Relationships with Customers, e-Business Impact on Supply Chain Management, Mobile Computing. ***Prerequisite: EBU 406 - MGT 202***

EBU 450 E-Business Consulting Project

This course allows the student to synthesize the various skills learned by developing and/or implementing a “real world” e-business project such as developing an e-commerce website, from design, development, to implementation and final review. Each team should develop and monitor its own project plan, prepare a business case or business plan to support the proposal and implement a solution. The students should work with faculty advisors to determine an appropriate 'real-world' project that can be completed during the term. ***Prerequisite: Final Semester***

ECO 222 Principles of Macroeconomics

This course examines the basic principles of macroeconomics from a market economics perspective. Exploring how to measure national economic activity, looking specifically at GDP, unemployment and inflation, and their relationship to the business cycle, analyzing international economics and the theories of economic growth and development, comparing theories of the macro economy with the classical-Keynesian debate, as well as examining the monetary system, including the federal reserve system, money markets and fractional reserve banking. ***Prerequisite: None***

ECO 221 Principles of Microeconomics

This course focuses on the tools necessary for analyzing and investigating various microeconomic problems, such as issues of scarcity and choice, the tools of price determination and elasticity, perfect competition, monopolistic competition and oligopoly, factor pricing, factor mobility, labor markets, and the importance and role of economic policy in our everyday lives. Topics include: Economic Decisions, Demand and Supply Analysis, Elasticity of Demand and Supply, Consumer Choice and Demand, Production and Cost in the Firm, Perfect Competition, Monopolistic Competition and Oligopoly, Resource Markets, Capital, Interest, and Corporate Finance, Economic Regulation and Antitrust Policy. ***Prerequisite: None***

FIN 201 Managerial Finance

The course provides a conceptual framework of financial management at the introductory level. Analysis, planning and control of internal and external finance decisions of a firm with emphasis on corporate structure. Topics include: financial statement analysis, markets and institutions, risk and rates of return, time value of money, bond and stock valuation, cost of capital, capital budgeting, capital structure and leverage, dividend policy, and international finance. ***Prerequisite: ACT 112***

FIN 310 Corporate Finance

This course provides and surveys an introduction to the theories and the methodologies of corporate finance. The concepts emphasized and developed in this course are based on previous foundation courses. Topics include: Time value of money, Investment decision rules, Capital budgeting, Risk and return in capital markets, Cost of capital; Mergers and acquisitions; Capital structure. ***Prerequisite: FIN-201***

FIN 320 Financial Statement Analysis

The course provides a conceptual framework of Financial Statement Analysis at the advanced level. Analysis of the Financial Statements of the companies and see the effect of using different accounting and quantitative analysis tools on the financial analysis and on the cash flow analysis. Topics include: Understanding Balance Sheet And Income Statement, Preparing Cash Flow Statement by using different methods and types of off balance sheet financing. ***Prerequisite: FIN-201***

FIN 325 Money and Banking

This course examines the nature of money and the banking system in a global economic environment. It introduces students to monetary policy and considers how monetary policy influences interest rates and asset markets of GCC.

International aspects of the monetary system are also considered such as foreign exchange markets and exchange rate targeting policies in GCC. The course also starts with an exposition of financial market and its instruments and proceeds to discuss shari'ah viewpoints concerning different financial market instruments such as equity shares, preferred shares, bonds and financial derivatives. ***Prerequisite: ECO-222***

FIN 330 International Finance

International Finance is an advanced course in Finance. This course will focus on foreign exchange markets, forecasting exchange rates, currency risk hedging techniques, and currency derivative instruments. In addition, macroeconomic policies, international portfolio management, and investment practices of multinational firms will also be reviewed to familiarize students with the type of practical issues in the international finance field. ***Prerequisite: FIN-201***

FIN 335 Introduction to Islamic Financial Systems

This course provides students with understanding of the fundamentals of Islamic financial operations, types of financial markets, laws and regulations, institutions, Islamic principles such as *al-Mudarabah, al-Murabaha* and *al-Musharakah* and their applications. You will be exposed to various Islamic financial products. This course will start with discussion of Islamic financial practices around the world; the growing role of Islamic banking in the UAE and GCC. ***Prerequisite: ECO-222 & ACT-212***

FIN 350 Portfolio Management

This course covers portfolio analysis of a group of securities. The Mean Variance Portfolio Theory is introduced and its application in determining the properties of combinations (portfolios) of the individual assets, delineating the characteristics of portfolios that make them preferable to others. The composition of the preferred portfolios is determined and issues of investment analysis are covered. Performance evaluation of well-managed portfolios and their evaluation process is described. Models of equilibrium in the capital markets and the non-standard forms of capital asset pricing models are illustrated. The Arbitrage Pricing Model (APT) and its comparison to the Capital Asset Pricing Model (CAPM) are illustrated. ***Prerequisite: FIN-201***

FIN 360 Investment Analysis

This course is a comprehensive course introducing the important characteristics of the markets in which equities, fixed-income instruments, derivatives, and alternative investments trade. It introduces the student to the world of investment finance, and how simple yet robust finance models such CAPM, stock and bond valuation, fundamental and technical analysis, and use of macroeconomic events in model. This course will complement the use of Excel where models would be created and synchronised using live trading data feed and evaluations. ***Prerequisite: FIN-201***

FIN 400 Accounting & Finance Internship

This Internship presents an opportunity for real-world experience. The major goal of this internship is to provide students with an experience that will enable students to apply the knowledge and skills acquired during coursework in a real world setting. Students will learn how decisions are made in collaboration with others, facing constraints and challenges they may not have faced in the academic world of the classroom. ***Prerequisite: 90 Cr. H. + min CGPA 2.0***

FIN 470 Fixed Income Analysis

This course is a comprehensive and advanced study introducing the important characteristics of the markets in which the foundation for fixed-income investments, one of the largest and fastest growing segments of global financial markets, are laid out. It begins with an introduction to the basic features and characteristics of fixed-income securities and the associated risks. The course then builds by describing the primary issuers, sectors, and types of bonds. The course also looks at yields and spreads and the effect of monetary policy on financial markets, and interest rate risk management. In short, this course represents the primary building blocks for mastering the analysis, valuation, and management of fixed-income securities. ***Prerequisite: FIN-360***

FIN 480 Financial Derivatives

Financial Derivatives FIN 480 is an advanced unit in Finance. It covers that branch of finance which deals with in depth structures of conventional and Islamic financial instruments, pricing and risk management techniques of such tools, and foundations to equip students to pursue financial market careers in derivatives.

FIN 480 is an important and one of the most challenging courses for those pursuing careers in international finance and Islamic finance. It will help you understand the world in which you live, it will enable you to be a rigorous and informed investor in today's ever challenging economy and it will give you the tools for better informed investment decisions eventually. ***Prerequisite: FIN-310 & 360***

FIN 490 Special Topics in Finance

The course equips the students that how corporate clients use financial theory to solve practical problems and as a way of learning how to respond to change by showing not just how but why companies and management act as they do. The course provides the modern fundamentals of the theory of finance while providing contemporary examples to make the theory come to business life. ***Prerequisite: FIN-320 & 360***

HRM 310 Human Resource Management

This course is designed to introduce the fundamental issues associated with Human Resource Management (HRM). An examination of the major topics related to HRM and current issues are addressed to better understand Human Resource's important role within the organization. Topics include: Introduction to HRM, Equal Employment Opportunity, Job Analysis & Design, Planning & Recruitment, Selection Process, Training & Development, Performance Appraisal, Compensation management, Incentive Pay, Employee Benefits, Health & Safety, Employee Rights & Discipline, Labor Relations, and International HRM. ***Prerequisite: MGT-202***

HRM 320 UAE Labor Law and Relations

This course explores how UAE labor law regulates the legal aspects of employer-employee relations, attempting to identify the economic and regulatory influences that have shaped UAE labor laws. It focuses particularly on the legal regulation of collective worker activity and will identify values that inform the legislative, judicial, administrative, arbitral, contractual and informal rules and norms through which law regulates the current diverse management-labor environment. ***Prerequisite: MGT 202***

HRM 230 Human Resources Information Systems

This course examines the use of HRIS applications in a human resource environment with focus on the basic concepts and terminology. Students should apply what they learn through the completion of HR related exercises and activities. Topics include: Knowing the Trends, Previewing HR Software, Working with Consultants, Needs Assessment, Scripting the Demo, Preparing and Using a Selection Matrix, Negotiating the Agreement, Selling to Management, Planning Implementation, Selecting a Small HRIS Package, Mid-Market Main Players. ***Prerequisite: HRM 310***

HRM 330 Staffing

This course addresses the theory, principles, practices, and legal requirements for effective recruitment, selection, and promotion in organizational settings. Topics include: Staffing Models and Strategy, Legal Compliance, Planning, Job Analysis and Rewards, External Recruitment, Internal Recruitment, Measurement, External Selection, Internal Selection, Decision Making, Final Match, Staffing System Management, Retention Management. ***Prerequisite: HRM 310 & HRM-320***

HRM 240 Managing Health, Safety and Diversity

This course addresses the theory, practice and legal requirements in managing employee health, safety, and cultural diversity in organizational settings. Topics include: Accidents and Their Effects, Theories of Accident Causation, Workers' Compensation, Ergonomic Hazards, Mechanical Hazards and Machine Safeguarding, Hazards of Temperature Extremes, Pressure Hazards, Electrical Hazards, Fire Hazards and Life Safety, Industrial Hygiene, Radiation Hazards, Ethics and Safety, Promoting Safety, Product Safety and Liability, Violence in the Workplace. ***Prerequisite: HRM 310***

HRM 265 Performance Appraisal and Compensation

This course addresses theory, principles, practices, and legal requirements linking effective performance management and compensation and benefit systems in organizational settings. Topics include: Strategic Perspectives in Compensation Management, Defining Internal Alignment, Job Analysis, Job Evaluation/Person-based Structures, Determining External Competitiveness, Employee Contributions, Performance Appraisals, Benefits, Compensation of Special Groups, Legal & Administrative Issues in Compensation, Global Compensation. ***Prerequisite: HRM 310***

HRM 370 Compensation Management

This course presents the economic concepts and legislative requirements relating to compensation concepts and practices. It discusses the concepts and procedures for developing and administering a compensation program. Topics include: Strategic Compensation, Strategic Analysis and Contextual Factors, Contextual Influences on Compensation Practice, Traditional Bases for Pay, Incentive Pay, Person-Focused Pay, Building Internally Consistent Compensation Systems, Building Market-Competitive Compensation Systems, Legally Required Benefits, Discretionary Benefits, Compensating Executives. ***Prerequisite: HRM 310 & QBA-241***

HRM 275 Conflict Resolution

This course is an analysis of the nature of conflict and the methods to resolve conflict with an emphasis on collaborative problem solving and mediation. Topics include: Negotiation, Preparation for Negotiation, Distributive Negotiation - Slicing the Pie, Win-Win Negotiation - Expanding the Pie, Developing a Negotiating Style, Establishing Trust and Building a Relationship, Power, Persuasion, and Ethics, Creativity and Problem Solving in Negotiations, Cross-Cultural Negotiation, Tacit Negotiations and Social Dilemmas. ***Prerequisite: MGT 202, HRM-310***

HRM 410 Human Resource Development

This course is a study of the theory and practice in human resource training and development applied to organizational settings. Topics include: Organizational Role of Training Specialist, Identifying Training Needs, Maximizing the Trainee's Learning, Evaluating Training Programs, On-Site & Off-Site Training Methods, Developing & Training Leaders & Executives, Societal Concerns. ***Prerequisite: HRM 370***

HRM 470 Strategic Human Resource Management

This course exposes students to the "big picture" at the intersection of HR management, business policy and competitive strategy. It introduces the students to the key "core competency" areas necessary to become successful managers of human capital. Topics include: Managing Human Resources through Strategic Partnerships, Understanding the External and Organizational Environments, Ensuring Fair Treatment and Legal Compliance, HR Planning for Alignment and Change, Using Job Analysis and Competency Modeling, Developing an Approach to Total Compensation, Measuring Performance and Providing Feedback, Using Performance Based Pay to Enhance Motivation, Providing Benefits and Services. ***Prerequisite: HRM-410 & HRM-370***

HRM 440 International Human Resource Management

This course is an introduction to the critical issues facing organizations in simultaneously managing their human resources at home and abroad. It focuses on the connection between corporate strategies and the effective management of human resources. Topics include: Enduring Context of IHRM, Organizational Context, Sustaining International Business Operations, Recruiting and Selecting Staff for International Assignments, Training and Development, Compensation, HRM in the Host Country Context, Industrial Relations, and Performance Management. ***Prerequisite: HRM 370***

HRM 375 Seminar in Human Resource Management

This course focuses on the theory and practice of human resource management. Emphasis is on the development of human resource management and the practical skills needed by HRM practitioners, supervisor and managers. The employee life cycle including recruiting, hiring, testing, developing, appraising, firing and out placing is emphasized. As a seminar based course, heavy focus is based on case analysis, projects, and interactive discussion based lectures. ***Prerequisite: HRM 410***

HRM 400 Human Resource Internship

This 6 to 8 weeks internship provides qualified students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. It is an ongoing on the job interaction between the student, and the employment supervisor. It involves a Learning Contract, periodic meetings with the faculty representative, professional experience, and submission of materials as established in the Learning Contract. ***Prerequisite: 90 credit + GPA min 2.0***

HRM 450 Human Resource Management Capstone

This capstone course emphasizes the strategic importance of Human Resource Management in organizational decision-making. The course covers the role of human resource management in strategic decision making, managing growth and downsizing, managing work flows and productivity, international HRM, evaluation of HR systems, and the future of Human Resource Management. ***Prerequisite: Final Semester***

MGT 202 Principles of Management

This course is designed to enable the beginning management student to explore current management theory and issues. The emphasis is on developing a foundation for future management studies. Topics include: Managing, External Environment and Organizational Culture, Planning and Strategic Management, Managerial Decision Making, Leadership, Motivating for Performance, Teamwork, International Management, Entrepreneurship, Organization Structure, leadership, Human Resource Management, Managing the Diverse Workforce, and Managerial Control. *Prerequisite: None*

MGT 320 Organizational Behavior

This course is a study of individual and group behavior in business organizations. It helps individuals better understand how people behave and interact in an organizational context. Topics include: Foundations of Individual Behavior, Personality and Emotions, Perception and Decision Making, The Nature of Work Motivation, Foundations of Group Behavior, Understanding Work Teams, Basic Approaches to Leadership, Contemporary Issues in Leadership, Conflict and Negotiation, Organizational Culture. ***Prerequisite: HRM-310***

MGT 361 Operations Management

This course is an examination of how organizational processes add value as they convert inputs to outputs. Topics covered include the strategic relationship of operations with other functional organizations, value chain concepts, and quantitative methods of operations, including forecasting models, inventory models, statistical process control, process models and project management methods. The course also provides a review of current supply chain philosophies such as JIT, MRP, and EOQ inventory management methods. ***Prerequisite*: MGT 202, QBA 341**

MGT 405 Business Ethics & Social Responsibility

This course will examine the practical issues of managers in addressing ethical and moral problems in business. It will draw on a variety of materials and experiences as a basis for analyzing and evaluating the manager's and the firm's options and decisions. Topics include: Consequentialist and Non-Consequentialist Theories of Morality, Ethics of Truth, Power and Lying, Ethics of Race and Power Business and Media Ethics, Emerging Business Ethics Issues, Developing an Effective Ethics Program, Implementing and Auditing Ethics Programs, Business Ethics in a Global Economy. ***Prerequisite*: MGT-202**

MGT 420 Supply Chain Management

This course focuses on decision making for system design, as it arises in manufacturing systems and supply chains. Students are exposed to frameworks and models for structuring the key issues and trade-offs. The class presents and discusses new opportunities, issues and concepts introduced by the internet and e-commerce. It also introduces various models, methods and software tools for logistics network design, capacity planning and flexibility, make-buy, and integration with product development. Industry applications and cases illustrate concepts and challenges. ***Prerequisite: EBU-307, QBA-241, SWS-351***

MGT 360 Customer Relationship Management

This course examines how customer Relationship Management (CRM) is about customer care and business strategy and the use of IT to achieve the objective of profitability through enhanced customer relations. it provides knowledge about CRM and its main concepts, the technologies and the strategies for implementing customer relationship activities. Moreover, it exposes the students to important research questions in this area as well as the relevant theories and research methodologies. ***Prerequisite: MGT 202***

MGT 470 Strategic Management

This course approaches the understanding of the total enterprise from senior management's point of view, the operating environment, management's overall objectives and strategic plan and the implementation and execution of the chosen strategy. Topics include: Importance of strategy, Context of Managing Strategically, Functional Strategies, Internal Analysis, External Analysis, Competitive Strategies, Corporate Strategies, International Strategies. ***Prerequisite: MGT-320,*** **ECO 222, ECO-221, MKT 201, FIN 201, MGT 361**

MKT 201 Principles of Marketing

This course introduces students to the field of marketing to attain an understanding of the analytical techniques required to develop successful marketing strategies. Theoretical and conceptual issues in marketing are discussed, along with their implications in formulating marketing strategies, as well as examining the managerial focus on the external environments and decision elements of marketing (promotion, price, product, distribution) faced by marketing management at the corporate and entrepreneurial levels of business. ***Prerequisite: LNG-171***

MKT 208 Consumer Behavior

This course treats the consumer as a decision maker. It examines social, cultural, and psychological influences on purchasing decisions while emphasizing their implications for marketing strategies, as well as the factors in human behavior which influence the choice and the use of products and services offered in the for-profit and nonprofit organizations in our society. Topics include: Consumer Decision Making Process, Marketing Regulation and Consumer Behavior, Ethics, Cross-Cultural Variations in Consumer Behavior, Memory & Product Positioning, Motivation, Personality & Emotion, Commitment & Consistency, Consumer Decision Making Process. ***Prerequisite: MKT 201***

MKT 310 Advertising and Promotion

This course presents the integrative role of advertising in persuasive communication of business and related fields. This includes procedures for organizing, developing, and implementing effective media decisions. Topics include: Introduction to Advertising, Ethics – Regulations - Social Responsibility, Advertising's Role in Marketing, The Consumer Audience, Interactive and Alternative Media, Media Planning and Buying, Broadcast Media, Creative Side and Message Strategy, Design and Production, Public Relations, Special Advertising Situations. ***Prerequisite: MKT 201***

MKT 320 Retailing

This course provides a hand on study of the retail business environment in the UAE and abroad. Topics include: Building and Sustaining Relationships in Retailing, Strategic Planning in Retailing, Retail Institutions by Ownership, Retail Institutions by Store-Based Strategy Mix, Identifying and Understanding Consumers, Information Gathering and Processing in Retailing, Trading-Area Analysis, Site Selection, Retail Organization and Human Resource Management, Operations Management, Developing Merchandise Plans, Implementing Merchandise Plans, Financial Merchandise Management, Pricing in Retailing, Establishing and Maintaining a Retail Image. ***Prerequisite: MKT 201***

MKT 230 Professional Selling

This course provides an introduction to the sales process. It provides background to the development of successful sales presentation skills that enhances the participant's ability to develop sales presentations to satisfy customer needs and wants. Topics include: The Life, Times, and Career of the Professional Salesperson, Relationship Marketing, Ethics and Customer Relationships, Psychology of Selling, Communication for Relationship Building, Sales Knowledge: Customers, Products, and Technologies, Lifeblood of Selling, Sales Presentation Method to Use, Elements of a Great Sales Presentation. ***Prerequisite: MKT 201***

MKT 340 E-Marketing

This course provides a thorough understanding of the principles and practices of using the Internet to market goods and services. Topics include: Strategic Planning & the Marketing Process & Developing the e-Business Marketing, Independent Student Project, Product and Service strategies Branding and brand strategies, B2B business Models and Strategies, Market Segmentation, and Targeting, Pricing Strategies, Distribution and logistics, Retailing and Wholesaling, E-Marketing Communication, Customer Relationship Management, Global Marketing Environment and Marketing Research online Consumer Behavior. ***Prerequisite: MKT 201***

MKT 242 Introduction to Public Relations

This course provides an introduction to public relations writing. It discusses some of the different kinds of written materials used in the practice of public relations. Students should write a variety of public relations materials through a combination of in-class and out-of-class writing assignments. Topics include: Research and planning, Press releases, Media relations, Brochures, Interviewing, Feature writing, Advertisements, Public service announcements, Résumés and cover letters, Websites. ***Prerequisite: MKT 201***

MKT 370 Integrated Marketing Communications

This Course (IMC) examines integrated marketing communications and how this enhances brand equity. Topics include: Origins and evolution of IMC , Databases and their utilization, Principles of Value-Based IMC, Identifying customers and prospects, The value of customers and prospects, Planning Marketing Communication Delivery, Planning Marcom Content, Estimating Return on Customer Investment, Post-program analysis and future planning,. ***Prerequisite: MKT 201***

MKT 371 Brand Marketing

This course points out the importance of brand identity in the integrated marketing communications strategy. Topics include: Brands and Brand Management, Integrating Marketing Communication to Build Brand Equity (BE), Brand Positioning and Value, Connecting Business Strategy to Brand Strategy, Post-Purchase Experience, Developing a Brand Equity Measurement System, Developing a Brand Metric System, Measuring Outcomes of BE, Managing Brands over Time, Building a Brand Culture, Establishing a Brand-Based Organization, Managing Brands over Geographic Boundaries and Segments. ***Prerequisite: MKT 201***

MKT 430 Marketing Research

This course addresses the methods and procedures for collection, interpretation, and use of primary and secondary data in marketing. Topics include: Marketing Research Process, Research Design and Implementation, Standardized Sources of Marketing Data. Qualitative and Observational Method, Survey Methods, designing the questionnaire, Sampling fundamentals, fundamentals of data analysis, Hypothesis Testing, Discriminate analysis and canonical analysis, Factor and Cluster Analysis. ***Prerequisite:*** **MKT 208, QBA 241**

MKT 350 Sales Management

This course is a study of the management of the personal selling functions. Topics include: Personal Selling Process, Profiling and Recruiting Salespeople, Developing the Sales Training Program, Sales Force Motivation, Leadership of a Sales Force, Forecasting Sales and Developing Budgets, Sales Territories, Analysis of Sales Volume, Marketing Cost and Profitability Analysis, Performance Evaluation, Ethical and Legal Responsibilities. ***Prerequisite: MKT 201***

MKT 364 Services Marketing

This course exposes the nature of services marketing and its critical contribution to marketing success. Topics include Consumer Behavior in Services, Customer Expectations in Services, Customer Perceptions in Services, Listening to Customers through Research, Building Customer Relationships, Service Recovery, Service Development and Design, Customer-Defined Service Standards, Physical Evidence and the Services cape, Employees' Roles in Service Delivery, Customers' Roles in Service Delivery, Managing Demand and Capacity, Managing Service Promises, Integrated Services Marketing Communications, Pricing of Services. ***Prerequisite: MKT 201***

MKT 465 International Marketing

This course addresses the decision making as well as policy formulation with respect to various aspects (cultural, social, political, legal and economic) of global environments. Topics include: Global Marketing Imperative, International Trade Institutions and Trade Policy, Cultural Environment, Economic Environment, Political and Legal Environment, Strategic Planning, International Marketing Research, Market Entry and Expansion, Product Adaptation, Export Pricing Strategies, Marketing Communication, Distribution Management, Global Services. ***Prerequisite: MKT 201***

MKT 400 Marketing Internship

This Internship presents an opportunity for real-world experience. Students learn first-hand while employed as interns within a business organization. The real-world experience is valuable training and skill development for Marketing and non-Marketing majors. The student should tackle or simulate following tasks:

a. Planning of activities,
b. Designing and/or conducting activities
c. implementing various business activities
d. Follow up and control on activity implementation

Prerequisite: **90 credits of Marketing Courses + minimum GPA 2.0**

MKT 210 Direct Marketing

This course presents an overview of direct marketing (DM), largely concentrating on print media in the UAE and aboard. Topics include: Elements of DM, DM lists and segmentation, Database-driven DM, Planning the offer, Creative strategies in DM, Broadcast and other electronic media, Telemarketing, Internet, Customer service and fulfillment, Customer service and fulfillment, Ethical and legal issues in DM, Business-to-business (industrial) DM, DM for nonprofit organizations, International DM, Statistics and Modeling for DM, Regression, Factor Analysis and Clustering. ***Prerequisite: MKT 201***

MKT 469 Marketing Management

This course focuses on the analysis, planning, implementation, and control of marketing initiatives in a competitive marketing environment. The topics include: Marketing Planning, Understanding the Environment and the Competition, Understanding the Buyer, Market Segmentation, Positioning, and Branding, Marketing Research and Information, Product and Service Decisions, New Products, Distribution and Supply Chain Management, Designing Effective Promotion and Advertising Strategies, Direct Marketing, Sales Promotion & Public Relations, Selling & Sales Management, The Future of Marketing. *Prerequisite:* MKT 430, MGT-320

MTH 196 Mathematics for Business

Applications of basic arithmetic, algebraic and Calculus techniques for solving business problems. Topics include: problem solving with ratios, percentages, linear and quadratic equations, break-even analysis, exponentials, logarithms, financial mathematics, basic differentiation and marginal analysis of cost and profit. ***Prerequisite: None***

QBA 241 Quantitative Business Analysis

This course focuses on descriptive and inferential statistical concepts and methods. Topics include: Grouping of data, Histograms, measures of central location, Variance and Standard deviation, Probability, Conditional probability, Discrete and Continuous Probability Distributions - Binomial, Poisson, Exponential, Gamma, Sampling Distributions, Introduction Hypothesis Testing**.** ***Prerequisite: MTH-196***

QBA 341 Quantitative Approaches to Decision Making

This course introduces quantitative techniques applicable to business and economics. Topics include: Decision Models and Decision Trees, Regression Models, Forecasting, Inventory Control Models, Linear programming, Transportation and assignment programming, PERT/CPM, Critical Path, Multiple regression, Statistical quality control, Control Charts for Variables. Control Charts for Attributes. ***Prerequisite: QBA 241***

SWS 351 Management of Information Systems

This course introduces the study of organizations as systems supported by information processing. It focuses on describing information systems (IS) requirements and applying IT on business and management. Topics include: IS in the Enterprise, Electronic Business and Electronic Commerce, IT Infrastructure and Platforms, Managing Data Resources, Security and Control, Enterprise Applications and Business Process Integration, Management Decision-Making for the Digital Firm, Redesigning the Organization with IS, Understanding the Business Value of Systems, Managing International IS. ***Prerequisite: GED 101E***

1.5. Pre-MBA Courses:

MBA 501 Management and Organizational Behavior

This course examines organizations from the standpoint of human behavior and organizational structures and processes, utilizing critical thinking and practical applications to proactively discover and solve organizational behavioral problems. ***Prerequisite: None.***

MBA 502 Foundations of Basic Statistics

This course presents an introduction to basic statistical concepts and methods via electronic spreadsheets used in the business world. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, interval estimation, hypothesis testing, ANOVA and simple linear regression. ***Prerequisite: Math Placement Test.***

MBA 503 Accounting Foundations

The focus of this course is on the interpretation, application and utilization of basic principles and concepts of accounting for the purpose of the evaluation of financial and administrative reports used in financial and managerial decision making. ***Prerequisite: None.***

MBA 504 Economics Foundations

This course covers the essential principles and fundamentals of economics. It begins with a review of the history of western economic thought, focusing on the development of free market economies. Topics include The 10 Principles of Economics; Market Forces of Supply and Demand; Supply, Demand, and Government Policies; Consumers and Producers choices; Costs of Taxation; Measuring a Nation's Income; The Monetary policies; Ethical concepts relating to Economics. ***Prerequisite: MBA-502.***

MBA 505 Marketing Foundations

This course is designed to provide a foundation to the principles and applications of marketing and as a foundation to further study in graduate management courses. Stated by the textbook's authors, it addresses all various shifts in marketing, good marketers are practicing holistic marketing-the development, design, and implementation of marketing programs, processes, and activities that help students recognize the breadth and interdependencies of today's marketing environment. ***Prerequisite: None.***

MBA 506 Quantitative Analysis for Business

This course presents an introduction to quantitative methods, providing students with a thorough grounding in the numerical tools and techniques that are relevant to real-world business applications. ***Prerequisite: Math Placement Test & MBA-502.***

1.6. MBA Courses

MBA 641 Managerial Accounting

This course utilizes accounting information to strategic planning, the utilization of accounting data to identify problem requirements and needed solutions, identify, classify, and explain how cost measurements are utilized in decision making, and how financials statements are affected by business transactions. ***Prerequisite: None.***

MBA 642 Managerial Finance

This course is a comprehensive and advanced study of the primary tasks, functions, and responsibility of financial managers and how they utilize financial analysis, planning, and control techniques to develop and apply financial strategies to business objectives. Topics include Accounting Statements and Cash Flow; First Principles of Finance; Net Present Value Capital Market Theory; The Capital Asset Pricing Model; The Arbitrage Pricing Theory; Corporate Financial Models; Credit Management; Ethics in Finance. ***Prerequisite: None.***

MBA 643 Quantitative Analysis for Managers

This course is an examination of the scientific approach to managerial decisions making. The approach consists of problem definition, model development, data collection, model implementation using the data, model validation, result analysis, and using the findings to implement changes which solve the original problem. Various quantitative models and as well as the assumptions and limitations of the various models and methods are reviewed. ***Prerequisite: None.***

MBA 644 Managerial Economics

This course provides an illustration of the decision-making process of business firms in applying microeconomic models to real-world managerial problems. Evaluating multiple market structures; determining optimal price structures by applying cost and demand theories; utilizing function maximization, minimization, and optimization; and explaining the theories, functions, and implications of competitive advantage to optimize decision-making for business firms under conditions of uncertainty. ***Prerequisite: None.***

MBA 645 Marketing Management

This course deals with the application of planning, development, implementation and control of marketing management strategic application to business objectives, including utilization of marketing information systems, analyzing consumer, industrial, and global markets, defining market segmentations, new product development processes and product life cycles, and designing and management of marketing channels. ***Prerequisite: None.***

MBA 646 Operations Management

This course presents an investigation of the conditions under which the output of goods and services are maximized in business organizations; Topics include Business Strategy & Global Competitiveness; Quality Management; Product/Service Design; Transformation System Design; Capacity and Location Planning; Schedule Management; Supply Chain Management; Inventory Management; Material Requirements Planning; Just In Time Management; Project Management; Ethical issues. ***Prerequisite: MBA-643***. .

MBA 647 Management of Information Systems

This course tackles managerial problems related to computer based information systems. Within the context of system theory and control theory, the student studies critical areas of analysis, design and development of management information systems. Topics include Strategic and Competitive Information Systems, The Porter Competitive Model for Industry Structure Analysis, Strategic Uses of Information Technology, Information Systems Planning, Business and Information Systems, Enterprise systems, Management decision support and intelligent systems, Evaluating the Use of Information Systems, Integrating Information Systems into the Business Plan, E-Business and E-commerce. ***Prerequisite: None.***

MBA 648 Business Strategy (capstone)

This course is the capstone course in the MBA program. It delves into the strategic management process, identifying and defining organizations' strengths and weaknesses, opportunities and threats, major competitive analysis, citing appropriate theories and research, including strategy development, implementation, and assessment. This course is heavily based on case analysis. The course may not be transferred into the MBA program. ***Prerequisite: All other program core courses***

MBA 651 Organizational Behavior

This course includes the understanding and knowledge of the behaviors of individuals and groups within the boundaries of an organization's corporate culture. Major personality, power, and need theories, communication, leadership and motivational models, organization, job, and work design, are some of the aspects that will be covered in this course. ***Prerequisite: None.***

MBA 652 Service Operations Management

This course examines the management of services, focusing on both the strategic and operational aspects of designing new services. Topics presented in this course include. service in the economy; The nature of services; market positioning; building customer loyalty; service delivery systems; achieving breakthrough service; delivering service on the web; service facility location; supporting facility design; service encounter; creating a service culture and competing on service quality. ***Prerequisite: MBA 646.***

MBA 653 Organization Development & Change

This course examines the process of organizational improvement and efficiency by designing and implementing change interventions, recognizing the causes that bring about such changes, developing and designing restructuring scenarios, implementing the change intervention and review, and understanding the fundamental concepts and practices involved in organizational development and change intervention.. ***Prerequisite: MBA-651.***

MBA 655 Leadership and Motivation

Course covers the major leadership theories and core leadership competencies needed for success in the current business environment. It provides students with an opportunity to examine leadership theories, to develop a personal understanding of leadership, and to explore the relations of leaders and followers. The essential skills of effective leaders are explored, such as elaborating a vision, facilitating communication, motivating individuals and work groups and teams, and facilitating change. Additionally, students examine the difference between management and leadership and the role of culture in determining leadership values and styles. Various assessment inventories enable students to assess their effectiveness as both leaders of themselves and leaders of others. Practical application is achieved through cases analysis, application of leader models and tools, and real-world readings and assignments. ***Prerequisite: None.***

MBA 656 Special Topics in Management

This is an advanced level course providing an in-depth study of a variety of management topics. Topics of special interest will be addressed including management ethics, management philosophy, and prerequisites for success in managerial environments. ***Prerequisite: none***

MBA 661 Human Resource Management

The main objective of the course is to provide a comprehensive review of human resource (HR) management concepts and techniques through an examination of the strategic role of HR in today's highly competitive business environment. The course focuses on the practical applications of HR concepts that all managers must deal with in their HR related responsibilities. In this way, managers can defend their HR plans and decisions in measurable contributions to the success of the overall business enterprise. Through the use of cases, readings, and real-world discussions, students come to understand the key HR concepts that1) HR management is the responsibility of every manager, not only the HR department; 2) HR decisions must be justified by contributions in measurable terms; 3) IT plays a critical role in enabling HR managers to support the company's strategic plans; 4) Virtually every HR-related decision managers. ***Prerequisite: none***

MBA-662 Legal Environment of Employment Decisions

This course examines the law in relation to human resource management, including topics such as the UAE judicial system, the rights of individuals and administrative agencies, and the UAE labour legislation. The purpose is to prepare students to be managers that are capable of recognizing legal situations and problems, the impact of their decisions as it relates to employees and the law, and to attain knowledge of the law as it pertains to individuals in organizations. ***Prerequisite: MBA-661.***

MBA 663 Training and Development of Human Resources

This course examines in detail the requirements of organizations to successfully develop and progress by identifying critical human resource training and development needs, identifying those requirements, developing the required resources, and implementing it in apt setting. ***Prerequisite: MBA-661.***

MBA 664 Human Resource Staffing

This course is a study of the requirements of effective recruitment and selection; an in-depth analysis of the statistical concepts, techniques, and tools utilized by HR managers to effectively and efficiently recruit and select in an organizational setting. Theories, principles, and the legal aspects involved in the recruitment process will also be addressed. ***Prerequisite: MBA-661.***

MBA 665 Compensation & Performance Management

This course covers two aspects of human resource management, compensation and performance management. This first half of the course will concentrate on the theoretical and practical aspects of compensation management in an organization, evaluating job functions and their relations to compensation levels, understanding market wage and salary surveys in development of wage scales, pay-for-performance application, retirement plans, medical and benefit plans and how they affect wages. The second half of the semester will deal with performance management and discussing achieving results through the efforts of individuals, groups, and organizations involves integrating goals, competencies, measurements, rewards and support. ***Prerequisite: MBA-661***.

MBA 667 Special Topics in Human Resource Management

This is an advanced level course providing an in-depth study of a variety of human resource management topics. Topics of special interest will be addressed including human resource management ethics, human resource management philosophy, and prerequisites for success in human resource managerial environments. ***Prerequisite: MBA-661.***

MBA 668 International Human Resource Management

This course looks at the international aspects of human resources in multinational and globally diverse companies and how the diversity of cultural, economic, political, communicational issues affect all aspects of human resource management, including employee relations, affects on HR planning, employment, development, and compensation ***Prerequisite: MBA-661.***

Islamic Banking Track Courses

Upon successful completion of the eight core courses that provides students with the necessary knowledge and understanding of various business activities, students will be able to move on to the Islamic banking major; which is composed of four courses that covers the core knowledge areas needed in Islamic banking as following.

MBA 671 *Al-Shari'ah*, Economy & Society

This course examines *Shari'ah* as framework of Islamic law, and the way it shapes practices in the banking and financial system. Economics from an Islamic prospective is studied with emphasis on understanding and knowledge of Islamic view of the world from *Shari'ah* prospective. Students will be engaged in an extensive dialogue of the underpinning principles of Islamic economic system vs. conventional economic system, Islamic economic methodology, fundamentals of Islamic economic law, the industry practices. ***Prerequisite: MBA-644.***

MBA 672 Theory & Practice of Islamic Banking-*Fiqh Al Muamalat*

This course provides students with in-depth understanding of banking and financial practises based on the Islamic principles of transactions *fiqh Al Muamalat*. This course will focus on operational principles of Islamic banking. Topics examined in this course includes the *musharakah* principle; the *mudharaba* principle; the *murabaha* principle; the *ijarah* principle; the *qard Hassan* principle; the *wadiah* principle; the *sukook* principle, the *Gharar* principle, the use of *Shariah* principle, and other principles. ***Prerequisite: MBA 641.***

MBA 673 Islamic Financial Systems

This course provides students with understanding of the fundamentals of Islamic financial operations, types of financial markets, laws and regulations, institutions, and Islamic financial products. Topics covered in this course includes; Islamic financial practices around the world; the growing role of Islamic banking in Malaysia, Gulf Cooperation Council, United Kingdom, and other countries. Extensive in-class discussions extend to cover the philosophy, principles, and operational concepts of Islamic insurance system *Takaful*. ***Prerequisite: MBA-642.***

MBA 674 Accounting in Islamic Financial Institutions

This course covers the fundamental accounting principles of Islamic banking and financial transactions in the Islamic banking industry. The course follows the international Islamic accounting and audit standards, by studying the standard practices of Islamic banking and financial institutions. Topics covered in this course includes the reporting mechanism of Islamic financial institutions; accounting mechanism of varying Islamic financial transactions; analysis of Islamic financial institutions reporting methods, audit practices and regulations, accounting for investments purposes, and auditors reporting and presentation mechanism in Islamic banks and financial institutions. A discussion of issues affecting *Shari'a* supervision will take place at the end of the course. ***Prerequisite: MBA-641.***

Finance Track Courses

Upon successful completion of the eight core courses that provides students with the necessary knowledge and understanding of various business activities, students will be able to move on to the finance major; which is composed of four courses that covers advanced core knowledge areas needed to successfully operate in the financial industry. Courses offered in the finance major are as following;

MBA 681 Corporate Finance

This course aims to provide students with a critical understanding of corporate financial management that involves capital budgeting, which incorporates the business investment rules, basic & advanced evaluation of money, bonds and stocks, long-term financing, working capital management and other key corporate financial decisions that need to be made by firms. The course aims at familiarizing the students with the concepts of foreign exchange markets, risks, international parity conditions, exchange rate determination, international capital markets, international corporate finance, managing ongoing operations and foreign currency derivatives. ***Prerequisite: MBA-642.***

MBA 683 Investment Analysis & Portfolio Management

This course aims at familiarizing students with domestic and international financial markets and the securities traded therein. A variety of techniques for valuation of financial assets will be discussed. The course relies heavily on quantitative methods. Qualitative concepts such as Valuation of Principles and Practices, Analysis and Management of Common Stocks, and Derivative Security Analysis will be critically analyzed as well. The contents of this course, descriptive, theoretical, and applied, should provide students with the ability to build unique valuation models to suit the particular investment alternative they wish to scrutinize. The main aim of the course is to equip the students with a solid background on modern investment theory, portfolio management and asset pricing theories, performance measurement, interest rates, bond management, derivatives securities, taxes, stock valuation and market efficiency. ***Prerequisite: MBA-642.***

MBA 684 Mergers and Acquisitions

This course aims at looking at the conditions that have recently given rise to a large number of corporate mergers and the business and industry factors underlying these corporate combinations. It examines the financial, managerial, accounting, and legal factors affecting mergers, and how to appraise and structure a merger. It explores M&A's in theory and practice, the strategic perspective of valuation, restructuring and M&A strategies. The course focuses on the two principals of takeovers and mergers in both theory and practice, the alternative approaches to valuation, the concept of restructuring and the strategies companies need to be adapted for creating value through M&A. ***Prerequisite: MBA-641 & MBA-642.***

MBA 671 *Al-Shari'ah*, Economy & Society

This course examines *Shari'ah* as framework of Islamic law, and the way it shapes practices in the banking and financial system. Economics from an Islamic prospective is studied with emphasis on understanding and knowledge of Islamic view of the world from *Shari'ah* prospective. Students will be engaged in an extensive dialogue of the underpinning principles of Islamic economic system vs. conventional economic system, Islamic economic methodology, fundamentals of Islamic economic law, the industry practices. ***Prerequisite: MBA-644.***

MBA 682 International Financial Management

This course aims at developing specific concepts, policies, and techniques for the financial management of the multinational firm. Specific topics include foreign exchange theory and exposure, managing foreign currency risk, sources and instruments of international financing, international investment decisions, multinational capital budgeting, and managing multinational firms. The course familiarizes finance and international business students with the fundamental concepts and tools necessary to implement an effective global financial management strategy. The course focuses on the global financial environment, foreign exchange theory, foreign exchange exposure, global cost and availability of capital, international investment decisions and the efficient way of managing international operations. ***Prerequisite: MBA-642.***

MBA 685 Financial Statement Analysis

The course provides a conceptual framework of Financial Statement Analysis at the advanced level. Analysis of the Financial Statements of the companies and see the effect of using different accounting methods on the profitability analysis and on the cash flow analysis. Topics include: Understanding Balance Sheet And Income Statement, Creating Cash Flow Statement by using different methods and types of off balance sheet financing. ***Prerequisite: MBA-642.***

Marketing Track Courses

Upon successful completion of the eight core courses that provides students with the necessary knowledge and application of various business activities, students will be able to move on to the marketing major; which is composed of four courses that covers the core knowledge areas needed in marketing as following;

MBA 691 Marketing Channels

This course examines the mechanism of how companies access the market and manage their distribution channels in order to gain competitive advantage. This course introduce students to both theory and practice of marketing channels involving key fundamentals in channel structure, channel design and channel conflicts. This course will also enable students to explore the relationship between demand, supply chain and distribution channels, and other elements of the marketing mix. This course will develop students' ability to apply gained knowledge to real business situations and practical issues through the examination of case studies to cultivate students' analytical skills. ***Prerequisite: MBA-645.***

MBA 692 International Marketing

This course focuses on the techniques, marketing decisions and management processes involved in development of international marketing, export and other types of international marketing operations. This course explores wide range of contemporary issues that goes beyond the theory of and mechanism of international marketing, this course explores the opportunities that are expanding as international trade continues to grow rapidly, and commerce enables even the smallest businesses to find potential customers and means of distribution across the globe. Students will be exposed to the key procedural aspects and activities required in exporting, which the manager must know. Alongside an emphasis on exporting as a marketing activity, all other modes of foreign market entry are also covered thoroughly. ***Prerequisite: MBA-645***

MBA 693 Business Marketing

This course focuses on the scope of businesses-to-business marketing. Understanding of the nature of industry as primary consumer of goods and services, government, and other industrial institutions. Comparison is drawn between consumer markets and business market to understand the distinct characteristics, nature of demand, and the marketing mix. Various analyses of strategies conducted to determine domestic and international industrial consumer approach. Emphasis on relationship management, E-commerce, supply chain, market research, high technology innovation, strategic brand assessment, segmentation, selling, advertising, and Integration and application of various business-to business strategies. ***Prerequisite: MBA-645***

MBA 694 Innovation Management and New Product Development

This postgraduate level course brings together the areas of innovation management and new product development with strong emphasis on innovation as a management process and methodology. Innovation management and new product development examines the problems faced by firms as they try to develop innovative products to sustain profitability and growth. This course is designed to prepare students to improve the competitiveness of their prospective firms. This course is designed with the aim to develop the creative aspects of managerial intellect by understanding the process and importance of innovation management, managing technology and knowledge and new product development. ***Prerequisite: MBA-645***

MBA 695 Marketing Research

This course examines the methods and procedures for collection, interpretation, and use of primary and secondary data in marketing including sampling, questionnaires, data collection, analysis, and preparation of reports. ***Prerequisite: MBA-645.***

1.7. Pre-MIT Course

MIT 501 Foundations of Basic Statistics

This course presents an introduction to basic statistical concepts and methods through the use of electronic spreadsheets. Topics include data organization and gathering, descriptive statistics, regression analysis and basic probability theory. ***Prerequisite: None***

MIT 502 Principles of IT

This course introduces the basic fundamentals of Information Technology. It focuses on business aspects of IT by emphasizing the role of IT as means to gain efficiency and control in business. The course also covers databases, data warehousing and business intelligence, e-commerce systems, enterprise resource management, and business communications systems. ***Prerequisite: None***

MIT 503 IT Infrastructure Platforms & Organization of IS

This course provides students with a good understanding of IT infrastructure and its contribution to IS effectiveness. It explains the relationship of IT infrastructure with alignment processes and strategic integration. The course focuses on understanding multiple perspectives for assessing, appropriately integrated and distributed information systems to support enterprise objectives and growth. Students will be exposed to different platforms and technology infrastructure from mainframe data centers to web-enabled systems, client/server and mid-range platforms to wireless networks. Emerging IT infrastructures for business growth such as Service Oriented computing and Cloud computing are also covered. ***Prerequisite: None***

MIT 504 Management Foundations

This course aims at providing a foundation to the principles of management and their applications. It describes the changing role of management as well as the main functions of managers. It also discusses the importance of management in defining organizational culture. Students are expected to develop a clear understanding of the management and leadership skills required to perform effectively within the organizational setting. ***Prerequisite: None***

MIT 505 Management of Information Systems

This course discusses managerial problems related to computer based information systems. Within the context of systems and control theory, the student studies critical areas of analysis, design and development of management information systems. Topics include strategic and competitive information systems; the Porter competitive model for industry structure analysis; strategic uses of information technology; information systems planning; business and information systems; enterprise systems; management decision support and intelligent systems; evaluating the use of information systems; integrating information systems into the business plan; E-business and E-commerce. ***Prerequisite: None***

MIT 506 Economics Foundations

This course provides the fundamental concepts in economics required by MBA courses. It reviews the advantages of a free-market for businesses and consumers alike. Topics include: scarcity, choice and opportunity costs; market forces of supply and demand; production and costs; monopoly and competition, and measurement of national income and business cycles. ***Prerequisite: None***

MIT 507 Financial Management

The focus of this course is to introduce students to the subject of financial management and prepare them for MBA courses in the area of Financial Management and Corporate Finance. It will give an introduction to the most important finance concept of time value of money, and also introduces students to financial statements, cash flows, stock valuation and bond valuation. ***Prerequisite: None***

MIT 508 Marketing Foundations

This course provides the foundations to the principles of marketing and some applications. It gives the student an appreciation of the development, design, and implementation of marketing programs, processes, and activities for a better understanding of shifts and interdependencies in today's marketing environment. ***Prerequisite: None***

MIT 509 Data Management & Information Systems

This course provides students with a good understanding of Information systems (IS) and their roles in achieving the enterprise strategic goals. Topics include: Information Systems and Competitive Advantage, Information Systems components in organizations, Information flow in organizations, Business Processes modeling, Database Processing, Information Security Management, Business Intelligence, IS within organizations, across organizations, and for decision making. ***Prerequisite: None***

MIT 510 Operations Management

This course introduces the topic of operations management in business and digital economy. It aims to present the fundamentals of management science to engineers and scientists. Topics includes: introduction to Operations Management, management functions, value added chain/web, Enterprise architecture and business process engineering, supply chain and enterprise resource planning.

1.8. MIT Courses

MIT 601 Quantitative Analysis for Management

This course provides students with practical experience of the scientific approach to managerial decisions making. The approach consists of problem definition, model development, data collection, model implementation and validation, and result analysis. Various quantitative models as well as the assumptions and limitations of the various models and methods are reviewed. The course has special focus on methods and techniques for data analysis using linear statistical modeling. ***Prerequisite MIT 501***

MIT 602 IT Services and Operations

This course is an introduction to the concepts, principles, and practices of successful IT service operations management. Emphasis is on ITIL (Information Technology Infrastructure Library) practices. This course prepares students to identify and apply appropriate management processes to ensure efficient, effective, and quality oriented IT service operations, while achieving operational excellence. Topics covered include: the role of IT services for strategic positioning, new service development process, Service operation processes, implementing service operation, managing IT service expectations, service management, and service quality improvements. ***Prerequisite None***

MIT 603 Business Ethics and Corporate Social Responsibility

This course addresses the complex set of issues related to the role of business in society. Corporations must earn profits for owners but they also serve broader social interests. Customers, employees, local communities and the environment are all stakeholders that are affected by the operations of a business. What are the obligations of corporations to these groups? ***Prerequisite None***

MIT 604 Information Systems Control and Audit

This course presents information systems audit, control concepts and management practices. As business continues towards a more substantial reliance upon the capabilities of information systems, it becomes increasingly important for auditors to understand information systems and how they relate to financial and general organizational controls. ***Prerequisite None***

MIT 605 IT Governance in IT Investment Decision Process

This course aims at providing students with the knowledge and skills necessary to evaluate the impact of financial decisions in IT Governance. It will also enable students to participate in decision making and processes concerning the maximization of value in investment, finance and risk management, and the delivery of value for money in achieving the objectives of not-for-profit organizations. ***Prerequisite: MIT-507***

MIT 606 Information Security and Continuity Planning

This course provides students with the main strategies and methods to address the growing challenges related to information security and business continuity planning, which are crucial for IT governance. Topics include Security Architecture and Models, data access control systems, operations security, physical security, application development security, Business Continuity Planning and Disaster Recovery Planning, security infrastructures, and network and internet security. The course addresses the major aspects of Information Security Management and practices from ITIL, ISO and 27002 perspectives. ***Prerequisite None***

MIT 607 Laws, Regulations and IT Contracts

This course addresses the legal challenges associated to the use of IT in the enterprise. It reviews the various aspects of the UAE and International IS laws with a focus on software copyright, patents and Intellectual Property, IS services & liability, security and data privacy. The course also deals with contract issuing regulations and practices, as well as, regulations related to e-commerce/e-business practices and other legal conflicts caused by technological change in the digital firm, both in the UAE and internationally. ***Prerequisite None***

MIT 608 Strategic Urbanization of Information Systems & Planning

This course provides students with the knowledge and skills allowing them to produce a map of the enterprise information system's structure based on the urbanization approach that can be used to improve its performance and its development. Students learn how to build an IT system using the metaphor of a city: creating a map that reflects the enterprise departments (IT, administration, production, sales, etc.), studying its information needs and services; and assessing the required resources to develop their information systems. The course will focus on developing an inventory and evaluation of all information on the enterprise IS (databases, applications, services, etc.) in relation to its departments, in order to rationalize it and assess the enterprise's information capital. ***Prerequisite None***

MIT 609 Governance and Management of IS

This course enables students to understand the relationship between governance and management of Information Systems within organizations. It focuses on strategic alignment between IT planning and business, the analysis of the organizational structure, processes and capabilities for managing the value of IT investments, the establishment of indicators and scorecards (BSC IT KPI), and defining roles / responsibilities for IT leadership and involvement in governance. This course will also address the implementation of policies and processes consistent with international best practices and risk monitoring and compliance with laws and regulations. These different approaches will be analyzed through COBIT, Val IT and ISO 38500. ***Prerequisite: MIT-602 & MIT-605***

MIT 610 IT Management and Governance Project (Capstone)

The Capstone project develops an integrated understanding of IT management and Governance strategy. The student will learn the IS function and its role in marshaling information technologies and information assets to support the strategy of the organization. The course aims at engaging students in a real-life project within an organizational context, and to demonstrate technical, managerial, and social skills, developed in the program, to develop reasoned responses to the major forces shaping the role of IT in organizations competing in a global economy. The project should include milestones with tangible deliverables, as well as an evaluation study of the developed work. ***Prerequisite: Complete 24 Cr.H.***

1.9. School of Engineering, Applied Sciences & Technology

BUS 111 Marketing of Services

This course focuses on strategic considerations in the marketing of services. The primary emphasis is on those strategies designed for service-dominated products, particularly those related to professional services, including information technology. Students address the needs and wants of customers, both internal and external to the firm, within the framework of long-term relationship management. Special attention is devoted to the sometimes competing demands of the marketplace vs. corporate efficiencies and to the interdisciplinary imperative in services marketing strategy development. This course may replace by MKT-210 (Principles of Marketing). ***Prerequisite:*** **None**

BUS 120 Financial Analysis

This course will cover the financial and managerial techniques used to budget, monitor, and evaluate projects, departments, and organizations. The course focuses on how internal stakeholders use financial information within an organization to plan, monitor and evaluate activities. Cost behaviours and reporting techniques will be examined for their influence on managerial decision-making. Analysis templates will be developed using spreadsheet software. Common decision making metrics will be examined for their underlying assumptions and limitations and will be applied to appropriate types of planning and operational decisions. ***Prerequisite:*** **None**

BUS 212 Organizational & Client Relationships

Technical and professional knowledge is only one component of the skill set required to succeed in the new economy. Today's organizations require individuals to demonstrate soft-skills which address the complex relationships which are essential to working productively and effectively. In order for both the organization and the individual to be successful, employees must be able to effectively communicate their specialized knowledge and provide support and service to facilitate the work of others. This requires the individual to master and demonstrate the skills of professional verbal communications, effective listening, customer service, and conflict resolution. ***Prerequisite:*** **None**

BUS 310 Project Management

This course provides the student with tools ensuring the maximum of success in his future projects. Poorly or wrongly managing of engineering projects have been wrongly or poorly managed, delivering them behind schedule, and/or over budget, lead to failure and disappointment. The nine project management knowledge areas are tackled, namely project

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management.

Prerequisite: Not before semester 5

BUS 311 Engineering Economy

This course gives provides basic concepts of engineering economics by focussing on the theoretical and conceptual financial project analysis. Topics include: Engineering Economic Decisions, Interest, Cost of Money, Nominal and Effective Interest Rates, Changing Interest Rates, Mortgages, Describing Project Cash Flows, Internal Rate of Return Criterion, Comparing Mutually Exclusive Alternatives, Applications of Economic Evaluation Techniques, Design Economics, Depreciation, Natural Resource Allowances, Income Taxes, Developing Project Cash Flows, Capital Budgeting Decisions, Personal Investments, Inflation and Economic Analysis, Project Risk and Uncertainty, Computer Simulation. ***Prerequisite: MTH-130***

BUS 410 Entrepreneurship in the New Economy

This course provides the participant with knowledge of the current economy that influences business models and the role of the entrepreneur. Topics include: Entrepreneurship And Small Business, Small Business Decision, Evaluation of a Business Opportunity, Business Plan, Buying a Business, Financing The Small Business, Marketing Management Project, Small Business and Electronic Commerce, Financial Management Project, Operations Project, Human Resources Management Project, Tax Management Project, Managing the Transfer of The Business. ***Prerequisite: none***

EBU 200 E-Business Fundamentals

This course defines the formulating business strategy in e-business, providing students with the theoretical and practical foundations necessary for understanding e-Business, the fundamentals of e-Business, its terminologies, concepts, and its infrastructure. Topics include: Concepts and Essentials of Electronic Commerce, intranet/extranet and their business models, systems supporting enterprise and supply chain management, transaction processing, multimedia delivery, client software, intelligent agents, search engines, data mining, legal issues and privacy, virtual communities, network infrastructure, performance issues related to e-Business systems. ***Prerequisite: none***

EBU 450 E-Business Consulting Project

This course allows the student to synthesize the various skills learned by developing and/or implementing a "real world" e-business project such as developing an e-commerce website, from design, development, to implementation and final review. Each team should develop and monitor its own project plan, prepare a business case or business plan to support the proposal and implement a solution. The students should work with faculty advisors to determine an appropriate 'real-world' project that can be completed during the term. ***Prerequisite: Final Semester***

MTH 112 Calculus I

The course introduces the students to the fundamental concepts of calculus: limits, continuity, differentiation and integration. It explores graphical and physical interpretation of the derivative, and covers the Fundamental Theorem of Calculus. In addition, the course trains students on applying these concepts to problems that arise in science and engineering. ***Prerequisite:*** *Pass Mathematics* ***Placement Test or MTH 012***

MTH 114 Linear Algebra

Systems of Linear Equations Matrices and Determinants, Vector Spaces and Inner Product Spaces, Linear Transformations, Eigenvalues, Eigenvectors, and Matrix Diagonalization. ***Prerequisite: MTH-112***

MTH 113 Calculus II

The course introduces techniques of integration, infinite sequences and series, Taylor series and its applications, and polar coordinates. In addition, the students develop the skills to compute and apply these concepts in science and engineering areas**.** ***Prerequisite: MTH-112***

MTH 120 Discrete Mathematics

Introduction to the ideas of discrete mathematics, combinatorial problems, and proof techniques including mathematical induction, sets, graphs, trees, recursion, and enumeration**.** ***Prerequisite:*** **none**

MTH 212 Calculus III

It is an introduction to multivariable calculus for engineering students. Topics include functions of several variables, partial derivatives, double and triple integrals, line and surface integrals, vector fields, Green's theorem, Stokes' theorem, and the divergence theorem**.** ***Prerequisite: MTH-113***

MTH 220 Ordinary Differential Equations

The course introduces the basic concepts in differential equations and exposes the students and trains them on solving ordinary differential equations by several quantitative methods: First order ODEs, Second and higher order linear ODEs, Series solutions at ordinary and regular singular points, Laplace transforms, Linear systems of differential equations with a short review of linear algebra. It also enables the students to relate the topics taught in the course to applications in engineering, science, and technology**.** ***Prerequisite: MTH-212, MTH-114***

MTH 230 Probability and Statistics

The course serves as an introduction to probability models and statistical methods for students in engineering and the physical and natural sciences. Emphasis is on concepts, models, methodology, and applications. Topics include: descriptive statistics, probability, conditional probability, discrete and continuous random variables and their probability distributions, correlation and simple linear regression**.** ***Prerequisite: MTH-113***

SCI 101 Physics I "Engineering Mechanics"

An overview of Engineering Mechanics including a review of vectors Operations, forces, equilibrium and free-body diagrams, moment and couples, equivalent systems, structures in equilibrium, centroids and centers of mass; the Pappus and Guldinus theorems, moments of inertia, friction, internal forces and moments**.** ***Co requisite: MTH-114***

SCI 201 Physics II

An overview on university physics including simple harmonic motion, damping, forced oscillations and resonance, thermodynamics, electricity and magnetism, waves in material media, sound waves, Doppler effect, reflection, refraction, geometrical optical, wave optics and diffraction, relativity, photons. ***Prerequisite:*** MTH-114, SCI-101. ***Corequisite: MTH-212***

SCI 210 Modern Physics

This course gives an overview on university physics including simple harmonic motion, damping, forced oscillations and resonance, thermodynamics, electricity, waves in material media, sound waves, Doppler effect, geometrical, ondulatory optics and diffraction, relativity, photons, wave nature of particles and nuclear physics. ***Prerequisite: MTH 113***

SCI 220 Engineering Mechanics

This course offers an overview on Engineering Mechanics by providing the fundamental concepts necessary for engineering: After reviewing Vector Operations and Definitions it covers topics including Forces, Equilibrium and Free-Body Diagrams; 2D and 3D Force Systems; Moment; Couples; Equivalent Systems; Objects in Equilibrium; Structures in Equilibrium; Centroids and Centers of Mass; The Pappus-Guldinus Theorems; Moments of Inertia; Friction; Internal Forces and Moments**. Co requisite MTH 113**

SCI 310 Introduction to Photonics

This is an introductory course to geometrical and physical optics. Topics in geometrical optics include ray analysis, lenses, prisms, and equivalent systems. Topics in ondulatory optics include wave superimposition and Young's experiments. Topics in physical optics include polarization, interference, interferometry, diffraction, fiber optics, lasers and scalar theory of diffraction**.** ***Prerequisite:*** **ENG-222, MTH-220**

COM 310 Signals and Systems

This course provides basic properties of many engineering signals and systems and necessary mathematics tools that help understanding this process. The course focuses on the time and frequency domain modeling of linear time invariant (LTI) systems. Topics include: Samplers and Discrete-Time Physical Systems, Continuous-Time Signals and System, Fourier series, Fourier Transform and Applications, filters, Laplace transform and its Relationship to the Fourier Transform, Convolution, Discrete-Time Linear Time-Invariant Systems, z-Transform, Fast Fourier Transform; Matlab and Simulink**.** ***Prerequisite: ENG-221 and MTH-114***

COM 320 (BSTE) Telecommunications

This course provides an introduction to Communications systems. The following topics are covered: components, signals and channels, sampling, quantization, PAM, PCM and Delta modulations, quantization noise, time division multiplexing, performance criteria, bandpass transmission, digital modulations (ASK, FSK, PSK and quadrature shift keying). ***Prerequisite: COM-311, ENG-301***

COM 320 (BSNE) Communication systems

This course provides a balanced coverage of analog communication systems with focus on design. Topics include: communication signals and spectra, amplitude modulation, phase and frequency modulations, random signals and noise, and noise in analog modulation**.** ***Prerequisite: COM-310***

COM 321 Advanced Programming in Telecommunications

This course focuses on implementing telecommunication protocols and network applications. It proposes Java as a implementation language. It includes the following topics: Client-server Architecture, Databases handling, Java and Web Applications (Servlets, JSP, JavaScript), interface connections (USB, serial Port, Bluetooth Port), Java to micro edition (J2ME) and mobile applications…), Introduction to the implementation of Network security (Cryptography and steganography). ***Prerequisite: ENG-311***

COM 322 Applied Electromagnetics

This advanced electromagnetics course is focusing on typical and modern applications. Without excessive recourse to mathematics, the course provides a solid grounding in antennas, fibers and propagation, covering satellite and terrestrial radio systems for both mobile and fixed contexts. Topics include: Plane-Wave Propagation, Reflection, Transmission, Antenna Principle and parameters, diploes, antenna arrays, horn antennas, loop antennas, Helical antennas, Patch antennas, Terrestrial Fixed Links, Satellite Fixed Links, satellite earth station antennas, Macro-, Micro- and Picocells, shadowing, propagation within buildings, Single-mode Fibers, Dispersion and compensation, Software for Applied Electromagnetics. ***Prerequisite: ENG-311***

COM 323 (BSTE) Digital Filter Design

This course focuses on the design of digital filters. It covers various filters and design methods. After reviewing the main elements of signals and systems, it covers topics such as: Design of Nonrecursive Filters (FIR), Approximations for Analog Filters, Design of Recursive Filters (IIR), Filters Satisfying Prescribed Specifications, Effects of Finite Word Length in Digital Filters, Optimization Methods, Wave Digital Filters, Multirate digital signal processing, Design of adaptive digital filters, Spectral analysis and estimation and Linear prediction and optimum linear filters. DSP and their applications. Matlab and Simulink. ***Prerequisite: COM-311***

COM 323 (BSNE) Digital Signal Processing

This course tackles the design of various digital filters with various methods. it covers topics such as: Z-Transform, Sampling, Discrete Fourier Transform, Design of Nonrecursive Filters (FIR), Approximations for Analog Filters, Design of Recursive Filters (IIR), Filters Satisfying Prescribed Specifications, Effects of Finite Word Length in Digital Filters, Optimization Methods, Wave Digital Filters, Multirate digital signal processing, Design of adaptive digital filters, Spectral analysis and estimation and Linear prediction and optimum linear filters. DSP and their applications. Matlab and Simulink. ***Prerequisite: COM-310***

COM 324 Advanced Logic Design

This advanced course in digital logic focuses on the design of logic circuits. Following topics are included: Review of digital logic concepts; Hardware Description Languages (HDL), ABEL, VHDL; Combinational Logic Design Practices; Combinational PLDs, ALUs, Bistable Elements. State-Machine Analysis and Design, State Diagrams, Using Transition Lists; Decomposing State Machines. Feedback Sequential Circuits Analysis and Design. ABEL and VHDL Sequential-Circuit Design Features; Synchronous Design Methodology; Memory, CPLDs, and FPGAs, ROM. Read/Write Memory; Static RAM. Dynamic RAM. Complex Programmable Logic Devices. Design with VHDL; Design project with programmable VLSI available in the market. Software for Logic Design. ***Prerequisite: ENG-301***

COM 325 Micro-Controlling and Processing

This course provides basic elements for designing and implementing digital circuit interfaces between a computing system and peripheral devices. Topics include: Design process of digital systems, Microcomputer architectures and buses, Internal organization of computer systems, Input/output and memory interfacing, Interfacing to the external world, Parallel and serial interfacing, Design specification and verification**.** ***Prerequisite: ENG-210***

COM 410 Optical Communications and Networks

This course provides the students with an overview of optical communication systems and networks. Topics include: Optical Sources, filters and Amplifiers, Laser and Detectors, Couplers and Connectors; Distribution Networks, Optical Modulation, Multiplexing Techniques, System Design and Trends in optical systems. ***Prerequisite: ENG-311***

COM 412 Digital Communications

This course provides a balanced coverage of digital communication systems with focus on design. Topics include: pulse-amplitude modulation, pulse-oce modulation, amplitude-shift keying, phase-shift keying, frequency-shift keying M-array digital modulation, noise in digital communications**. Prerequisite COM-320**

COM 420 Wireless Communications and Networks

Transmission fundamentals; Principles of radio communication systems; Introduction to terrestrial and satellite radio links; Channel capacity; RF Spectrum, multiplexing and switching; Signal encoding and modulation techniques; Antennas, propagation and signal encoding; 802.11 (wireless Ethernet); 1G, 2G, 2.5G, 3G, and 4G wireless systems (AMPS, GSM, GPRS, EDGE, etc.); Spread spectrum approaches; Coding and error control; Satellites, cell phones; Wireless services; Mobile IP**. Prerequisite COM-320 or NET-310**

COM 421 RFID Technology

RFID (Radio Frequency Identification) is a technology combining wireless techniques and Electronic Product Code (EPS) aspects. It is rapid expanding and impacts business and society. This course handles technical underpinnings as well as specific segments of the market of RFID. The course is application and design oriented: RFID in the Automotive Industry, in Cattle Ranching, in Health Care, in Manufacturing, in Marine Terminal Operation, in the Military, in Payment Transactions, in Retailing, in Transportation, in Warehousing and Distribution Systems. It also includes non-technical topics, and use throughout the world: Australia, China, France, Germany, Japan, Singapore, South Korea, Spain, United Kingdom, and United States**. *Prerequisite:* COM-320, COM-321, Co-requisite: COM-322**

COM 425 Coding and Information Theory

This course introduces the theory and practice of coding and information theory for applications in the communication field. No prior background in coding or information theory is assumed. Topics include Discrete Sources, Channels and Channel Capacity, Run-Length-Limited Codes, Linear, Cyclic and Convolutional Coding techniques, Information Theory and Cryptography and Shannon's Coding Theorems. **Prerequisite:COM 412**

ENG 101 Digital Logic

This course provides an introduction to digital systems by focusing on the principles and applications. Topics include: Number systems and codes; Logic gates, truth table and universal gates, Combinational Circuits, Karnaugh Map, Flip-Flops and related devices, Decoders, Encoders, Adders, multiplexers, Binary adders, Signed Binary adders, Counters and registers, Code for Detecting and Correcting Errors; Simulations. **Prerequisite: None**

ENG 210 Computer Architecture

Machine-level representation of data; Little Man Computer; CPU and Memory; Design, Implementation and Enhancement, Analysis and Comparison of CPU architectures; I/O Operation; Computer Peripherals**. Prerequisite ENG-101**

ENG 211 Computer Network Fundamentals

Introduction to data communication systems; Local Area Networks and OSI layer model, with emphasis on data link and physical layers; Analog and digital communication systems; Multiplexing, bandwidth and throughput; Modulation techniques; Transmission lines; Switching and routing; Ethernet technologies; Internet Protocol**. *Prerequisite:* None**

ENG 221 Electric Circuits

This course provides students with fundamental understanding of electric circuits. Topics include: Units of Measurement, Metric Unit Conversions; Voltage and Current Sources, Resistors, Ohm's Law, Jule's Law, Energy and Power, Resistors in Series, Resistors in Parallel, Series-Parallel Resistive Circuits; Source Conversions, Superposition Theorem, Thevenin's Theorem, Norton's Theorem, Alternating Current, Capacitors and inductors; RC, RL and RLC Series and Parallel circuits, Series-Parallel RLC Circuits, Bandwidth of Resonant Circuits; Passive filters. ***Prerequisite:*** **SCI-201. Corequisite: MTH-220**

ENG 224 Engineering Graphics and Design

This practice oriented course provides the students with basic drafting knowledge and develops in them some drawing and design skills that are necessary in the engineer's career. Topics include: Layouts and Lettering, Use of Instruments, Scaling, Applied Geometry, Technical Sketching, Multiview Projection, Oblique Projections, Perspectives, Basic Dimensioning, Tolerances, Zoom, Electronic Graphics, AutoCAD, 2D Computer Graphics, 3D Modeling, Design Mini-project. ***Prerequisite:*** **none**

ENG 310 Electronics I

This course provides an introduction to electronic components in terms of implementation and application. Topics include: Digital and Analog electronic worlds, semiconductor material, semiconductor junctions, Ideal diode; Real Diode; PN junction, Diode applications, LED and Laser Diodes, Zener Diodes, opto-couplers, BJT Transistors, BJT Switching Applications, JFET Transistors, MOSFET Transistors, Switching and logic CMOS applications of MOSFETs**.** ***Prerequisite:*** **ENG-221**

ENG 311 (BSTE) User Interface Design

This course provides an introduction to human-machine interaction techniques. Computer is now an avoidable tool for many systems including communication systems. Thus, engineering students should develop skills in User Interface Design. Topics include : Models of interaction, Frameworks and HCI, Ergonomics, Industrial interfaces, Navigation in 3D and 2D; Paradigms for interaction; Interaction design basics; Usability engineering, Iterative design and prototyping; Design rules; Implementation support; Implementation support; Universal design; User support; Cognitive models; Socio-organizational issues and stakeholder requirements. ***Prerequisite:*** **SWS-316, NET-112**

ENG 311 (BSNE) Engineering Electromagnetic

This course is intended to develop both physics and engineering related understanding of electromagnetic forces and fields. It also explains propagation process through materials, devices as well as systems. It starts by reviewing Complex Numbers, Phasors, Vector Analysis, Differential operators. Topics include: Waves and Phasors, Transmission Lines, Electrostatics, Magnetostatics, Time-Varying Fields, Faraday's Law, Boundary Conditions for Electromagnetics, Electromagnetic Potentials; Plane-Wave Propagation**.** ***Prerequisite:*** **ENG-221**

ENG 320 Internship

Internship is a course designed to provide students with opportunities to gain work experience in real world situations, to practice critical thinking, to solve real problems, to develop design and innovation skills. By interacting with professionals on real problems and commercial devices, systems or software, the student learns how to tackle real world tasks, manage his/her duties, identify objectives, respect constraints, explore new ideas, investigate practical issues, design new elements (device, systems, software) and make some decisions. ***Prerequisite:*** **LNG-173, Completing 70 CR**

ENG 321 Electronics II

This second course of electronics is composed of two parts. The first part presents a detailed treatment of "BJT" small-signal or AC parameters that are used to evaluate the performance of either small-signal or FET amplifiers. The second part handles the signal model of an ideal operational amplifier. Topics include: Small-signal BJT Amplifiers; Small-signal FET Amplifiers; MOSFET Amplifier; Amplifier Frequency Response ; Ideal Operational Amplifier Circuits and Analysis; Controlled Voltage and Current Sources**.** ***Prerequisite:*** **ENG-310**

ENG 400 (BSTE) Graduation Project I

This project provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, and to innovate. The students are expected to complete literature survey; develop a project plan; analyze requirements and acquire the necessary material and steps for their intended project. Graduation Projects in industrial environment with the co-supervision by an industrial expert are encouraged**.** ***Prerequisite:*** **Completed 100 Credit Hours**

ENG 400 (BSNE) Internship

This internship provides the students with opportunities to gain work experience in real world situations, to practice critical thinking, to solve real problems, to develop design and innovation skills. By interacting with professionals on real problems and commercial devices, systems or software, the student learns how to tackle real world tasks, manage his duties, identify objectives, respect constraints, explore new ideas, investigate practical issues, design new elements (device, systems, software) and make some decisions. ***Prerequisite:*** **Completed 80 C.H.**

ENG 401 Graduation Project II

This project provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, and to innovate. The students are expected to implement, test and perform the analysis of the results of a project based on the design and schedule completed by the same student team during the graduation project I. Graduation Projects in industrial environment with the co-supervision by an industrial expert are encouraged. ***Prerequisite:*** **ENG-400**

ENG 410 Professional and Ethical Practice

This course introduces the engineering profession, professional practice, engineering law and ethics. To fully assume responsibilities towards society the engineer should consider social implications and environmental impacts of technologies. Topics include: History of the profession of engineering, Principles of professional engineering practice, Professionalism and Codes of Ethics, Understanding Ethical Problems, Ethical Problem-Solving Techniques, Hazard assessment and prevention control, Assessment of the safety situation of the Canadian University Dubai (Practice), Safety and Health Training, Management of Safety and Health, Social implications and environmental impacts of technology, The Rights and Responsibilities of Engineers, Ethical Issues in Engineering Practice**.** ***Prerequisite:*** **none**

ENG 421 Graduation Project I

This project provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, and to innovate. The students are expected to complete literature survey; develop a project plan; analyze requirements and acquire the necessary material and steps for their intended project. Graduation Projects in industrial environment with the co-supervision by an industrial expert are encouraged. ***Prerequisite:*** **Completed 100 Credit Hours**

ENG 422 Graduation Project II

This project provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, and to innovate. The students are expected to implement, test and perform the analysis of the results of a project based on the design and schedule completed by the same student team during the graduation project I. Graduation Projects in industrial environment with the co-supervision by an industrial expert are encouraged**.** ***Prerequisite:*** **ENG-421**

NET 120 LAN Switching and Routing

This course handles the theory and implementation of routing, switching and their associated protocols and algorithms which are the main elements in internetworking technologies. Topics include: Review of class full IP addressing and sub netting, Bridges, Switches, and Routers, Variable Length Subnet Masking, Classless Inter domain Routing, Route aggregation; Mechanics of Routing Protocols, RIP v1 and RIP v2, IGRP and EIGRP; OSPF; IEEE LAN standards, Transparent Bridges; Principles of LAN Switches, Loop Resolution, VLANs Applications, Concepts, and Standards. ***Prerequisite:*** **NET-110**

NET 210 WAN Technologies

This course focuses on WAN network technologies such as ATM, ISDN and Frame Relays. Topics include: Guided and unguided transmission, Integrated Services Digital Network, Multiplexing, ADSL, XDSL techniques, Soft switch Architecture, Packet Switching Principles, X.25, ISDN Architecture, Asynchronous Transfer Mode, Web site reading, Routing in WAN Circuit-Switch, and Packet-Switching Network, Least-Cost Algorithm, Congestion Control in Switched Data Network, Effect of Congestion, Cellular Wireless Network, Principles, First Generation Analog network, Second Generation CDMA, Third Generation Systems. ***Prerequisite:*** **NET-120**

NET 214 Network Programming

This course provides the student with the basic programming skills that will enable him/her to develop distributed applications and application level protocols. The student will be exposed to the most up-to-date programming technologies including socket level programming, RMI, CORBA and web services. Student will also learn how to solve problems related to concurrency and multi-client services through system multi-threading. The student will be able to experiment closely the above concepts through intensive hand-on lab session and develop programs using Java programming language. ***Prerequisite: SWS 316, NET 110, SWS 213***

NET 220 (CNET) Network Security and Administration

This course introduces security theory and practice. Security models, policies and implementation techniques are explained and evaluated. Topics include: Access Control Matrix model, Protection States Transition, Attenuation of Privilege, Generic algorithm for securing computer system, Take-grant protection model and interpretation, Security Policy, Roles of Trust, Hash message authentication code (HMAC), Simple Network Management Protocol (SNMP), Key exchange and authentication, Key generation, Certificate Signature, Cipher Techniques, Stream, Networks and Cryptography, Analysis Network Infrastructure, DMZ, Network Flooding**.** ***Prerequisite: NET-120***

NET 220 (BSNE) Computer Networks

This course provides a global view of different types of computer networks, the protocols involved in each type and internetworking issues with focus on bridging, IP routing, sub-netting and NAT. Quality of service: Diffserv and IntServ/RSVP; call admission control / congestion control; switching; pricing; Labs are designed to allow students practice concepts covered in class and complement them**.** ***Prerequisite:*** **ENG-211**

NET 221 Communication Technologies

This course provides fundamental concepts in communication technology especially wireless communications. Wireless propagation characteristics have a profound impact on layers 1, 2, 3, and 4 protocols and services. Therefore, the focus of the course is on understanding the TCP/IP Protocols in Wireless Networks with most emphasis on the physical layer. As part of the discussion on the application layer, an introduction of Wireless Internet and WAP is given. ***Prerequisite:*** **NET-210**

NET 222 Wireless Networks

This course focuses on modern wireless communication and networking technology, and its application to transmit voice, data and images. Topics include: Radio frequency spectrum, Licensed and unlicensed bands, bandwidth and information rate; Multiple Access methods and Spread Spectrum Techniques (FDMA, FDM, FDM/TDMA and CDMA); Wireless Personal Area Network (Bluetooth, piconet, scatternet, …); IEEE 802.11 Wireless LAN; Planning and building Wireless LANs; Compose Request for Information and Request for Proposal regarding WLAN; Security in Wireless Networks; Wireless WANs; Cellular, Voice and Data Networks, Cellular Networks, AMPs, GSM, GPRS and CDMA based system, LMDS and MMDS; Wireless and Internet. ***Prerequisite:*** **NET-221**

NET 300 Operating Systems

Evolution of computer systems: batch processing, multiprogramming, multi-processing, real-time, time-sharing, distributive systems; Process allocation; Process communication and synchronization; Memory management; Virtual memory system; Resource allocation algorithms; File system implementation; Security and protection; Strategies for system implementation. ***Prerequisite:*** **ENG-210**

NET 310 (CNET) Network Management

This course introduces standard networking management principles, practices and technologies. Starting with the Data Communication and Network Management Overview, the basic Standards, Models, and Language of Network Management System are introduced. The course leads up to the management technologies such as SNMP (simple network management protocol), RMON (remote monitoring) and Web-based Management. ***Prerequisite:*** **NET-220**

NET 310 (BSNE) Network Protocols

Class-full addressing, classless addressing, and sub-netting; Delivery and routing of IP packets; Address resolution: ARP and RARP; IP protocol; Network troubleshooting: ICMP; Network design and performance; User datagram protocol (UDP); Transmission control (TCP); Routing protocols: RIP, OSPF, BGP and multi-protocol label switching & GMPLS**.** ***Prerequisite:*** **NET-220**

NET 320 (CNET) Advanced Switching and Routing

IP protocol; Delivery and routing of IP packets; IP Multicasting; Routing protocols: RIP, OSPF, BGP and multi-protocol label switching & GMPLS; Quality of Service (QoS); Advances Switching and VLAN; Spanning Tree Protocol (STP). ***Prerequisite:*** **NET-210**

NET 320 (BSNE) Database Systems

Database concepts; Relational databases; Conceptual and logical design; Entity-Relationship model; Normalization; Querying techniques; Data definition and manipulation using SQL; database security; Database administration; physical database design**.** ***Prerequisite:*** **SWS-120**

NET 321 Security Principles and Practices

This course introduces security theory and practice. Security policies, models, and mechanisms are explained and evaluated. Topics include: Security threats, vulnerabilities and countermeasures; Risk analysis; Trojan horses, viruses, and worms; Access control; password-based security, authentication and authorization; multilevel security; Operating system security; Network attacks; Firewalls and intrusion detection systems. ***Prerequisite:*** **NET-310**

NET 322 Network Operating Systems

Characteristics of the Linux and Windows network operating systems; installation procedures; Security issues; Back up procedures and remote access; Directories and naming systems; Dynamic Host Configuration Protocol (DHCP); Active Directory; Manage accounts and client connectivity; HTTP and FTP server. ***Prerequisite:*** **NET-300**

NET 323 Network Management

Network management and protocols such as SNPM, CMIP and RMON as well as traffic analysis and network performance evaluation software systems; Reliability concepts; Architectures for system observation and control; System utilization and traffic classification; Network management tools. ***Prerequisite:*** **NET-310**

NET 324 Internship

Internship is a course designed to provide students with opportunities to gain work experience in real world situations, to practice critical thinking, to solve real problems, to develop design and innovation skills. By interacting with professionals on real problems and commercial devices, systems or software, the student learns how to tackle real world tasks, manage his/her duties, identify objectives, respect constraints, explore new ideas, investigate practical issues, design new elements (device, systems, software) and make some decisions. ***Prerequisite:*** **80 Cr. H**

NET 410 Enterprise Network Design

In this course, the student investigates and designs a variety of enterprise network configurations. The course enhances the student's consulting skills through the process of customer requirement analysis, network design, product specifications and price quotation. Topics include: Top-Down Network Design, Characterizing Network Traffic, Logical Network Design, Designing Models for Addressing and Naming Guidelines, Selecting Switching and Routing Protocols, Developing Network Management Strategies, Physical Network Design, Selecting Technologies and Devices for Enterprise Networks, Testing and optimizing Network Design, Documenting Network Design. ***Prerequisite:*** **NET-222, NET-323**

NET 411 Network Design Project

This course enables the student to further enhance the design and project planning skills acquired in earlier courses. Students shall apply their consulting skills through the process of the requirement analysis of a real life design problem. This initial client need analysis will be followed by a proposed solution (network design), installations, and thorough testing using the latest network performance evaluation tools. A final network solution will be presented to the multi-disciplinary audience. The instructions on

how to use it for the specified application will be given in both writing and documentation. The technology with all documentation will be transferred to the client. ***Prerequisite:*** **NET-310**

NET 412 (CNET) Applied Research Project

The project illustrates research as the systematic process of collecting and analyzing information to increase our understanding of the phenomenon under study. The course studies the relationship and applicability of theories or principles to the solution of a problem. It offers to the student tackling basic research methodology as well as formulating a research problem or topic. The student should conduct a project in researching the proper explanations or understanding of the issue or topic under investigation. ***Prerequisite:*** **MTH-130, SWS-320**

NET 412 (BSNE) Internet Computing

Provides a global view of web-based enterprise information services and covers the basic components of such a system, including web servers, client side components, server side components, http protocols, html and scripting languages, as well as e-commerce and intranet application structures, including security issues. It includes specific projects in programming servers and clients. Students will look at multiple technologies using case studies used today, including Microsoft/.NET, Java J2EE technology, Oracle tools, XML/SOAP, and others. Course will give a broad look at current technologies, as well as an in-depth study of a specific technology. ***Prerequisite:*** **NET-320**

NET 413 Cryptographic Algorithms and Protocols

Security protocol modules; Basic cryptography objectives namely confidentiality, integrity, authentication, freshness, and non-repudiation; Security tools; Symmetric (secret-key) mechanisms; Asymmetric (public-key) mechanisms; Encryption for confidentiality and authentication; Key management and key generation; Implementation of algorithms. ***Prerequisite:*** **NET-321**

NET 420 (CNET) Advanced Network Troubleshooting

This course provides a study into the latest troubleshooting strategies. These strategies focus on bottom-up methodology that examines in detail each network layer-physical, data link, network, transport, session, presentation, and application- revealing the problem and solutions specific to each layer. Topics include: Analyzing and Troubleshooting the 1. Physical Layer (ATM), 2. Data Link Layer, 3. Network Layer (Internet Protocol: IP), 4. Transport Layer (Transport Control Protocol: TCP), 5. Session and Presentation Layers, and 6. Application Layer, Asynchronous Transfer Mode (ATM), Measuring and Analyzing Throughput and Latency. ***Prerequisite:*** **NET-310, NET-320**

NET 420 (BSNE) Network Design & Implementation

Network planning and design; Network emulation and implementation quality of service networking (QoS) and integration of network technologies to design and build networks based on specific requirements; Network migration techniques; Configuration of networking hardware devices (routers, firewalls and switches); Network performance and troubleshooting. ***Prerequisite:*** **NET-310**

NET 421 Integrative Project I

This project provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, and to innovate. The students are expected to complete literature survey; develop a project plan; analyze requirements and acquire the necessary material and steps for their intended project. Integrative Projects in industrial environment with the co-supervision by an industrial expert are encouraged. ***Prerequisite:*** **Completed 100 Credit Hours**

NET 422 Integrative Project II

This project provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, and to innovate. The students are expected to implement, test and perform the analysis of the results of a project based on the design and schedule completed by the same student team during the integrative project I. Integrative Projects in industrial environment with the co-supervision by an industrial expert are encouraged. ***Prerequisite:*** **NET-421**

NET 423 Voice/IP Convergence

This course addresses Voice / IP Convergence (VoIP), which is related to the following context: Technology trends to allow voice, data, fax and video signals co-exist on a common networking platform. Topics include: Concepts of IP-based packet networks, Characteristics of the Internet and IP, The VoIP Model; Digital Signal Processors for VoIP; Voice Coders, Bandwidth Calculations; trade-offs of packet size, queue size, packet loss, and packet latency, RSVP, Diff Serv, RTP, NTP, multicasting, Session Description Protocol (SDP); VoIP Gateways and IP Call Processing Protocols, Internetworking SS7and Internet Call Processing; Quality of Service (QoS). ***Prerequisite:*** **NET-310 and COM-310**

NET 424 Broadband Communications

This course provides a detailed analysis of broadband infrastructure, technologies and services. It addresses industry standards and global services. Topics include: Internet Services, Traffic Modeling, Internet Traffic Control, Billing, Pricing and Admission Policy, Mobile Network Performance, Bandwidth Allocation, Switching Systems, Traffic Flow Control Routing, Congestion and Admission Control, Multicast Protocols, Network Management, Quality of Service. ***Prerequisite:*** **NET-220 and COM-320**

NET 430 Securing the Wireless World

Wireless communications and wireless computing are touted to become the next revolution in Information Technology and e-commerce. The prevailing concerns about security and privacy being experienced in the wired world will become the challenges facing the wireless world. This course will provide the learner with the knowledge and skills needed to select, design, and implement security solutions for various wireless applications utilizing state-of-the-art products, as well as to test the viability of such solutions. ***Prerequisite:*** **NET-222**

NET 431 Mobile Commerce

Business has always had a requirement for some employees to carry out their duties away from their employer's fixed place of business New technologies are providing the tools not only to make their work more efficient and effective, but also to change the way their work can be performed Mobile commerce is an umbrella term for a number of business & technology scenarios This course will examine both the business case and the technology infrastructure that allows a growing number of companies to enhance their value by extending their information reach beyond traditional corporate boundaries. ***Prerequisite:*** **NET-120**

NET 432 Wireless Applications

Wireless technology has revolutionized the way many industries conduct business and interact with clients and customers' Wireless applications have been found to improve competitiveness and productivity. Students will explore wireless applications in emerging areas such as health, transportation, education and mobile commerce. ***Prerequisite:*** **NET-222**

SWS 110 Programming I

Problem solving; Basic elements of programming; Syntax and semantics of programming language including variables, data types, expressions, and assignment; program flow of control; conditions; iterations; Methods and parameter passing; Program debugging and testing; Object-oriented programming (OOP); Event-driven programming. ***Prerequisite:*** **none**

SWS 120 Programming II

Programming style and documentation; Object Oriented Programming; Object-Oriented design; Encapsulation and information hiding; inheritance and composition; polymorphism; Simple data Structures and their Applications (Array, String, and String Manipulation), GUI, Programming Practice using a modern high level language, design of a simple interface. ***Prerequisite:*** **SWS-110**

SWS 121 Website Design and Development

This course introduces principles of website development. Basic HTML and CSS skills will be applied to build web pages and sites with consideration given to the effects of browser and computing platform on design choices. Topics include: Web Basics, Tags, Creating Simple XHTML Documents, Advanced XHTML Features, Web Design Concepts, Integrating multimedia. ***Prerequisite: SWS-120***

SWS 211 System Analysis and Design

This course examines best practices in business processes for a variety of business models. Critical risks and compensating controls are identified in each of the major operating cycles of the business. The principles of systems analysis and design are identified and applied to operations in the planning and analysis phases of the systems development life cycle. Process mapping techniques are developed through the use of commercial mapping software. Students explore object-oriented analysis and design (OOA & OOD) models using industry standard UML techniques. ***Prerequisite:*** **SWS-213, EBU-200, SWS-110, NET-110**

SWS 320 Operations Research

The course begins with a brief review of Linear Algebra before proceeding to the discipline of Operations Research. Operations Research is a scientific approach to decision making that seeks the optimal design and operation of a system under conditions requiring the allocation of limited resources. This involves an introduction to Model Building, Linear Programming, The Simplex Algorithm, sensitivity analysis and duality. Additional Topics/Contents include The Transportation Problem, The Assignment and Transshipment Problems, Network Models and Integer Programming**.** ***Prerequisite:*** **MTH 120**

SWS 421 Cryptography and Information Security

Cryptography is the science of encryption, which has applications in information and data security. The course begins with an overview of the concept of cryptography and its role in information and data security; historical and modern techniques of cryptography are introduced. It then proceeds to cover the required mathematical preliminaries, which include Topics/Contents in number theory and abstract algebra. In addition to basic private-key encryption, the course focuses on public-key techniques such as the RSA algorithm and the ElGamal Cryptosystem. Additional Topics/Contents include digital signatures, passwords and key management. ***Prerequisite: NET-222***

1.10. School of Liberal Arts and Sciences

MCM 100 Introduction to Mass Communications

Communication processes and levels. Media history and effects. Public opinion. Media institutions in modern societies. Print media development. Broadcast media features and effects. Online media development. International media. Advertising and public relations. Research report. ***Prerequisite: None***

MCM 110 Communication Theories

Development of theoretical thinking on communication. Propaganda and mass society theories. Limited effect theories. Normative and empirical theories. Cultural theories. Critical media theories. Media theory in the age of the Internet. ***Prerequisite: MCM-100***

MCM 120 Communication Research Methods

Basic research methods and techniques. Qualitative and quantitative research methods. Sampling and basic statistical tools. Content analysis, surveys and experimental research. Research ethics. Research project applying specific methods. ***Prerequisite: MCM-110***

MCM 130 Media Ethics and Laws

Media ethics theory and practice. Cultural and moral values giving rise to media ethics in different societies. Social and moral contexts of media ethics practices. Comparative media ethics. Media laws around the world. Privacy, freedom of expression, intellectual property rights. ***Prerequisite: MCM100***

MCM 200 Introduction to Political Sciences

Definition of politics; fields of politics; methods of political analysis; politics and other social sciences; world political systems; case studies. ***Prerequisite: MCM-100***

MGT 202 Principles of Management

Definition of management; classical and modern management theories; public administration and corporate management; human resource management; strategic management; assessment; case studies. ***Prerequisite: None***

MCM 210 Media Sociology

Media and social change; media and development models and theories; social impact of modern media; media and youth; media and cultural effects; media and women, media and children. Local and international case studies. ***Prerequisite: MCM-110***

MCM 220 Media Impact

Models and theories of media psychological effects. The bullet theory; selective effects models; knowledge gap models; empathy models; consumerism models; framing and agenda setting models; uses and gratifications models. Cases studies. ***Prerequisite: MCM-110***

MCM 230 Principles of Economics

Definitions of economics and its relations with other sciences; methods of economic analysis; the economic problem; development of economic systems; macroeconomics and microeconomics; the international economic system. ***Prerequisite: None***

MCM 310 Internet and Social Networks

The Internet as a communications tool. Types of social networks. Features of social networks compared with conventional media; effects of social networks on social and political development; using social media; case studies. ***Prerequisite: None***

MCM 320 Computerized Media Archiving

Digital archiving concepts and processes; digital archiving systems in media institutions; managing digital archiving systems; text and audio-visual archiving systems; online databases; case studies and filed visits. ***Prerequisite: None***

MCM 330 Literary and Artistic Criticism

The concept of criticism in literary and artistic traditions; components of criticism in media content; intellectual components of criticism; writing critical literary and artistic essays; practical applications in literary and artistic criticism. Applying literary and artistic criticism to media genres. ***Prerequisite: MCM-100***

MCM 410 Political Geography

The concept of political geography as a social science; Mackinder theory of political geography; how geography impacts on conflicts and the distribution of power at the international level; political geography in human history; political geography in the age of globalization. Case studies. ***Prerequisite: MCM-200***

MCM 420 Modern World History

Defining modern history; key historical events and developments since the end of the 18th century; First and Second World Wars; the end of the Cold War; the age of Globalization; uni-polar world system; 9/11 and its repercussions; the international financial crisis; Arab world developments. ***Prerequisite: MCM-410***

MCM 430 Media Internship

Students spend six weeks of continuous training in media institutions relevant to their area of specialty where they receive training under the supervision of an academic advisor and an industry advisor. In order to pass the internship, students have to demonstrate specific administrative and technical capabilities, attitudes and commitments. ***Prerequisite: 81 credits***

Journalism Courses

JRN 205 Journalistic Translation (1)

Principles of journalistic translation; comparative Arabic and English language features; translation techniques; news vocabulary in Arabic and English; political news translation; economic and business news translation; disaster news translation. Practical applications. ***Prerequisite: None***

JRN 210 Layout & Graphic Design

Graphic Design basic concepts, theories, elements and principles. Critical thinking, creative designing skills, practical applications for production of print and electronic newspapers and magazines. Photoshop and Illustrator tools. ***Prerequisite: None***

JRN 215 Online Journalism

Online knowledge, writing and technical skills, working with images. Audio and video. Producing reliable content; Special consideration will be on analysis of citizen and participatory journalism, the course also covers ethical issues in online journalism, with extensive practical applications on the web. ***Prerequisite: MCM-310***

JRN 305 News Writing & Editing

Fundamentals of news reporting and writing, news values and news worthiness, the gate keeping process, story development and leads, the inverted pyramid style, techniques of gathering information and dealing with news sources .Strong emphasis will be placed on practical applications. ***Prerequisite: MCM-100***

JRN 315 News Editing (1)

Basic editing skills for print media; the simple news story; leads and headlines; news selection criteria; the inverted pyramid; news gathering and interviewing techniques; news editing; news production project. ***Prerequisite: JRN-305***

JRN 410 Digital Storytelling

Basic knowledge and skills in digital storytelling. Using multimedia software to build specific narrative formats. Storytelling applications in journalism and education. Opportunities and limitations of digital storytelling for media development. Storytelling project. ***Prerequisite: JRN-305***

JRN 420 Website Design

Technical principles of website design; website design software; design components; planning the design process; colors and typography; multimedia; dynamic and static content; Flash and Dreamweaver packages. Practical applications. ***Prerequisite: JRN-215***

JRN 430 Graduation Project

Graduation project, Students will be asked to integrate and synthesize all of JRN related learning they have acquired during their four years at CUD, to think critically ,plan and execute a full creative projects, including but not limited to one of the following : A tabloid newspaper, print or electronic magazine, blogs and investigative report. Teamwork is highly encouraged. ***Prerequisite: Graduating Semester***

JRN 207 News Editing (2)

Editing specialized journalistic works; editing editorial content for print media; editing investigative reports and interviews; editing translated work. Practical works. ***Prerequisite: JRN-315***

JRN 217 Journalistic Translation (2)

Translation of specialized print media content; Arabic to English translation; news interpretation techniques; editorial content translation; practical applications. ***Prerequisite: JRN-205***

JRN 317 Digital Photography

History of photojournalism; technical features of the camera; creativity in photojournalism; camera shots and angles; digital photography; computer software; field and lab-based work; enduring issues in photojournalism; what it takes to be a photojournalist; examples and cases. ***Prerequisite: MCM-100***

JRN 318 Media Convergence

Media convergence concepts and definitions. The technological revolution in the media sphere. Implications for journalism practices. Implications for politics and the economy. Legal, political, economic and cultural challenges. Case studies in media convergence. ***Prerequisite: JRN-215***

JRN 435 The Press in the UAE

Historical development of UAE media; media regulations and laws; federal and local media institutions; media policies and orientations; media free zones; technological development; UAE media at global level; enduring issues in UAE media; case studies. ***Prerequisite: MCM-100***

Public Relations Courses

PRA 200 Writing for Public Relations

Basic writing skills for PR media forms including press releases, public service announcements, memos, letters, speeches, newsletters, short documentaries, social network postings, and audio-visual presentations. ***Prerequisite: None***

PRA 210 Public Relations Campaigns

Planning and managing public relations campaigns; market research; developing campaign messages and themes; choosing media outlets; accounting for human and technical resources; campaign implementation; multi-media campaigns; campaign management and evaluation; case studies. ***Prerequisite: None***

PRA 215 Applied Public Relations

Review of wide-ranging case studies and experiences in public relations from around the world; material covers a variety of issues handled by PR departments such as oil spills; medical fiascos; power failures; consumer fraudulence and others. Case study field reports by students. ***Prerequisite: PRA 200***

PRA 310 Online Public Relations

The Internet as a communication tool; virtual public relations; principles and techniques of online public relations; managing public relations online; the online PR practitioners; virtual PR in the UAE; cases studies. ***Prerequisite: MCM-310***

PRA 315 Public Relations Management

The concept of PR management; PR department organizational models; planning PR activities and functions; strategic management in public relations; operational plans; human resource development; market research; customer relations management; PR management workflow; case studied. ***Prerequisite: PRA 200***

PRA 320 Corporate Publications Design

Fundamentals of design; computer-based design skills of wide ranging publications used in corporate communications including newsletters, brochures, magazines, posters. Adobe design software, lab-based work; field visits; practical production of corporate publications designs; case studies. ***Prerequisite: PRA 200***

PRA 410 Organizational Communication

Organizational communication theories; forms, channels and processes of organizational communication; vertical and horizontal communication channels; aligning communication effectiveness with organizational performance; grapevine communications; channels; organizational effectiveness; case studies. ***Prerequisite: PRA 315***

PRA 420 Graduation Project in Public Relations

Students produce a graduation project reflecting their knowledge and expertise in public relations under the supervision of their instructor. A team of specialized faculty members evaluates projects before it is presented to an audience of students. ***Prerequisite: Graduating Semester***

PRA 205 Strategic Communications

The concept of strategic communications; developing PR strategies; strategic goals and values; accounting for internal and external factors; SWOT analysis; aligning PR strategies with organizational goals; market research; managing PR strategies; stakeholders' concerns and interests; case studies. ***Prerequisite: PRA 210***

PRA 225 Protocol

The concept and practice of protocol in modern institutions and events; protocol models and perspectives; protocol methods and procedures; types of protocol; formal and informal protocol; protocol management. Case studies. ***Prerequisite: PRA 200***

PRA 330 Social Marketing

The concept of social marketing in modern societies; theories of social marketing; social marketing campaigns; audience research; planning social marketing; message development, production an diffusion; evaluation; social marketing case studies. ***Prerequisite: PRA 215***

PRA 425 International Public Relations

Public relations as a trans-national human relations activity; development of international public relations; theories of international public relations; methods and techniques of International PR; managing international PR; international PR in the age of globalization; case studies. ***Prerequisite: MCM-100***

Advertising Courses

ADV 200 Advertising Copywriting

Basic writing skills for PR media forms including press releases, public service announcements, memos, letters, speeches, newsletters, short documentaries, social network postings, and audio-visual presentations. ***Prerequisite: None***

ADV 210 Print Advertising

Advertising as a marketing tool; historical development of advertising into the ICT age; advertising techniques in print media; advertising and society issues; advertising research; international advertising; print advertising project. ***Prerequisite: None***

ADV 230 Digital Advertising

Cyberspace as an advertising opportunity; digital tools for online advertising; copywriting for online advertising; market research for online advertising; online advertising outlets; digital advertising project. ***Prerequisite: ADV 210***

ADV 310 Promotional Techniques

The concept of promotion as an advertising and marketing technique; planning promotion campaigns; developing appropriate messages; selecting appropriate channels; promotional activities in commercial and public-service sectors; evaluating promotion effects. Case studies. ***Prerequisite: None***

ADV 320 Advertising Strategies

Cyberspace as an advertising opportunity; digital tools for online advertising; copywriting for online advertising; market research for online advertising; online advertising outlets; digital advertising project. ***Prerequisite: ADV 210***

ADV 330 Advertising Campaigns

The concept of advertising campaigns; developing goals and objectives; developing appropriate media messages; selecting appropriate channels; understanding our target audience; managing advertising campaigns; cases studies. ***Prerequisite: ADV 210.***

ADV 410 International Advertising

International advertising process and dynamics; business, ethical and cultural considerations in international advertising; case studies in international advertising; research for international advertising; enduring issues in international advertising; research report. ***Prerequisite: ADV 200.***

ADV 420 Advertising Graduation Project

Students produce a graduation project reflecting their knowledge and expertise in advertising under the supervision of their instructor. Projects are evaluated by a team of specialized faculty members before it is presented to an audience of students. ***Prerequisite: Graduating Semester***

ADV 215 Broadcast Commercials

Radio and television commercials; production processes; broadcast advertising as business; production crew and technical requirements; production and marketing management; relations with clients and agencies; market research; broadcast advertising project. ***Prerequisite: ADV 200.***

ADV 220 Billboards

The concept of billboard as an advertising tool; types of billboards; planning billboard design and content; measuring billboard effects; case studies. ***Prerequisite: ADV 210.***

ADV 315 Integrated Marketing Communications

Integrated marketing communication (IMC) theories; combining different IMC forms; handling IMC in advertising; public relations and marketing; IMC strategies and campaigns; case studies; IMC project. ***Prerequisite: ADV 310.***

ADV 325 Consumer Behavior

Theories of consumer behavior; methods of studying consumer behavior; factors bearing on consumer behavior; using knowledge of consumer behavior to support marketing campaigns; consumer and market fragmentation; case studies. ***Prerequisite: ADV 310.***

English Language & Translation Courses

LNG 111 Reading Skills

Introduces active reading. Using excerpts from literature, essays, articles and technical writing. Provides; Finding the Main Idea, Determining Essential Information, Chronological Order, Defining Vocabulary in Context, Difference between Fact and Opinion, Similarities and Differences, Point of View, Diction Style, Word Power, Finding the Implied Main Idea, Assuming Causes and Predicting Effects, Finding Meaning in Literature, and Drawing Conclusions. Offers on line practice as well as Pretest and Posttest and answer keys. ***Prerequisite: None***

LNG 211 Speech & Business Communication

Develops communication skills needed for professional work in business, industry and corporate environment. The course offers genres of business correspondence such as memos, letters, and forms in addition to effective speech communication involving informative, persuasive and ceremonial speeches. ***Prerequisite: LNG 172***

ARA 212 Speech & Business Communication (Arabic Medium)

يهدف هذا المساق إلى تطوير مهارات التواصل الكتابية والشفوية والتعبيرية اللازمة للأعمال الإدارية والمتطلبات المواكبة لسوق العمل لأنه يطرح طرقا متنوعة للتواصل الوظيفي الداخلي المتمثل ب(كتابة رسائل الأعمال الإدارية والإلكترونية والتقارير والمذكرات ومحاضر الاجتماع والاستمارات المهنية) كما سيسلح الطالب بالمعرفة والتطبيق الخاص بتقنيات التواصل الشفهي من خلال التركيز على مهارات متمثلة في الاقناع ، المحادثة، الحوار، المقابلة.. ويتم تشجيع الطلاب على التفكير في تطوير وسائل الاتصال الوظيفي في ضوء المتغيرات السريعة لمواكبة التطور التكنولوجي **.المتطلب السابق: GED-296**

LNG 221 English Writing Skills

Aims at excellent writing skills to effectively communicate in writing by covering capitalization, commas and sentence parts, semicolons and colons, apostrophes and dashes, quotation marks, verb tenses, using verbs to create strong writing subject-verb agreement, using pronouns, problem verbs and pronouns, modifiers, easily confused word pairs, diction, and communicating ideas. It offers a pre-post test to help students to assess themselves. ***Prerequisite: LNG 172***

LNG 223 English Grammar

It provides basic grammatical concepts. Examines syntactic issues including; Categories, Phrases, Functions in the sentence, Functions of prepositions and particles, The structure of the verb group (VGP) in the VP, Finite clauses, Non-finite clauses, The structure of the PP, AdjP, AdvP, and NP, Clauses as parts of NPs and AdjPs, and Special sentences. ***Prerequisite: LNG 171***

LNG 231 Introduction to General Linguistics

This is a course for students who are interested in the nature of human language. The goal of the course is to give students the basic ingredients necessary for pursuing studies or careers which could involve linguistic analysis. This is a year-long course where we will explore a major theoretical school of linguistics, define introductory grammatical concepts involved in morphology, phonetics/phonology, syntax, semantics. Once these are defined, the student will be able to assign patterns and rules (which will be understood as "Grammatical rules) to linguistic data from a variety of languages. We will also explore the relevance of these "Grammatical concepts and analyses in neurolinguistics, child language acquisition, and sociolinguistics. ***Prerequisite: LNG 172***

LNG 232 Syntax

Introduction to the practical analysis of English sentence structure. Key concepts such as constituency, category and function are carefully explained as they are introduced. It includes many in-text, end-of-chapter and further exercises, making it also suitable for self-directed study. ***Prerequisite: LNG 231***

LNG 233 Phonetics

This course provides an overview of human speech sounds, including their articulatory, auditory, and acoustic properties. Laboratory exercises in transcription, production and auditory discrimination will complement theoretical content. At the end of the course, students will be able to describe and transcribe speech sounds from English as well as other languages, using the International Phonetic Alphabet. In addition, students will have a basic understanding of acoustic phonetics and have some ability to recognize speech sounds using spectrograms. ***Prerequisite: LNG 223***

LNG 234 Pragmatics

Provides the students with the basic ideas in Pragmatics. Provides them with the pragmatic principles of English language, such as politeness and speech acts. Presents the field in an easy practical way. The course has a very strong pedagogic orientation. ***Prerequisite: LNG 231***

LNG 235 Discourse Analysis

Introduces students to discourse analysis. Provides Building Tasks, Tools of Inquiry and Discourses, Tools of Inquiry and Discourses, Form-Function correlation, Situated Meaning and Figured Worlds, Context, Discourse Analysis, Processing and Organizing Language. Incorporates both a theory of language-in-use and a method of research. ***Prerequisite: LNG 231***

LNG 331 Semantics

Introduces key topics in the field, including sense and reference, simple logic, word meaning and interpersonal meaning as well as non-literal language and metaphor. In a simple, step-by-step fashion, through activities and feedback, students are guided to the different types of meaning. ***Prerequisite: LNG 231***

LNG 332 Sociolinguistics

Introduces the students to the field of sociolinguistics. Offers Linguistic Variations and Multilingual Notions, Regional and Social Dialects, Language Change, Style, Context and Register, Speech Functions, Politeness and Stereotypes, Speech Functions, Politeness and Stereotypes, Language, Cognition and Culture as well as other interesting topics. ***Prerequisite: LNG 231***

LNG 333 Morphology and Lexical Semantics

Explores the meanings of morphemes and how they combine to form the meanings of complex words. Shows how semantics is essential for a proper theory of word formation. Some of the most complex issues in current morphology, such as polysemy, the multiple-affix question, conversion/zero-derivation, or semantic mismatches in derivation are explored. These are covered step-by-step and using a series of case studies from English. ***Prerequisite: LNG 231***

LNG 334 Error Analysis

Introduces the concepts and issues in error analysis. Provides major contrasts at various levels. Shows how to analyze errors committed by Arab learners learning English. ***Prerequisite: LNG 223***

LNG 432 Applied Linguistics

Introduces students to the field of applied linguistics. Gives a concise but comprehensive overview of the main concerns of applied linguistics through offering a survey including Applied linguistics, Prescribing and describing: popular and academic views of 'correctness', Language in the contemporary world, English language teaching, Language and communication, Context and culture, Persuasion and poetics; rhetoric and resistance, Past present, and future directions. ***Prerequisite: LNG 231***

LNG 321 Advanced English Grammar

Extension of **ENG 223 English Grammar** course. Focuses specifically on the complexities of grammatical choices. It is intended for advanced students of English. Through 100 Units the particular areas of grammar are offered. Some sections within each unit focus on the particular use of a grammatical pattern. With answers and CD-ROM, it is workable for self-study. The CD-ROM includes many exercises that reinforce the language learned in the book and the Key helps monitoring progress. ***Prerequisite: LNG 223***

LNG 421 Advance English Writing

Develop students' writing skills by focusing on micro- and macro- skills of writing thus leading to better communication in written English. The topics included cover areas such as spelling, word choice, sentence structure, punctuation, paragraph and essay writing. It enhances students' skills in organizing essays and provides them with a wide range of strategies which they would need trough the process of writing. The course also provides extensive practice of the skills introduced. ***Prerequisite: LNG 221***

LNG 441 Literature English

Introduces literature from ancient times to the eighteenth century with the intent to help them read analyze and appreciate World Literature masterpieces. Offers a variety of literary genres from different cultures. ***Prerequisite: LNG 172***

TRA 361 Introduction to Translation

The course aims at introducing the basic techniques and explanations of translation and how to use them. The notions of style, context and register are incorporated. The course also introduces contrastive analysis with emphasis on English and Arabic. ***Prerequisite: LNG 172***

TRA 362 English / Arabic Translation

An extension to the course TRA 361 Introduction to Translation. Furthers the knowledge and skills of translating. Includes English-Arabic text translation, legal, literary, technical, scientific as well as detached exposition texts in addition to revising and editing. ***Prerequisite: TRA 361***

TRA 363 Arabic / English Translation I

Introduces translation from Arabic into English. Enables the students to recognize linguistic differences between Arabic and English. Gives practice to translate simple samples of different text genres from Arabic into English. ***Prerequisite: TRA 361***

TRA 364 Consecutive Interpreting I

Introduces to consecutive interpreting. Through step-by-step the beginner learns what consecutive interpreting is, how to analyze speech, how to split ideas, to begin taking notes, continue taking notes and speak from notes. Symbols and memory prompts will assist what to note. Then the student will learn how to fine tune his notes. The direction of interpreting is from English to Arabic. ***Prerequisite: TRA-361***

TRA 461 Theory of Translation

Examines key aspects of theories in translation in a chronological approach to assist students to understand the process involved in translation. Raises 'awareness that there are valuable ways of approaching translation.' Through main points of the chapters, summaries, discussion points and exercises students are led to critically read and discuss topics including, but not limited to: equivalence, purposes, descriptions, uncertainty, localization, and cultural translation. Besides classroom activities, a companion website of the book enables the course to be self study. ***Prerequisite: TRA 464***

TRA 462 Translation Issues in Language and Law

Introduces legal matters. Offers legal language and law cultures, handles legal discourse in the modern world and displays concrete problems in legal translation. Gives practice in legal issues and by translating legal documents in Arabic to English. ***Prerequisite: TRA 361***

TRA 463 Consecutive Interpreting II

An extension to Course TRA 364 Consecutive Interpreting I. Comprehensive overview of numerous techniques and explanations of interpretation and how to use them. The excerpts from speeches given as examples make reading stimulating and show real-life aspects. Helps students give short speeches and interpreting them from English to Arabic and from Arabic to English. Assists students to start preparing for governmental and business settings. ***Prerequisite: TRA 364***

TRA 464 Arabic / English Translation II

Extension of the course TRA363 Arabic-English Translation II. Enables the students to deal with more complex Arabic terminological and structural texts. Further practice for translating different text genres from Arabic into English and produce the translations using coherent and cohesive English language with the appropriate register. ***Prerequisite: TRA 363***

TRA 475 Graduation Project in Translation

The Graduation Project assesses the student-translators' level of competency in their employability skills. Its completion with high estimation as well as the rest of the requirements enables the student-translators to obtain their BA Degree in English. Their knowledge, skills and expertise are expected to bloom in this long and remarkable assignment. A hundred pages either from English to Arabic or from Arabic to English from a book related to their study areas or probable area in the job market of their interest is chosen by the students, the Chair Person and Professor Supervisor to be translated by the students who concurrently attend the specified classes and complete the scheduled assignments. ***Prerequisite: Graduating Semester***

TRA 465 Literary Translation

Introduces students to the different styles of literary translation from English to Arabic including prose, poetry and drama. Provides techniques for translation. Offers some work-life skills and assists students to avoid pitfalls and solve problems. Provides students with an opportunity to translate English literary texts into Arabic. ***Prerequisite: TRA 361***

TRA 466 Media Translation

Introduces the students to Media language enabling them to translate texts from English media into Arabic. The course covers study of vocabulary specific to the context of media, the function of derivatives, and finding Arabic equivalents of words and expressions. ***Prerequisite: TRA 361***

LNG	161	مهارات الإتصال باللغة لإنجليزية (1)
This course is designed to develop the students' English background and enhance their linguistic understanding. It focuses on the four basic language skills: listening, speaking, reading and writing. The teacher's main emphasis is on the level of the learners' writing and accuracy, which are the core of English language. The mastery of grammar undoubtedly paves the way to accumulate a good command of English.		
LNG	162	مهارات الإتصال باللغة لإنجليزية (2)
This course is a continuation of LNG 161. All students should have passed level one. It also focuses on the basics of English grammar, especially the writing skill. Prerequisite: LNG 162		
GED	198	الثقافة الإسلامية
يركز هذا المساق على أساسيات الفكر الإسلامي وتأثيره على المجتمع مع إعطاء خلفية لأبرز المفكرين الإسلاميين قديماً وحديثاً ، كما يركز على القضايا الأخلاقية وفهم الإسلام وتطبيقه في جميع مجالات الحياة الاقتصادية والاجتماعية وكذلك في القضايا المشتركة مع الديانات الأخرى ، ومناقشة التحديات المعاصرة للإسلام وكيف يواجه المسلمون هذه التحديات .		
GED	199	مجتمع دولة الامارات العربية المتحدة
هذا المساق يعتبر مقدمة لمجتمع الإمارات في جوانبها السياسية والجغرافية والثقافية والديموغرافية والاجتماعية. ويتم تشجيع الطلاب على التفكير في تطور المجتمع في ضوء المتغيرات السريعة التي أحدثتها الحداثة والعولمة. وتشمل المواضيع : جغرافيا وتاريخ الإمارات ، وجوانب من الحياة السياسية والاقتصادية والتنمية الاجتماعية ، والحياة الثقافية قبل وبعد اتحاد دولةالإمارات العربية المتحدة.		
GED	101	مدخل إلى برمجيات الحاسوب
يهدف هذا المساق إلى التعريف بجهاز الكمبيوتر ،واكتساب المهارات الكاملة لاستخدام نظام ويندوز، وتأهيل الطلبة لاستخدام برامج المكتب ،كالتعامل مع النصوص واستخدام الجداول وإجراء المعادلات الحسابية واستخدام الجداول وإجراء المعادلات الحسابية واستخدام وسائل العرض المختلفة.		
GED	125	النظم الإيكولوجية وصحة الإنسان
يقدم هذا المساق المفاهيم الرئيسية للنظم الإيكولوجية والصحة، وإذ تشدد على كيفية الارتباط والآثار المترتبة على هذه العلاقة للأنسان. يقوم الطلاب باستكشاف العلاقات بين النظم الإيكولوجية والصحة. ويوفر هذا المساق المعارف والمهارات والنهج ذات الصلة لحل المشاكل في الإعدادات الشخصية والمهنية. وتشمل المواضيع: مقدمة فى النظم الايكولوجية، علم البيئة ، العلوم البيئية، وعلوم الصحة، طرق تقييم المرضى، الطرق التقييمية للبيئة، أساليب التقييم البيئى، والتخطيط لتجنب إلى أساليب تقييم المريض إيكولوجيا والعلوم البيئية وعلوم الصحة، والنظم الإيكولوجية والتخطيط للحيلولة دون حدوث العدوى للنظم البيئية والانسان.		
GED	145	مهارات الدراسة الجامعية
يعرض المقرر تقنيات مختلفة من مهارات التعلم اللازمة لتيسير نقل تعلم الطالب من مستوى الدراسة الثانوية الى الجامعية. حيث يستطيع الطالب أن يتحصل من خلالها على طريقته الخاصة فى التعلم والتلقى مع معرفة مواقع الضعف والقوة لكل منها، إدارة الوقت، التحكم بالذات، إعداد ملفات المساقات، جمع وتصنيف المعلومات، العمل الجماعى، التدريب الذاتى وتقنيات الإتصال .		
GED	205	علم النفس في الحياة اليومية
مدخل إلى المفاهيم والمبادئ المحددة في مجالات علم النفس وتطبيقاتها في الحياة اليومية. ويهدف المساق إلى تعزيز فهم الطلاب للنفس وتفاعلها مع البيئة. وتشمل المواضيع: تاريخ علم النفس وأساسيات علم التشريح العصبي،نظريات التعلم، نماذج الذاكرة، والعلاقات بين الأشخاص		
GED	252	التفكير النقدي
يهدف المساق الى تحسين قدرة الطلاب على تحليل وتقييم أنواع الحجج والتأكيدات التي تواجههم فى حياتهم اليومية. ويتم التركيز على المنطق غير الرسمي للغة كل يوم، ولكن يتم مناقشة المنطق الرسمي. وتشمل المواضيع: لغة الحجج، تحليل الحجج، وصحة وسلامة، ومشاكل تتعلق بالتفسير، الحجج غير الاستنتاجية استخدام وإساءة استخدام الإحصاءات وتفسيرات نظريات تجريبية، نظريات المفاهيم والتعاريف.		
GED	265	حقوق الإنسان في الإسلام والمواثيق الدولية
يشمل هذا المساق التعريف بالحق وأقسامه، وحقوق الإنسان، وموقعها بين الحقوق الأخرى، ومراحل تطورها، وعالميتها ، ووسائل حمايتها في المواثيق الدولية والشريعة الإسلامية		
MTH	101	الإحصاء
يتناول المساق بجانبيه النظري والعملي المفاهيم الإحصائية الأساس ووصف البيانات واستخدام الحاسوب لجدولتها ثم معرفة مفاهيم النزعة المركزية والدرجات المعيارية لها.**المتطلب السابق: لا يوجد**		

رقم المساق	MCM 100	اسم المساق	مدخل إلى الاتصال الجماهيري
المتطلب السابق	لا يوجد		
التوصيف	تعريف الاتصال وأنواعه وقنواته ومستوياته، مؤسسات الاتصال الجماهيري الصحفية والإذاعية والتلفزيونية والإلكترونية، التطور التاريخ للاتصال، نماذج الاتصال والتأثيرات الإعلامية، الدور الاجتماعي والثقافي والسياسي للإعلام، نظم الإعلام العربية والعالمية		

رقم المساق	MCM 110	اسم المساق	نظريات الاتصال
المتطلب السابق	MCM 100		
التوصيف	تقديم أبرز النماذج والمناظير النظرية المتعلقة بتفسير الظواهر الاتصالية المؤسسية والسلوكية وتأثيراتها على الأفراد والمجتمع، نماذج الدعاية الإعلامية والجمهور الأسير، نماذج التأثيرات الجزئية،النظريات المعيارية في الإعلام، نظريات تعديل السلوك، نظريات الجمهور الذكي، نظريات الاتصال في عصر الإعلام الجديد، حالات دراسية		

رقم المساق	MCM 120	اسم المساق	مناهج بحوث الاتصال
المتطلب السابق	MCM 110		
التوصيف	مفهوم البحث العلمي في الإعلام والاتصال، العلاقة بين النظرية والمنهج، البحوث الكمية والكيفية، بحوث تحليل المضمون، بحوث المسح الميداني، بحوث التجربة، بحوث كيفية في تحليل الخطاب ومجموعات التركيز، مراحل البحث العلمي، التعريفات المفهومية والإجرائية، مهارات إحصائية في التحليل، تصميم الاستبانات وصحائف التفريغ، تحديد فئات تحليل المحتوى، نماذج عملية		

رقم المساق	MCM 130	اسم المساق	أخلاقيات الإعلام وتشريعاته
المتطلب السابق	***MCM 100***		
التوصيف	القيم الأخلاقية والمعنوية في المجتمع، الخصوصيات الثقافية للقيم الأخلاقية، تطور أخلاقيات الإعلام عبر التاريخ، أخلاقايت الإعلام كموضوع نسبي في العالم، المواثيق الأخلاقية في المؤسسات الإعلامية، قضايا حرية التعبير والمسؤولية الاجتماعية في التشريعات الإعلامية، الخصوصية وحقوق المؤلف وحقوق الوصول للمعلومات وحماية الصحفيين، والحفاظ على سرية المعلومات، قوانين وتشريعات إعلامية مقارنة،		

رقم المساق	MCM 200	اسم المساق	مبادئ علم السياسة
المتطلب السابق	MCM 100		
التوصيف	تعريف علم السياسة ، أهمية علم السياسة ، مجالات العلوم السياسية ، المناهج والطرق التي يمكن أن تستعمل في دراسة الظاهرة السياسية، علاقة علم السياسة بالعلوم الأخرى، النظم السياسية في العالم، حالات دراسية.		

رقم المساق	MGT 202	اسم المساق	أسس الإدارة
المتطلب السابق	لا يوجد		
التوصيف	تعريف الإدارة، نظريات الإدارة الكلاسيكية والحديثة، الإدارة في المؤسسات الحكومية والشركات، عناصر العملية الإدارية، التخطيط الإستراتيجي في الإدارة، إدارة الموارد البشرية والتقنية والمالية، تقارير المتابعة الإدارية، مؤشرات الإنجاز الإداري، حالات إدارية.		

رقم المساق	MCM 210	اسم المساق	المدخل الاجتماعي للإعلام
المتطلب السابق	MCM 110		
التوصيف	الإعلام والتغير الاجتماعي، نظريات ونماذج الإعلام والتنمية، التاثيرات الاجتماعية لوسائل الإعلام المعاصرة،		

	الإعلام والشباب، الإعلام والغزو الثقافي، الإعلام والمرأة، الإعلام والطفولة، مستويات التاثير الاجتماعي لوسائل الإعلام، حالات وتجارب دراسية محلية وعالمية.

رقم المساق	**MCM 220**	**اسم المساق**	تأثير وسائل الإعلام
المتطلب السابق	MCM 110		
التوصيف	نماذج التأثير النفسي لوسائل الإعلام، نظرية الرصاصة الإعلامية، نموذج التأثير الانتقائي، نموذج فجوة المعرفة، نموذج التعاطف النفسي، نموذج الاستهلاك، نموذج التأطير وتحديد الاجندة، نماذج الاستخدام والإشباع، حالات وتجارب.		

رقم المساق	**MCM 230**	**اسم المساق**	**مبادئ الاقتصاد**
المتطلب السابق	**لا يوجد**		
التوصيف	التعريف بعلم الاقتصاد وعلاقته بالعلوم الأخرى، وأساليب التحليل الاقتصادي، والمشكلة الاقتصادية وعناصرها، وتطور النظم الاقتصادية، والتنمية الاقتصادية ومشكلاتها، والتحليل الاقتصادي الجزئي، والادخار والاستثمار في النظرية الاقتصادية، والعلاقات الاقتصادية الدولية		

رقم المساق	**MCM 310**	**اسم المساق**	**الإنترنت والشبكات الاجتماعية**
المتطلب السابق	لا يوجد		
التوصيف	تطور الإنترنت كوسيلة اتصال، أنواع الشبكات الاجتماعية، استخدامات الشبكات الاجتماعية، خصائص الشبكات الاجتماعية مقارنة مع وسائل الاتصال التقليدية، تاثيرات الشبكات الاجتماعية على الأفراد والمجتمع، نماذج الاتصال في الشبكات الاجتماعية، حالات ونماذج دراسية.		

رقم المساق	**MCM 320**	**اسم المساق**	**الحاسب الآلي والتوثيق الإعلامي**
المتطلب السابق	لا يوجد		
التوصيف	مفهوم الأرشفة المحوسبة، برمجيات الأرشفة الصحفية والإعلامية، تخطيط الأرشفة الرقمية، بناء الأرشفة الرقمية، الأرشفة للمواد المطبوعة، الأرشفة للمواد السمعية والبصرية، المتطلبات الفنية للأرشفةن قواعد البيانات على الأنترنت، نماذج وتجارب.		

رقم المساق	**MCM 330**	**اسم المساق**	**النقد الأدبي والفني**
المتطلب السابق	MCM 100		
التوصيف	مفهوم النقد في التراث الأدبي والفني، عناصر النقد الأدبي والفني، العناصر الفنية للنقد في وسائل الإعلام، العناصر الفكرية للنقد، إعداد تقارير النقد الفني، النقد الأدبي والفني كعمل إبداعي، تطبيقات عملية في النقد الأدبي والفني، ربط النقد الفني والأدبي بالنقد الإعلامي.		

رقم المساق	**MCM 410**	**اسم المساق**	**الجغرافيا السياسية**
المتطلب السابق	MCM 200		
التوصيف	مفهوم الجغرافيا السياسية، نظرية هالفورد ماكيندر حول الأقاليم المفصلية في العالم، علاقة الجغرافية بالصراعات وتوزيع السلطة في الدول وعلى مستوى العالم، تطور مفهوم الجغرافيا السياسية عبر التاريخ، الجغرافيا السياسية والنزاعات الدولية والإقليمية الحديثة، الجغرافيا السياسية وتطور الاتصالات والمواصلات، نماذج وتجارب إقليمية وعالمية.		

رقم المساق	**MCM 420**	**اسم المساق**	**تاريخ العالم الحديث**
المتطلب السابق	MCM 410		
التوصيف	تعريف التاريخ الحديث، الأحداث التاريخية البارزة منذ نهاية القرن الثامن عشر حتى الآن، الحروب العالمية الأولى والثانية، الحرب الباردة، نهاية الحقبة الشيوعية، العولمة والثورة التكنولوجية، أحداث سبتمبر 2001، الأزمة العالمية، أحداث وقضايا العالم العربي في الحقبة الحديثة.		

رقم المساق	MCM 430	اسم المساق	التدريب الإعلامي
المتطلب السابق	81 ساعة		
التوصيف	يقضي الطالب 8 أسابيع في التدرب العملي في إحدى المؤسسات الصحفية أو إدارة العلاقات العامة أو شركة إعلان يتعرف من خلالها على الممارسات العملية في صناعة الإعلام والاتصال تحت إشراف مشرف أكاديمي وآخر ميداني، ويقوم بإنتاج عمل إعلامي ووفق معايير رفيعة.		

مساقات تخصص الصحافة

رقم المساق	JRN 205	اسم المساق	الترجمة الصحفية (1)
المتطلب السابق	لا يوجد		
التوصيف	مبادئ الترجمة الصحفية، خصائص اللغة العربية مقارنة باللغة الإنجليزية، فنون وتقنيات الترجمة الصحفية، المصطلحات والمفاهيم الشائعة في العمل الإعلامي باللغتين العربية والإنجليزية، ترجمة الأخبار السياسية، ترجمة الأخبار الاقتصادية والمالية، ترجمة أخبار الحروب والكوارث، تطبيقات عملية ونماذج.		

رقم المساق	JRN 210	اسم المساق	التصميم الجرافيكي والإخراج
المتطلب السابق	لا يوجد		
التوصيف	مساق متوسط المستوى ، يسعى لإكساب الطلبة مهارات التصميم والإخراج ، ويسعى بصورة مباشرة لتزويد الطلبة بمداخل معرفية حول تصميم الجرافيك نظرياً وعملياً ، والإلمام بالأسس والمبادئ التواصلية والفنية لتصميم المطبوعات ، وعناصر البر مجيات المستخدمة : مثل الفوتوشوب ، وأدوبي وأليستر . ويقدم الطلبة في نهاية المساق ملفاً يتضمن إنتاجهم في الصميم الجرافيكي.		
رقم المساق	JRN 215	اسم المساق	صحافة الإنترنت
المتطلب السابق	MCM-310		
التوصيف	**مساق متوسط المستوى ، يسعى إلي تحديد مفهوم صحافة الإنترنت وأنواعها ومزاياها . كما يستعرض نشأة وتطور صحافة الإنترنت ، والصحف الإلكترونية ، وإنشاء المواقع ، وأسس الكتابة على الويب . ويركز المساق بصفة أساسية على صحافة المواطن ، والمدونات ، مع تطبيقات على صحافة الإنترنت في الوطن العربي والعالم .**		
رقم المساق	JRN 305	اسم المساق	الكتابة والتحرير الإخباري
المتطلب السابق	MCM100		
التوصيف	التعريف بالخبر الصحفي وعناصره وأنواعه ومصادره . القيم الأخبارية في المجتمعات المختلفة . وإكساب الطلبة مهارات تجميع وكتابة وتحرير الأخبار للصحافة المطبوعة طبقاً للقواعد النظرية والأسس الفنية . ويركز المساق على التطبيقات العملية والعمل الميداني داخل الجامعة وخارجها		

رقم المساق	JRN 315	اسم المساق	التحرير الصحفي (1)
المتطلب السابق	JRN 305		
التوصيف	مبادئ التحرير الصحفي للصحف والمجلات، مراحل عملية التحرير، اختصار وإعادة كتابة الأخبار، مبادئ الكتابة التحريرية الرصينة، تحرير أخبار وكالات الأنباء، تطبيقات عملية ونماذج.		

رقم المساق	JRN 410	اسم المساق	السرد الرقمي
المتطلب السابق	JRN 305		
التوصيف	تعريف مفهوم السرد الرقمي في عالم الاتصال التفاعلي متعدد الوسائط، الوسائط المتعددة وأنواعها وتطبيقاتها الإعلامية، استخدام الوسائط المتعددة في التعبير البصري، عناصر أسلوب السرد الرقمي، المتطلبات الفنية للسرد الرقمي، نماذج تطبيقية في السرد الرقمي متعدد الوسائط، مشروع تطبيقي		

رقم المساق	JRN 420	اسم المساق	تصميم مواقع الشبكة العنكبوتية
المتطلب السابق	JRN 215		
التوصيف	عناصر التصميم للمواقع الإلكترونية، برمجيات التصميم بلغة HTML، العناصر الفنية المطلوبة لبناء موقع		

	الأنترنت، أدوات التصميم والبناء، عناصر الألوان والخطوط، الصور والنصوص، المحتوى الديناميكين برنامج فلاش ودريمويفر، تطبيقات عملية ونماذج.

رقم المساق	**JRN 430**	**اسم المساق**	**مشروع تخرج في الصحافة**
المتطلب السابق	**فصل التخرج**		
التوصيف	مساق متقدم المستوى ، يطرح في فصل التخرج ، حيث يوظف الطلبة أسس التفكير النقد ، ومهارات الاتصال المتقدمة لإعداد مشروع بحث يتسم بالأصالة والتميز والإبداع في مجال الصحافة المطبوعة أو الإلكترونية . طبقاً لقواعد الممارسات الصحفية وأخلاقيات المهنة يقسم طلبة السنة النهائية إلى مجموعات كل مجموعة تختار عنوانا لمشروع التخرج تحت إشراف أستاذ المساق بحيث يقضي بإنتاج كل مجموعة من الطلاب لصحيفة مطبوعة أو الكترونية حقيقية ويكون كمعمل تدريب للطلاب على العمل الصحفي الحقيقي.		

رقم المساق	**JRN 207**	**اسم المساق**	**التحرير الصحفي (2)**
المتطلب السابق	JRN 315		
التوصيف	تحرير المواد الصحفية المتخصصة، تحرير الأخبار والمواد السياسية، تحرير الأخبار الاقتصادية، تحرير التحقيقات والريبورتاجات، تحرير اللقاءات الصحفية، تحرير المواد المترجمة، نماذج وتطبيقات عملية.		

رقم المساق	**JRN 217**	**اسم المساق**	**الترجمة الصحفية (2)**
المتطلب السابق	JRN 205		
التوصيف	ترجمة الأخبار المتخصصة، الترجمة من العربية إلى الإنجليزية، الترجمة التحريرية، ترجمة التحقيقات والمقالات الصحفية، نماذج وتطبيقات عملية.		

رقم المساق	**JRN 317**	**اسم المساق**	**التصوير الرقمي**
المتطلب السابق	MCM 100		
التوصيف	تاريخ الكاميرا كأداة تعبير بصرية، الخصائص الفنية للكاميرا، أنواع الكاميرات ومكوناتها، لقطات وحركات الكاميرا وزواياها، الصورة الصحفية، معايير الصورة الصحفية الناجحة، الكاميرا الرقمية، الجوانب الإبداعية في التصوير الصحفي، استخدام برمجيات تعديل الصورة الحاسوبية، نماذج وتطبيقات عملية.		

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رقم المساق	**JRN 318**	**اسم المساق**	**الاندماج الإعلامي**
المتطلب السابق	JRN 215		
التوصيف	اتجاهات التطور التكنولوجي بي صناعات الاتصالات والإعلام والحاسوب، مفهوم وتجليات الاندماج التكنولوجي، تأثيرات الاندماج التكنولوجي في الاقتصاد والثقافة، التأثيرات الإعلامية للاندماج التكنولوجي، الإنترنت كمنصة للاندماج التكنولوجي، حالات دراسية ونماذج.		

رقم المساق	**JRN 435**	**اسم المساق**	**الصحافة في دولة الإمارات**
المتطلب السابق	MCM 100		
التوصيف	التطور التاريخي للإعلام في دولة الإمارات منذ منتصف القرن الماضي، السياسات والتشريعات الإعلامية في الإمارات، دور الإعلام في تعزيز التنمية الوطنية والهوية الثقافية، أبرز المؤسسات والشخصيات الإعلامية، الهياكل التنظيمية لقطاع الإعلام، التطور التكنولوجي، الإعلام كقطاع اقتصادي، المدن الإعلامية الحرة، التدريب والتأهيل الإعلامي، تحديثات الإعلام والهوية.		

مساقات تخصص العلاقات العامة

رقم المساق	**PRA 200**	**اسم المساق**	**الكتابة للعلاقات العامة**
المتطلب السابق	لا يوجد		
التوصيف	مبادئ الكتابة للعلاقات العامة، الفرق بين الكتابة للعلاقات العامة والكتابة الصحفية، كتابة البيانات الصحفية، كتابة الخطابات والرسائل، كتابة إعلانات الخدمة العامة، كتابة نصوص العروض التقديمية، كتابة نصوص الأفلام الوثائقية، نماذج دراسية متنوعة.		

رقم المساق	PRA 210	اسم المساق	حملات العلاقات العامة
المتطلب السابق	لا يوجد		
التوصيف	مفهوم حملة العلاقات العامة، تخطيط حملات العلاقات العامة، عناصر حملات العلاقات العامة، الموارد البشرية والفنية المطلوبة، بحوث الجماهير، إعداد الرسائل الإعلامية والاتصالية، تنفيذ حملات العلاقات العامة، إدارة حملات العلاقات العامة، تقييم حملات العلاقات العامة، حالات دراسية محلية وعالمية.		

رقم المساق	PRA 215	اسم المساق	العلاقات العامة في المجال التطبيقي
المتطلب السابق	PRA 200		
التوصيف	تجارب عملية في العلاقات العامة، العلاقات العامة في المؤسسات الحكومية، العلاقات العامة في المؤسسات الاقتصادية والمالية، العلاقات العامة في المؤسسات الصحية، العلاقات العامة الدولية، العلاقات العامة في الطوارئ والأزمات، تجارب ودروس مستخلصة.		

رقم المساق	PRA 310	اسم المساق	استخدام الإنترنت في العلاقات العامة
المتطلب السابق	MCM 310		
التوصيف	مفهوم العلاقات العامة الافتراضية، الإنترنت كبوابة للعلاقات العامة، وسائل الاتصال في العلاقات العامة الافتراضية، بنائ بوابات إلكترونية للعلاقات العامة، المحتوى الإعلامي في بوابات العلاقات العامة، مزايا العلاقات العامة الافتراضية مقارنة بالتقليدية، نماذج وتطبيقات عملية في العلاقات العامة على الإنترنت.		

رقم المساق	PRA 315	اسم المساق	إدارة العلاقات العامة
المتطلب السابق	PRA 200		
التوصيف	عناصر العملية الإدارية، نماذج الإدارة الكلاسيكية والحديثة، الهياكل التنظيمية في العلاقات العامة، الموارد البشرية والمالية المساندة، التخطيط في العلاقات العامة، الخطط الاستراتيجية والتشغيلية، تنسيق الأنشطة والفعاليات الأحداث الخاصة، بناء العلاقات التشاركية مع المؤسسات والمجتمع، تعزيز قنوات الاتصال الداخلية والخارجية، تقييم العمل في العلاقات العامة، نماذج وحالات دراسية.		

رقم المساق	PRA 320	اسم المساق	تصميم المطبوعات الإعلامية
المتطلب السابق	PRA 200		
التوصيف	بناء الصورة الذهنية والمؤسسية، عناصر وأدوات تصميم المطبوعات لتعزيز الصورة المؤسسية، العناصر الفنية والإبداعية، مقومات الصورة المؤسسية والذهنية، تحويل عناصر الصورة إلى مخرجات مطبوعة، البرمجيات والتجهيزات المطلوبة في التصميم، إعداد الرسائل الإقناعية الفاعلة، الجوانب النفسية والاجتماعية والثقافية لبناء الصورة المؤسسية، نماذج وحالات دراسية.		

رقم المساق	PRA 410	اسم المساق	الاتصال التنظيمي
المتطلب السابق	PRA 315		
التوصيف	مفهوم الاتصال التنظيمي في المؤسسات الحكومية والخاصة، نظريات الاتصال التنظيمي، قنوات ونماذج الاتصال التنظيمي في المؤسسات، فاعلية الاتصال التنظيمي في المؤسسات، دور العلاقات العامة في تعزيز الاتصال الداخلي، تخطيط أنشطة الاتصال التنظيمي في المؤسسات، تنفيذ أنشطة الاتصال التنظيمي، الوسائل الشخصية والمطبوعة والإلكترونية، نماذج وحالات دراسية.		

رقم المساق	PRA 420	اسم المساق	مشروع تخرج في العلاقات العامة
المتطلب السابق	فصل التخرج		
التوصيف	يقوم الطالب تحت إشراف مدرس المساق بتنفيذ مشروع في الإعلان يجسد فيه كل ما تعلمه من معارف واكتسبه من خبرات خلا دراسته الجامعية في تخصص العلاقات العامة من خلال إنتاج مشروع في هذا المجال.		

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رقم المساق	PRA 205	اسم المساق	الاتصال الإستراتيجي في العلاقات العامة
المتطلب السابق	PRA 210		
التوصيف	مفهوم الاتصال الإستراتيجي في المؤسسات الحكومية والخاصة، عناصر التخطيط الإستراتيجي في العلاقات العامة، الخطط التشغيلية في العلاقات العامة، بناء السمعة والهوية المؤسسية في العلاقات العامة، بحوث السوق والجمهور، المكونات الإعلامية والإدارية للعلاقات العامة الإستراتيجية، نماذج وحالات دراسية.		

رقم المساق	PRA 225	اسم المساق	المراسم والبروتوكول
المتطلب السابق	PRA 200		
التوصيف	مفهوم المراسم والبورتوكول في الأنشطة والمؤسسات الحديثة، أنواع البروتوكول، البعد الثقافي للبروتوكول، منهجيات البروتوكول والمراسم، أنواع الأنشطة البروتوكولية، بروتوكول الأنشطة الرسمية، بروتوكول الأنشطة غير الرسمية، إدارة الأنشطة البروتوكولية، نماذج تطبيقية.		

رقم المساق	PRA 330	اسم المساق	التسويق الاجتماعي
المتطلب السابق	PRA 215		
التوصيف	مفهوم التسويق الاجتماعين الفرق بين التسوق الاجتماعي والتسويق التجارين نماذج ونظريات التسويق الاجتماعي، الأسس العلمية لأنشطة التسويق الاجتماعي، أنواع ومستويات التسويق الاجتماعي، التسوق الاجتماعي لبناء الصورة الذهنيةن التسويق الاجتماعي لتعزيزالقيم والممارسات الاجتماعية، التسويق الاجتماعي في عصر الإنترنت، تخطيط وتنفيذ أنشطة التسويق الاجتماعي، نماذج وحالات دراسية.		

رقم المساق	PRA 425	اسم المساق	العلاقات العامة الدولية
المتطلب السابق	MCM 100		
التوصيف	العلاقات العامة كنشاط إنساني عابر للحدود، أنواع ومستويات العلاقات العامة الدولية، الأبعد الثقافية والاجدتماعية للعلاقات العامة الدولية، القضايا الساخنة في العلاقات العامة الدولية، إدارة العلاقات العامة الدولية في عالم متعدد الثقافا\ات، تجارب ونماذج منتقاة.		

تخصص الإعلان

رقم المساق	ADV 200	اسم المساق	كتابة النصوص الإعلانية
المتطلب السابق	لا يوجد		
التوصيف	مبادئ كتابة نصوص الإعلانات الصحفية والإذاعية والتلفزيونية، أسلوب إعداد النصوص المقروءة، أسلوب إعداد السيناريو المسموع، أسلوب إعداد السيناريو الإعلاني البصري، تطوير الفكرة الإبداعية وتحويلها لنص إعلاني، خصائص النصوص الإعلانية، تحرير النصوص الإعلانية، نماذج وحالات تطبيقية.		

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رقم المساق	ADV 210	اسم المساق	الإعلان المطبوع
المتطلب السابق	لا يوجد		
التوصيف	مفهوم الإعلان في الصحف والمجلات، عناصر تصميم الإعلان، مراحل تصميم الإعلان، برمجيات تصميم الإعلان الصحفي، دمج عناصر الإعلان النصية والجرافيكية، التأثير الإعلاني، تطبيقات عمليةفي إنتاج الإعلانات المطبوعة، نماذج تطبيقية.		

رقم المساق	ADV 230	اسم المساق	الإعلان الرقمي
المتطلب السابق	ADV 210		
التوصيف	ورشة عمل في الإعلان باستخدام برمجيات الإنتاج الرقمي، الوسائط المتعددة في الإعلان، أنواع الوسائط المتعددة، تطبيقات الوسائط المتعددة في الإعلان، النصوص والفيديو والصوت والصور والرسومات المتحركة، النشر على الشبكة، نماذج وتطبيقات وحالات دراسية.		

رقم المساق	ADV 310	اسم المساق	فنون الترويج
المتطلب السابق	لا يوجد		
التوصيف	مفهوم الترويج كنشاط إعلاني، عناصر العملية الترويجية ومراحلها، أنواع وأهداف الأنشطة الترويجية، بحوث السوق والجماهير، اختيار القنوات المناسبة، تطوير الرسائل الفاعلة، الأنشطة الترويجية للمنظمات التجارية، قياس تاثير الإستراتيجيات الترويجية، نماذج وحالات دراسية.		

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رقم المساق	ADV 320	اسم المساق	استراتيجيات الإعلان
المتطلب السابق	ADV 210		
التوصيف	مفهوم التخطيط الإستراتيجي في الإعلان، عناصر الإستراتيجية الإعلانية ومراحلها، أنواع وأهداف الإستراتيجيات الإعلانية، بحوث السوق والجماهير، اختيار القنوات المناسبة، تطوير الرسائل الفاعلة، الأنشطة التسويقية والإعلانية للمنظمات التجارية، قياس تاثير الإستراتيجيات الإعلانية، نماذج وحالات دراسية.		

رقم المساق	ADV 330	اسم المساق	تخطيط الحملات الإعلانية
المتطلب السابق	ADV 210		
التوصيف	مفهوم الحملة الإعلانية في التسويق المتكامل، التخطيط للحملات الإعلانية، العناصر الفنية والفكرية والبشرية للحملات الإعلانية، دراسات السوق، الاستراتيجيات والأهداف، مراحل الحملات الإعلانية، أدوات وقنوات الحملا الإعلانية، متابعة ةإدارة الحملات الإعلانيةن تقييم تأثيرات الحملات الإعلانية، حالات دراسية ونماذج.		

رقم المساق	ADV 410	اسم المساق	الإعلان الدولي
المتطلب السابق	ADV 200		
التوصيف	الإعلان في عصر العولمة، الشركات متعددة الجنسية وصناعة الإعلان، تأثيرات الإعلان العابر للحدود، التأثيرات الاجتماعية، التأثيرات الثقافية، التأثيرات الاقتصادية، الهيمنة الثقافية وتعزيز الاعتمادية والاستهلاك، اللاعبون الرئيسيون في الساحة الدولية، النظريات العامة للإعلان الدولي، استجابة المجتمعات للإعلان الدولي العابر اللحدود، حالات ودروس.		

رقم المساق	ADV 420	اسم المساق	مشروع تخرج في الإعلان
المتطلب السابق	**فصل التخرج**		
التوصيف	يقسم طلبة السنة النهائية إلى مجموعات كل مجموعة تختار عنوانا لمشروع التخرج تحت إشراف أستاذ المساق ليجسد فيه طلبة المجموعة كل ما تعلموه ويضعون فيه كل ما اكتسبوه من خبرات ليأخذ هذا المساق شكل محاكاة تطبيقية لما سيمارسه الطلبة في سوق العمل حيث يتم العمل عادة في صورة جماعية		

رقم المساق	ADV 215	اسم المساق	الإعلان الإذاعي والتلفزيوني
المتطلب السابق	ADV 200		
التوصيف	مفهوم الإعلان في الراديو والتلفزيون، عناصر الإنتاج الإعلاني في الراديو والتلفزيون، الكاميرا وأجهزة المونتاج الرقمية للصوت والفيديو، تطوير فكرة الإعلان، التخطيط وحصر الموارد البشرية والفنية، إعداد النصوص الإعلانية، توفير المادة المرئية، إخراج المادة الإعلانية، تأثير الإعلان على المجتمع، حالات دراسية، تدريبات في المختبر.		

رقم المساق	ADV 220	اسم المساق	إعلانات الطرق
المتطلب السابق	ADV 210		
التوصيف	مفهوم الإعلان على طرق من خلال اللوحات Billboards، إعداد المحتوى الإعلاني في الطرق، عناصر تصميم إعلان الطرق، قياس تأثير إعلان الطرق، نماذج وتطبيقات عملية.		

رقم المساق	ADV 315	اسم المساق	الاتصال التسويقي المتكامل
المتطلب السابق	ADV 310		
التوصيف	مفهوم الاتصال التسويقي المتكامل، الخليط الإعلامي والتسويقي، بحوق السوق والجماهير، تخطيط أنشطة الاتصالات التسويقية، أنواع ومضامين الاتصالات التسويقية، إدارة الاتصالات التسويقية، تنفيذ الأنشطة الاتصالية-التسويقية المتكاملة، الموارد البشرية والفنية، متابعة وتقييم الاتصال التسويقي، حالات دراسية ونماذج.		

رقم المساق	ADV 325	اسم المساق	سلوكيات المستهلك
المتطلب السابق	ADV 310		
التوصيف	المداخل النظرية لسلوكيات الاستهلاك، العناصر التي تحكم السلوك الاستهلاكي، تأثير السلوك الاستهلاكي على الأنشطة التسويقية، تطبيق استراتيجيات التسويق واتخاذ القرارات، تجزءة المستهلكين والأسواق وفق فئات معينة، تقييم السلوك الاستهلاكي، نماذج وتطبيقات.		

2. Glossary

1. Academic Integrity	Refers to moral behaviors and principles upholding the academic values in terms of respect, honesty, compliance, responsibility and accountability.
2. Academic Responsibility	Refers to the students' academic responsibilities to espouse the academic standards in performance as established for the programs of interest.
3. Academic Violation	Refers to unethical actions for example plagiarism, cheating on examination, fabrication of information and Information and Communication Technology misuse.
4. Academic year	This is the period devoted to teaching which is determined according to the academic calendar.
5. Advisor	Faculty member called 'Advisor' assigned to counsel student, called the 'Advisee' on academic matters.
6. Alumni	Students who have studied in and graduated from Canadian University Dubai.
7. Concentration	Concentrations are best thought of as a grouping of courses which represent a sub-specialization taken within the major field of study. For example a student majoring in biology might have a concentration in genetics, or a student in electrical engineering may have a concentration in telecommunications or instrumentation and control. A concentration may be specified on the diploma or in the student's academic record (transcript).
8. Courses	This is a program of study presented in lectures or other classes with a fixed number of contact hours per week throughout the semester. Each course is given a title and ID number and is related to other course within an integrated curriculum.
9. Credit Hour (Cr. Hr.)	This refers to one lecturer hour or two hours of practical study per week for fifteen weeks.
10. Curriculum	This is a full description for the program. It consists of: • A syllabus of integrated courses that must be passed to fulfill the requirements of the program. • A practical training period which is integrated into the curriculum.
11. Double Concentration	Refers to registration of two concentrations within a program in compliance to its admission policy and guidelines and fulfilling the degree requirement.
12. Major	The major is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs. The major usually requires that a student complete a minimum of 30 semester credits (or equivalent) in the subject area. To earn a double major, a student must meet the subject-area requirements of each of the two majors. Typically a student receiving a degree with a major will be issued a diploma that includes the name of the major: for instance, Bachelor of Arts in History or Bachelor of Science in Biology.
13. Minor	A secondary field of study requiring certain credit hours depending on the academic program of interest

14. New and Returning Students	New students refer to those registering for the first time in Canadian University Dubai whereas the retuning students are those who have studied in previous semesters and return to register in the following semester.
15. Pre – requisite course	This refers to the course that must be passed by the student before being allowed to register in another course.
16. School	The term school may refer to a unit within a university, as noted above, or it may refer to an educational institution that offers education at a secondary or lower level, such as the British School or the Indian School
17. Semester	This is a teaching period lasting for fifteen weeks excluding the examination period
18. Student Exchange	Student studying from foreign institution and allowed to take courses in Canadian University Dubai within the approved academic duration based on the student exchange program agreement
19. Student ID Card	Canadian University Students identification card providing and managing access to university facilities and services
20. Transfer Credit	It is a term used for the procedure of granting credit to a student for courses undertaken at another institution prior admission to Canadian University Dubai.
21. 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

UNIVERSITY CAMPUS MAP & LOCATION

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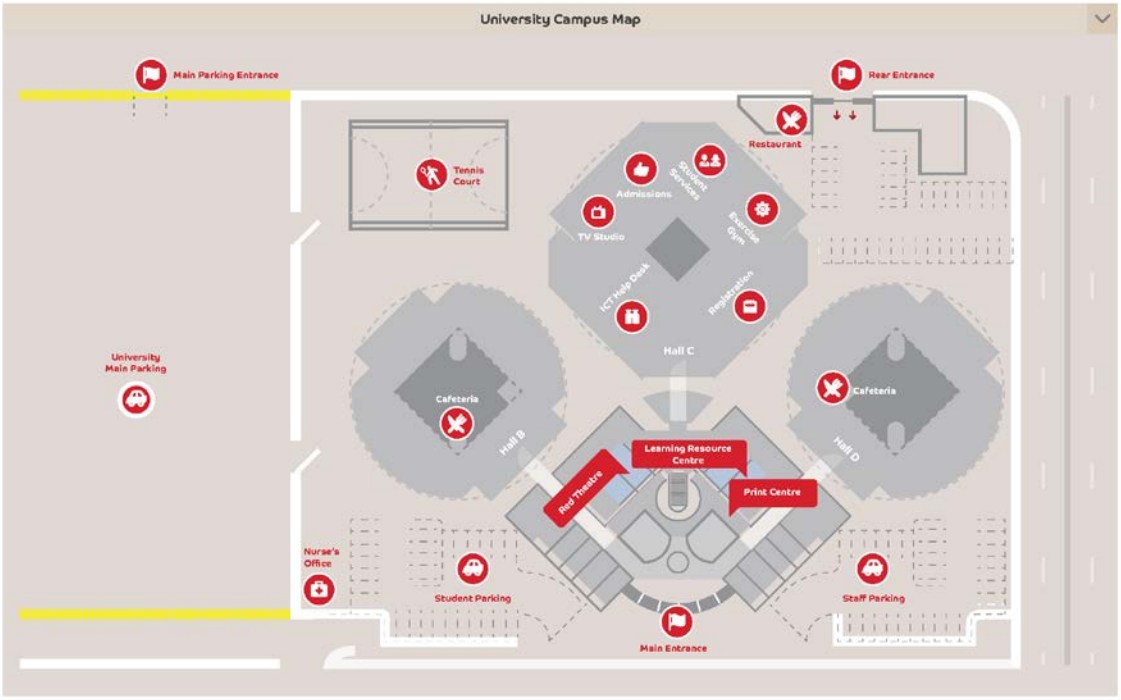
University Campus Map



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