

# American University for Leaders



## Catalog 2020-22

# American University for Leaders

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# American University for Leaders

## Mission Statement

AUL provides flexible and accessible quality educational programs while striving to maintain a cost profile that is attractive to intellectually capable students in the firm belief that it is only through education and development that human beings can learn tolerance and understanding.

## Objectives

- ❖ To provide specialized, high quality education as preparation for further study or future employment in positions of responsibility within a wide range of business, social and public organizations.
- ❖ To use traditional and modern instructional techniques and technology to the best advantage so as to enhance and enrich students' achievements of their educational and career goals.
- ❖ To provide educational opportunities to persons already employed or engaged in business, allowing them to pursue undergraduate and graduate degree programs without interrupting their careers and without any compromise on the quality of education.
- ❖ To offer educational programs, both on campus and distance learning, to students of all nationalities worldwide.
- ❖ To improve the quality, talent, and skills of individuals to help them lead a successful life as professionals and responsible citizens.
- ❖ To pursue vigorously improvements in the quality of higher education through dedicated commitment to teaching, training, and research.
- ❖ To use high technology information systems in all phases of academic as well as administrative aspects of the University program.
- ❖ To undertake such additional programs and activities as essential to the achievement of the above listed objectives

# American University for Leaders

## Foreword

This catalog supersedes all previous catalogs, bulletins, and announcements published by American University for Leaders. It describes programs to be offered by the University from fall 2019. Students enrolled in certificate, undergraduate and graduate courses both before and after that date will be deemed to be bound by all regulations published herein and it is an individual student's responsibility to apprise him or herself of the contents of all such regulations. While every effort is made to ensure that the information in this catalog is correct and up to date at the time of issue, the University reserves the right to offer specific courses in any one semester and to alter and amend regulations if they are found to be unsatisfactory for prevailing circumstances. All such amendments and alterations will be communicated via the immediate publication and advertisement of bulletins and announcements duly authorized by an officer of the university and will be incorporated into the catalog at the earliest opportunity.

The University cannot be held responsible for typographical errors or omissions herein and emphasizes that the content hereof exists for the purpose of information only. The content of this catalog may not any circumstance be construed as evidence of contractual obligation which shall in all cases consist of individual agreements between students and University duly signed by the former and ratified by a duly appointed officer of the latter.

American University for Leaders (AUL), offering American education and research facilities, was established in 1984.

The University changed its name to American University in London (AUL) on September 1<sup>st</sup> 1993, previously it was The American University of London (AUL). The name was changed again to American University for Leaders (AUL) on April 15<sup>th</sup> 2016.

American University for Leaders (AUL) is a non-profit institution and is part of the independent sector in higher education. We are not a British university. Nor do we offer British qualifications.

# American University for Leaders

## President's Message

Dear Student:

It is my pleasure to welcome you to the American University's program.

American University for Leaders is a dynamic institution providing the flexible types of study required for today's world. This it achieves while retaining the highest academic standards. AUL places its emphasis on the individual and his or her requirements.

Education in the world today has taken a turn for the better. More and more people are realizing that education paves the way for a better life, offering a helping hand to those who need it. Knowledge breaks down all barriers of color, creed, and belief.

Have you an educational need, either for a first, master's or doctorate degree?

AUL opens the route to you. You may become a full-time (resident) student or alternatively follow a part-time program while earning a living with another pursuit. There is an opportunity for you to join as an external (non-resident) student, where the distance learning center will cater to your needs with a supervised study and research program which you can pursue at your own pace and in your country of residence.

At AUL, the system is American in origin, but the curriculum reflects the interests of students from all parts of the world. London is the crossroads of the world and offers a wide European perspective for students from the developing world. Such students, in particular, are given a warm welcome and much support by American University for Leaders.

"Richness in diversity" might well be a slogan to describe the range of programs and opportunities. A course taken from this University should be thought of as a lifetime investment since the information within these outstanding courses will inform your whole life. We trust that the result of your inquiry will result in joining the ever-growing list of those who have proudly graduated from AUL. Many alumni are in well-paid professions, receiving recognition for their achievements in their working and social life. Enroll with American University for Leaders I am confident that you will not be disappointed.

Sincerely,

Professor Hussein. Alzubaidi

# American University for Leaders

## AUL Contact Information

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Stockley Park, Uxbridge, Middlesex  
UB11 1FW, UK

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Fax: +44(0)207-900-2362

Electronic mail:

1. Undergraduate admission: registrar@aul.edu
2. Graduate admission: grad@aul.edu
3. General inquiries: info@aul.edu

American University for Leaders admits students of any religion, race, sex or national origin to all rights, privilege programs and activities generally accorded or made available to students of AUL; and does not discriminate on the basis of religion, race, national origin, sex, in the admission policies, administration of educational policies, or other University administered programs.

## Undergraduate Schedules

Undergraduate programs for Freshman and Sophomore students are arranged on a semester basis. Semesters begin in either January or September of any year according to semester designation. This means that, normally, semesters, I and III begin in September and semesters II and IV begin in January.

Final registration for semesters I and III must be completed by the second Monday in September. Final registration for semesters II and IV must be completed by the third Monday in January. September programs will begin on the third Monday of the month and will end on the second Friday of December, followed by one week of examinations. January programs will begin on the fourth Monday of the month and will end on the third Friday of April, followed by one week of examinations.

A typical schedule (for January and September Semester) is reproduced below:

	Fall	Winter (Master only)	Summer
	Sep.-Dec.	Jan-Apr.	May
Registration:	1 <sup>st</sup> week	2 <sup>nd</sup> week	2 <sup>nd</sup> week.
Courses begin:	2 <sup>nd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week.
Courses end :	17 <sup>th</sup> week	18 <sup>th</sup> -week	Aug 2 <sup>nd</sup> week.
Examinations:	19 <sup>th</sup> week	20 <sup>th</sup> -week	Aug. 4 <sup>th</sup> -week

Additional short summer semester programs are available, typically of ten weeks' duration, running from the third Monday in May to the fourth Friday in July. Final registration on such programs MUST be complete by the second Monday in May.

**IMPORTANT NOTICE:** *The provision of full-time undergraduate programs is an expensive undertaking. If student registration on such programs does not (on or other grounds) render their provision economically viable, the University reserves the right to withdraw them. Registered students will be informed of the cancellation of any programs as soon as possible - and certainly no later than three working days after registration is closed. Provided that intending students are in agreement, the University will endeavor to secure equivalent or similar placements at AUL affiliated colleges mentioned elsewhere in the catalog. Otherwise, ALL FEES PAID WILL BE REFUNDED, NOTWITHSTANDING THE PROVISIONS OF EXISTING REGULATIONS CONCERNING THE REFUND OF FEES OUTLINED ELSEWHERE IN THIS CATALOG*

# American University for Leaders

## Other Schedules

Semester programs in English as a Foreign Language will normally anticipate undergraduate programs by one calendar week. Details of semester duration are provided at the appropriate point in the catalog.

Senior year and other transfer students will normally be required to adhere to the semester schedules indicated for other undergraduates but in some disciplines, more flexible arrangements may be made. Consult the Academic Registrar for details.

The Master of Business Administration program will adhere to the semester schedules outlined for Undergraduate courses, save that the short summer semester will be mandatory. Registration dates for MBA programs will be the same as for undergraduate programs. Students intending to enroll in other postgraduate programs may do so at any time of the academic year.

# American University for Leaders

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# American University for Leaders

## General Regulations Full-Time Degree Programs

Full-time students must comply with appropriate regulations governing admissions and conduct.

External Degree Programs of American University for Leaders are offered through the University's Distance Learning Centre. The Centre is established for those individuals who are unable to attend University or College for full-time study due to full-time or part-time employment, business commitments, physical handicaps or domestic responsibilities. These prospective students may already have accumulated advanced knowledge and experience, and thus some credits, by attending academic or professional undergraduate or graduate courses by one or more of the following, which may be counted towards an AUL degree:

1. University or College Courses
2. Corporate or Professional Training Programs.
3. Military Training Programs.
4. Nationally Approved Examinations.
5. Independent Study.

The AUL may award credits for courses or examinations taken by any of these methods.

### Determining the Number of Credits, You May Have Accumulated

The American Council of Education, Washington DC, USA, has evaluated more than 12,000 non-collegiate courses offered by military, business organizations and trade associations and has officially declared that they are equal to college-level courses offered for various degree credits. The Council's evaluations are accepted by American University for Leaders as well as by most universities and colleges offering the American program of education. In the United States, five governments recognized agencies evaluate credentials.

## Graduate Degree Programs at AUL

Applications for admission to graduate programs may be accepted by the University throughout the year.

Regulations Governing the Preparation and Submission of Dissertation and Theses (Details are published separately in a booklet of the same name.)

**Doctor of Philosophy (Ph.D.):** The degree of Doctor of Philosophy (Ph.D.) may be awarded by the University in recognition of the successful completion of a supervised program of study and research culminating in a Doctoral degree thesis which very significantly contributes to learning in a student's field of specialization.

The thesis must provide evidence of the candidate's indisputable ability to carry out a systematic study and research in his/her field and relate the results of such a study to the general body of knowledge in that field.

### Master's Degree (MBA/MA/MEd/LLM/MS):

A Master's degree may be awarded by the University in recognition of the successful completion of a supervised program of study and/or research culminating in a Master's degree thesis, which significantly contributes to learning in a student's field of specialization.

The thesis must provide evidence of a candidate's ability to carry out a systematic study and/or research in his/her field and relate the results of such a study to the general body of knowledge in that field.

# American University for Leaders

Undergraduate and graduate students who are required to write a dissertation or a thesis for their degree programs must:

1. Carry out the supervised study and research on a particular research project under the supervision of an Academic Supervisor.
2. Submit a progress report every three months.
3. In addition to the final progress report, two copies of the original dissertation or thesis should be submitted.
4. Each copy of the dissertation or thesis submitted to the University must include a DECLARATION signed by both the student and his/ her supervisor that the work presented is original.
5. The University reserves the right to withdraw a certificate, diploma or degree if, at any stage, it is discovered that the DECLARATION made in a dissertation or thesis is false or misleading. The University follows a FIVE-step procedure for its graduate programs, as given below:

## **Step One: Evaluation**

The student submits an application for admission with copies of all certificates, degrees, diplomas, transcripts, details of courses taken elsewhere, results of all examinations and any other supporting documents, including details of relevant professional experience.

Upon receipt of a student's complete application for admission, the Director of Evaluation and Admission calculates and assigns the number of credits to the applicant based on details submitted with his/her or her application. The maximum number of credits that may be awarded for prior academic achievements are given elsewhere in the Catalogue.

## **Step Two: Study Plan**

In Step Two, the University appoints a Faculty Coordinator to each student who then prepares a Study Plan for his/her or her degree program. The Study Plan includes the following:

1. Goals of the Study Plan.
2. Methods of meeting these goals
3. The time required for completing the degree program. Appointment of Academic Supervisor(s).

## **Step Three: Completion Of Study Plan**

In Step Three, the student undertakes and completes the assigned courses or a program of study and research within the Study Plan framework.

The supervised study and research usually culminate in a dissertation or thesis, which is submitted to the University for evaluation and examination.

## **Step Four: Evaluation and Examination**

In step Four, the University evaluates and examines the course work/study program/the dissertation or thesis completed by the student. The University reserves the right to appoint more than one examiner for each student. Decisions of the examiner(s) are binding on the University and the student.

## **Step Five: Results and Award of Degrees**

After the report(s) by the examiner(s), the University declares the results and awards degrees to successful students.

## **Failed Students**

The University may allow failed students to re-sit their examinations or resubmit their dissertation/thesis for examination, provided that examiner(s) has made such recommendations, and any recommendations for the improvement of a dissertation/thesis have been carried out by the candidate.

# American University for Leaders

## Academic Regulations

### (i) The Semester System

American University for Leaders follows the semester system in which the year is divided into two academic semesters of 15 weeks each. Courses are taught for 15 weeks each semester. Many courses require two or more semesters to complete. A student taking a 3 credit course must attend that course for three hours per week for 15 weeks (45 hours) and pass the requisite examination to earn 3-semester credits. Any credits transferred from other universities or colleges will be translated into semester hour credits.

### (ii) Hour Load

Students are required to enroll for at least 5 but not more than 21 credit hour courses. Students showing excellent performance may apply to the Registrar for additional courses, which must not exceed 24 credits during any quarter.

### (iii) Grades

Following grade points are applied in the AUL examinations:

- A = 4.00 (outstanding)
- B+ = 3.75 (excellent)
- B = 3.50 (very good)
- B- = 3.25 (good)
- C+ = 2.75 (above average)
- C = 2.50 (quite satisfactory)
- C- = 2.25 (satisfactory)
- D+ = 1.75 (pass)
- D = 1.50 (poor)
- D- = 1.00 (unacceptable)
- F = below 1.00 (fail)
- I = incomplete
- W = withdrawn
- TC = Transfer Credit

The lowest acceptable grade for credits is D. Students who do not complete the requirements of a course will receive the notation NC (no credit). If a student has not completed a course, he would receive the notation I, which would automatically change to NC. (If the course grade has been submitted to the Registrar, it cannot be changed to NC and becomes a part of a student's permanent record).

### (iv) Percentage of Grade

- A = 90 to 100% marks (4.00)
- B = 80 to 89% marks (3.00)
- C = 70 to 79% marks (2.00)
- D = 60 to 69% marks (1.00)
- F = below 60% marks

### (v) Grade Point Average (GPA)

American universities and colleges report the overall performance of a student in terms of grade point average or GPA. It is calculated as follows: If a student has obtained grade A (4.00) in a course, and grade B (3.00) in another course, his GPA for both the courses in a semester system with 3 credits each will be  $4 \times 3 = 12$ ;  $3 \times 3 = 9$ ;  $12 + 9 = 21$  divided by 6-semester units for both courses = 3.5.

It is necessary to maintain a certain GPA for various degrees in the USA. For example, a GPA of C (2.00) for a Bachelor's degree and a B (3.00) for a Master's and a Doctorate is required.

### (vi) Examinations

The final examinations are held during the week before the end of each quarter. All students are required to appear at the examination according to the schedule.

# American University for Leaders

## **Important Notice**

If for any reason a student is absent from an examination, he/she will be required to give in writing a justifiable reason for his/her absence to the Registrar, the acceptance of which is entirely at the discretion of the Registrar.

## **(vii) Results**

The results will be declared before re-registration for the next quarter begins. The results declared by the Registrar are final and are binding on students and their representatives, parents, and guardians.

## **(viii) Conduct of Students**

All students of the AUL are individuals coming from various cultural backgrounds. It is expected that they will respect and value the multicultural academic environment made available to them. They are expected to be sensitive to the host nations' customs and manners, to show a sense of personal responsibility and good behavior, and to respect the rights and feelings of others.

If a student is observed to be unwilling or unable to abide by the rules of conduct, he or she may be required to withdraw from the University.

A STUDENT WHO JOINS THE UNIVERSITY ACCEPTS THE AUL CODE OF CONDUCT AND AGREES THAT DECISIONS OF THE UNIVERSITY FOR VIOLATING THIS CODE ARE BINDING.

## **(ix) Attendance**

All students must attend their classes and Official University events. A student may be required to withdraw from a course if, in the opinion of his tutor/Academic Committee/Registrar, his repeated absence indicates unsatisfactory progress.

## **(X) Second Degree Policy**

If a student already holds a Bachelor's degree in a recognized College/University, the AUL may award up to 93-semester credits on the basis of his/her degree (after course evaluation) to be applied towards the Bachelor's degrees mentioned in this Catalogue.

### **Restrictions**

- No credit would be awarded for course work below grade C, (2.00 or equivalent).
- The first-degree courses must be distributed in specific areas and at specific levels.
- All requirements for the degrees mentioned in this catalog must be met.
- All the remaining number of credits required for the US Bachelor's degree must be new work.
- For satisfactory evaluation of their first degree
  - course work, students should contact one of the
  - Credential Evaluation Agencies in the USA
  - mentioned in this catalog.

## **(xi) Research Degrees**

All candidates for Masters or Ph.D. programs at the university are required to submit detailed research proposals for the consideration of the appropriate faculty. Applicants are asked to pay particular attention to the questions of academic relevance, practical application, and availability of primary sources.

Such details should be provided in abstract form and must not exceed 500 words. Applicants shall be required to submit these details either with the application for enrolment or no later than one month following registration on an academic program.

## **(xii) Laboratory Facilities:**

AUL students requiring laboratory facility should make their own arrangements for access to such facilities. In certain cases, the university is able to make these facilities available.

# American University for Leaders

## Graduation Regulations

The following conditions are mandatory for all students intending to graduate:

1. No credit will be granted below (2.00) for any course.
2. A cumulative grade point average of C (2.00) for undergraduate programs and B (3.00) for graduate programs are required.
3. All Minor and Major course requirements must be met.
4. No degree may be awarded on the basis of advanced credits alone.
5. All dues and fees must be paid.
6. A student's PROGRAM may be terminated if his progress towards a qualification is judged unsatisfactory. The student has the right to appeal to the Registrar within two weeks of such termination, who may request the Academic Committee to hold a hearing before the end of the following registration period. The decisions of the Academic Committee are final and binding on both parties.
7. A student may be refused a degree/grades for serious academic or personal misbehavior, or he may be expelled from the university on a temporary or permanent basis. The student may appeal against this decision within two weeks, to the Registrar, who may request the Academic Committee to convene a hearing. The Committee would then send its recommendations to the President for his/her decision to be communicated to the student through the Registrar.

# American University for Leaders

## Tuition fees (per year) \*\* 2020-2021

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### Full-time Programs

Application fee	£150
a. All Certificate Course (English, Business Studies, Computer Science)	£4000
b. BA, BBA, BSc, etc.	£7000
c. MA, MBA, Med, MS, LLM	£8000
d. PhD	£8000
e. All Diploma Courses (Non-Degree Course (per Semester Credit hour)	£6000
Examination fee	£250
Graduation fee	£250
Transcript fee	£100
Postal charges	£100
Library fee	£150

### External Programs (Distance/online Education)

Application fee	£150
a. MA, MBA, M.Ed., LLM	£7500
b. PhD	£7500
Examination fee	£250
Graduation fee	£250
Transcript fee	£100
Postal charges	£100
Library fee	

**\*\* Fee will be reviewed yearly**

# American University for Leaders

## Explanation of Fees

The University wishes to stress that it cannot achieve its aims and objectives without charging fees for the courses that it offers, although it strives to keep these as low as possible. Students wishing to enroll at the University should be mindful of the financial obligations they are likely to incur and are requested to consider very carefully the terms and conditions of any offer of admission. Signed acceptance of the offer of a place at the University will be constructed as recognition of contractual obligation.

### **1. Application Fee**

The University charges no application fee to students submitting applications for admission.

### **2. Registration Fee**

The registration fee is paid by all students at the time of registration and is non-refundable.

### **3. Tuition Fee**

Full-time students coming from overseas to study at the AUL must pay their tuition fee in full in advance. The AUL follows the semester system and an undergraduate student takes 5 courses of 3 credits each during each of the two 15 week semesters. For External (non-resident) students at the AUL, the tuition fee is charged for the whole year. They may pay their fees in up to two installments.

### **4. Examination Fee**

This fee is payable at the time of acceptance of admission and is refundable.

### **5. Transcript Fee**

This fee is payable by students who require their transcripts to be sent to other universities/colleges/employers etc. and is non-refundable.

### **6. Postal Expenses**

These are charged to students on external degree programs in advance and are non-refundable.

### **7. Graduation Fee**

This fee is payable in advance by all students. The graduation fee is refunded if a student fails to graduate from the University.

### **8. Payment in Us Dollars**

The University accepts payment of tuition fees in US dollars at the prevailing rate of exchange. Students wishing to make their payments in US dollars must obtain the University's permission to do so.

### **9. Deposit**

Students who return acceptance forms are also required to pay a fee deposit of £3000 before issue any visa letters. In case visa is refused the tuition, fee deposit is refunded after deducting a £300 administration fee.

# American University for Leaders

## Tuition Fee Refund Policy

### Withdrawal from the University:

The University takes it for granted that all intending students will have thought long and hard about their reasons for applying for admission. Nevertheless, it is understood that there are many reasons for wishing to withdraw even after courses have commenced. The University's policy on withdrawal is as follows: -

1. No refund is permitted in cases of withdrawal from certificate courses once classes have commenced.
2. No refund is permitted in cases of withdrawal from undergraduate and graduate courses once tuition has commenced in the semester in which a student was offered admission.
3. After acceptance of the offer of admission, and prior to the commencement of courses, refunds shall be payable, subject to the following deductions: -
  - a) 1- 3 days: £ 400 deduction
  - b) 4-30 days: £ 900 deduction
  - c) 31-60 days: £1200 deduction
  - d) 61-90 days: £2000 deduction
  - e) 91 days and over: no refund.
4. No refund is permitted if a student enters the UK on a student visa obtained as a result of a request from AUL to the British Embassy/High Commission board or an extension of a Student Visa obtained through AUL.

### Important Notice:

ALL students registering on any program of study at AUL are required to sign and return a Notice of Acceptance of the terms and conditions of any offer of a place made. In the unlikely and certainly exceptional circumstances that the signed form is unforthcoming or otherwise misplaced, misfiled, destroyed in error, etc. ANY PAYMENT MADE on account of fees shall be construed as such an acceptance.

5. All dates shall be calculable from the date of acceptance of an offer of a place on the course in question.
6. Students on courses of more than one year's duration are required to pay fees annually either in advance or in agreed installments. Students paying by installments who withdraw from courses of study, subject to the specific exemptions hereinbefore set out, may be liable to the University in respect of the entire annual fees for the course in question. At the commencement of each academic year of a student's course, the student will be required to re-enter a contract with the University, to which the previous regulations will apply.
7. All students wishing to withdraw after the commencement of their academic Program must obtain and complete a form of "Notice of Intention to Withdraw" from the Office of the Registrar and complete the form in all particulars.

### Non-Payment of Fee

1. A full-time student who fails to pay his/her or her tuition fees may be expelled after written notice has been served. The University will send a full report to the Home Office in the case of overseas students. In all cases, legal proceedings for recovery of money owed may be commenced.
2. An external (non-resident) student who fails to pay his or her tuition fee may have his or her studies terminated by AUL.

### Notice of Withdrawal

A student wishing to withdraw from the University must do so by notifying the Registrar in writing. The date of withdrawal is defined as the day on which the University receives the written request for withdrawal.

If the University asks a student to withdraw from a particular program of study, the date of withdrawal shall be determined as the date of such notice.



# American University for Leaders

## Admission

### **(i) Entrance Requirements**

#### **Undergraduate Programs**

Applicants who wish to be considered for undergraduate studies should normally possess, or expect to obtain, the appropriate pre-university qualifications necessary to join an undergraduate program of an American or a British University OR possess an alternative qualification approved by the AUL or sit a Challenge examination for which a fee is payable.

#### **Graduate Programs**

Applicants who wish to be considered for graduate studies should normally possess an appropriate honors degree or higher degree from an American or British University, or an equivalent qualification approved by the AUL. Applicants who do not have these qualifications may be required to take a preparatory course of study before being admitted to their chosen program or may be required to sit a challenge examination for which a fee shall be payable.

### **(ii) English Language Requirements**

All teaching at AUL is in English. Students whose native language is not English must satisfy an English language requirement before admission.

Students who wish to enter university. As an international student, you will be required to have a good level of English before you start your course (minimum score: TOEFL 500; IELTS 5.5), so the AUL offers a course specially designed to raise your English language competence to the operational level. It provides comprehensive preparation for the student whose English language abilities need to be improved before the commencement of the degree program.

### **(iii) HOW TO APPLY**

Applications for admission to the University should be returned by registration airmail with attested copies of relevant academic certificates and four passport size photographs.

### **(vi) Telephone Numbers and AUL Timings**

AUL working hours are from 9 am to 5 pm, Monday to Friday, except public holidays.

Telephone: +44-207-263-2986

Facsimile: +44-207-900-2362

Email: info@aul.edu

Students calling the University from other countries should first check the time difference between the United Kingdom and their country of residence.

### **(v) Registration Dates**

#### **Full-Time Undergraduate Programs**

Each student is required to present himself for registration for the program of study for which he/she has been accepted. Registration will take place on a date or dates announced by the registrar.

#### **Full-Time Graduate Programs**

Full-time graduate programs of study and research may be started at any time during the year. External Degree Programs External degree programs may be started at any time during the year.

### **(vi) Financial Guarantee**

Students are required to pay the tuition fee in full, in advance, and sign a statement confirming that they will be able to maintain themselves for the duration of their studies.

### **(vii) Accommodation and Transport**

The Accommodation Officer offers help in arranging accommodation in London, and students must write to him at the time of acceptance of the offer of admission. The Accommodation Officer also advises students on travel in Britain.

# American University for Leaders

## **(viii) Insurance**

All students are required to carry their own health and accident insurance, beginning from the date of departure from the country of residence until return.

## **(ix) Visa Regulations**

All overseas nationals who wish to enter the United Kingdom for study must satisfy the Immigration Officer at the port of entry that they meet the requirements of the Immigration Rules relating to students. Some nationalities must obtain prior entry clearance before traveling to the United Kingdom. Others who do not require entry clearance may find it helpful to obtain it anyway, in order to facilitate their passage through UK Immigration Control (except European Community nationals). Students admitted to the United Kingdom may find that they need to stay here longer to finish their courses or take other courses.

In such cases, they may apply for extension of visa either by post to the Immigration and Nationality Department, Luna House, Wellesley Road, Croydon CR9 2BY, Surrey, UK or in person at the Public Enquiry Office there, before their current leave to remain expires, but no more than two months before that. Applications for further leave to remain is a student's responsibility, as is Police Registration although the University will assist with references, advice, etc. in appropriate and genuine cases.

## **(x) Police Registration**

A foreign national aged 16 or over who is granted leave to study, may be required to register with the Police if leave granted will extend his stay beyond six months. Such a requirement is stamped in the student's passport and he is required to present himself to the nearest police station (or the Aliens Registration Office in London) within seven days of the requirement being imposed.

## **(xi) Employment Restrictions in the UK**

Students (except those undertaking graduate medical studies and European Community nationals) are generally restricted from taking employment, but they may seek the consent of the Department of Employment to take work in their free time or during vacations.

Permission is given only if there is no suitable resident labor. The prospective employer should make applications to take part-time or vocation work to the local employment office or job Center on their forms OW1. The student will be required to produce, in addition to Passport (and Police Registration if held), a letter from the university/college including:

- a. Confirmation of student status,
- b. The length of the course concerned,
- c. Confirmation that part-time or vocation work can be taken without interfering with studies, and for how long.

If the Immigration Officer imposed a condition prohibiting employment on someone who later establishes satisfactorily that he/she is engaged in a full-time course of studies, the condition may be varied to one permitting him to take approved employment. Except as mentioned in this paragraph, employment is inconsistent with student status.

## **(xii) Veteran Benefits (US FORCES)**

Veterans wishing to enroll at AUL should first ask the Veteran's Administration if they qualify for veteran's benefits.

# American University for Leaders

## Policies and Procedures Governing Student Conduct

### Academic Honor Code

To a large extent, a University's reputation depends upon the quality and the integrity of the academic work that its students produce. Maintaining high standards of academic honesty is the responsibility of both American University for Leaders' students and faculty.

As students begin or continue their career pursuits, it is critical that they bring high ethical standards to their work. The Academic Honor Code System at American University for Leaders will strive to enhance both the learning environment and the rules of decorum of the University and the ethical awareness in each student.

The Academic Honor Code System at American University for Leaders is designed to promote academic honesty throughout the institution. This Honor Code document describes:

1. How the University defines Academic Dishonesty.
2. How the University defines a respectful learning environment,
3. The procedures to be followed when a student has been cited for violations for the Academic Honor Code which includes the Respectful. Learning Environment and the possible consequences of that action,
4. The appeal processes available to the student,

### 1. Definition of Academic Dishonesty

**A. Cheating:** An act or attempted act by which a student seeks to misrepresent what he/she has mastered an academic exercise. Cheating includes but is not limited to the following examples:

1. Copying from others during an examination;
2. Collaborating on a test, quiz, or project with others without authorization;
3. Using unauthorized materials to complete an exam or assignment;
4. Programming of notes, formulas, or other aids into a programmable calculator or electronic dictionary without prior authorization;
5. Using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain unauthorized information during an exam;
6. Using online resources such as Web sites or e-mail while completing an on-line exam without the permission of the instructor.
7. Copying computer files from another person and representing the work as your own;
8. Taking an exam for another student or permitting someone else to take a test for you;
9. Allowing others to do research or writing of an assignment; e.g.,
  - a. Using the services of a commercial term paper company,
  - b. Using the services of another student,
  - c. Using Internet services to access another's work;
10. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second instructor (and the first instructor if the courses are concurrent at AUL);

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B. Fabrication: the use of invented information or the falsification of research or other findings. Fabrication includes but is not limited to the following examples:

1. Citation of information not taken from the source indicated. This may include Incorrect documentation of secondary source materials; e.g., using the bibliographic information from a source instead of going to the original source yourself;
2. Listing sources in a bibliography not used in the academic exercise;
3. Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data;
4. Submitting as your own any academic exercises prepared totally or in part by another.

C. Plagiarism: the inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. Plagiarism includes, but is not limited to the following examples:

1. Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source; utilizing another person's ideas, opinions, or theory without acknowledgment of the source;
2. The use of resources without documentation on a task that is to be completed without resources;
3. Copying another student's essay test answer;
4. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
5. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

D. Academic Misconduct: other academically dishonest acts. Academic misconduct includes but is not limited to the following examples:

1. Stealing, buying, or otherwise obtaining all or part of an un-administered exam;
2. Selling or giving away all or part of an exam, including answers; e.g., telling someone in the 10 a.m. class what was on your 8 a.m. class exam;
3. Bribing another to obtain an exam;
4. Copying and distributing an un-administered exam;
5. Continuing to work on an exam or project after the specified allotted time has elapsed;
6. Changing, altering, or being an accessory to the changing or altering of a grade on a test, assignment, or project;
7. Logging on an account (e.g. computer-related, internet) without the knowledge or permission of the owner;
8. Changing, deleting, and adding to the programs, files, and data without authorization of the owner;
9. Stealing program data and machine resources.
10. Falsifying an excuse to obtain an extension on a deadline for a test, assignment or project.

# American University for Leaders

## 2. Definition of a Respectful Learning Environment

In order to promote and maintain a respectful and effective learning environment, American University for Leaders expects all people-faculty, staff, students & guests-to adhere to the following Rules of Decorum while on the American University in London Campus.

1. Respect for every single individual is to be demonstrated in all interactions and communications at all times.
2. Courtesy and politeness are expected from each and every individual in all settings at all times. The use of hate language or name-calling will not be tolerated.
3. Personal, extraneous conversations should take place outside the classroom setting.
4. Students are expected to make every reasonable effort to avoid arriving late for class. If students do arrive late, they are expected to quietly enter the classroom without disturbing the faculty or their fellow students
5. No television sets, radios, cell phones, headsets, or noise-making beepers or pagers are permitted in operation in the classroom setting. Exceptions may be granted by individual faculty members.
6. Violent actions of any nature on any location of the campus will be dealt with under the full extent of the law.
7. All posted rules in designated areas (e.g. Library, Computer Laboratories, ARC) should be respected and followed.

### 3. Procedures for Handling Violations of the Honor Code and Respectful Learning Environment

Any student, staff or faculty member has the right to report suspected violations of the Academic Honor Code or Respectful Learning Environment to the instructor of the course or the appropriate dean.

The instructor/dean should handle suspected violations in the following way:

1. Satisfy oneself that there is credible evidence that a violation has occurred.
2. Document everything completely.
3. Take action appropriate to the violation.
4. Submit a Violation Report to the Chair of the academic Honor Code Committee. The instructor/ dean should only submit the Report and keep the supporting evidence in their file for a minimum of two years.
5. Notify the student in writing before submitting final grades for the course that a Violation Report has been filed. This can be done in person or by e-mail.

Any student, staff or faculty member has the right to report suspected violations of the Academic Honor Code or Respectful Learning Environment to the instructor of the course or the appropriate dean.

The instructor/dean should handle suspected violations in the following way:

1. Satisfy oneself that there is credible evidence that a violation has occurred.
2. Document everything completely.
3. Take action appropriate to the violation.
4. Submit a Violation Report to the Chair of the academic Honor Code Committee. The instructor/ dean should

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only submit the Report and keep the supporting evidence in their file for a minimum of two years.

5. Notify the student in writing before submitting final grades for the course that a Violation Report has been filed. This can be done in person or by e-mail.

The instructor of the course should handle an incident of student academic misconduct by one of the following means:

- ❖ reprimand,
- ❖ assignment of additional work,
- ❖ re-examination,
- ❖ lowering the assignment or course grade,
- ❖ assigning an "F" in the course.

All communications with the student should be in private and completely documented. The instructor/ Dean should apprise the student of the appeal process available to him/her

## 4. Student Appeal Process

Students may appeal to the faculty/dean action to the Academic Honor Code Committee. The appeal should be handled in the following way:

Student's appeals must be made in writing and submitted within ten working days after the written notification of the faculty action. The written appeal should include a brief summary of the violation of the Academic Honor Code, the faculty/dean action taken, and the student's reasons for appealing the action. The appeal should be submitted to the Chair of the Academic Honor Code Committee. The Academic Honor Code Committee will hold a formal hearing to consider the appeal. People involved in the hearing process have the following rights and responsibilities:

### **The Student:**

1. Shall be sent a written notice of the hearing specifying the suspected violation of academic dishonesty, the time and the place of the hearing, and a copy of the procedures which will be used during the hearing at least five business days prior to the hearing.

### **Instructor/Dean:**

1. Shall be sent a written notice of the hearing specifying the suspected violation of academic dishonesty, the time and place of the hearing, and a copy of the procedures which will be used during the hearing at least five business days prior to the hearing.
2. Shall be given the opportunity to present his/her explanation of the suspected violation of academic dishonesty.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the committee begins deliberations.
4. Shall have the right to produce witnesses and to ask questions of all witnesses.

### **The Academic Honor Code Committee:**

1. Shall base its findings upon the preponderance of the evidence.
2. Shall make all decisions by majority vote.
3. Shall submit its findings, decision, and action to be taken within three working days following the hearing.

# American University for Leaders

4. Shall keep summary minutes of the hearing, which will be available to the student within seven working days following the hearing. All parties involved in the hearing will receive written notice within five working days following the hearing informing them of the Committee's decision. Copies should be sent to the appropriate Cluster Coordinator and the Academic Affairs Office.

The decision of the Academic Honor Code Committee may be appealed to the Chief Academic Officer within ten working days after the notification of the Committee's decision.

The Chief Academic Officer will review the case and make a final determination within ten working days from receipt of the appeal. All parties will be notified in writing of the decision.

The Chief Academic Officer's decision in all Academic Honor Code cases is final. Files will be maintained in the Academic Affairs Office. They will be discarded according to the Academic Department's Document Retention Policy.

## 5. Sanctions for Repeat Violations

Individuals with documented repeat violations of the University's Academic Honor Code or Respectful Learning Environment will be referred to the Committee for the Respectful Learning Environment. Individuals will be subject to the following sanctions:

**Suspension:** Termination of student status for a specified period of time.

**Dismissal:** Termination of student status for an indefinite period. Dismissed students may petition to return to AUL as defined by the University's Academic Policies.

### **Honor Code Committee**

The Academic Honor Code Committee will consist of 6 members

1. A committee chairperson - one of the Cluster Coordinators,
2. Two full-time faculty members-one undergraduate and one graduate,
3. The Dean of Students,
4. Two full-time students-one undergraduates and one graduate (undergraduate student will serve on cases involving undergraduate students; the graduate student will serve on cases involving graduate students).

Members will serve for an entire school year and should be chosen accordingly. Academic Honor Code Committee meetings must include the entire committee. If a member cannot serve, she/he should notify the Honor Code Committee Chairperson immediately.

### **Maintenance of Academic Honor Code Violation Records**

All records involving Academic Honor Code violations will be housed in the Academic Affairs Office. The files will be discarded according to the Academic Department's Document Retention Policy.

# American University for Leaders

## The American System of Education

Entry to an American degree program requires 12 years of schooling or a pre-university qualification. For a Bachelor's degree, which is the standard American degree from a university or a college, the student must earn 120 to 132 semester (or 180/192 quarter) credits. This requires an undergraduate student to complete 10-45 courses of 3 semesters (or 4-5 quarter) credits each, over a period of 3 to 4 years.

The Bachelor's degree program is sub-divided as follows:

Year of Study	Classification	Usual No. of credits earned
First year	Freshman	30 semester (45 quarter)
Second year	Sophomore } Associate degree	60 semester (90 quarter)
.....		
Third year	Junior	90 semester (135 quarter)
Fourth year	Senior	120 semester (180 quarter)

For an Associate degree, a recent development in the United States, 60 semesters (or 90-96 quarter) credits are required. More than 2,000 two-year colleges (Community Colleges) in the United States now award the Associate degree after the first two years of a Bachelor's degree program but a growing number of four-year universities and colleges now also award them to students who wish to leave after two years of study.

For a typical Bachelor's degree in the USA, students are required to complete a number of courses in the Minor area which ensures basic college-level competence in such subjects as Humanities, History, Social Sciences, Mathematics.

At the end of a Sophomore year, a student normally chooses a particular or MAJOR area in which to specialize. He/she must complete certain CORE courses as well as a few Free Electives from the MAJOR area of study.

Credits earned in both the MINOR and the MAJOR area must add up to the number of credits required for a particular degree. A Master's degree may be obtained after a Bachelor's degree by successfully completing a course of 36 semester credits. In many cases, a Master's degree may be obtained by carrying out a prescribed program of study and reason in one or two years, depending upon a student's field of study.

To earn a Doctorate, a student requires some 72 semester credits beyond a Master's degree. In exceptional circumstances, Bachelor's degree holders may be admitted directly to the Doctoral degree program.



# American University for Leaders

## Academic Programs AUL offers the following Undergraduate and Graduate Degree Programs

Academic Program	Semester Credits	Duration (year)	Max. No. (*)
<b>A. School of Liberal Arts and Education</b>			
I. Undergraduate programs:			
1. AUL Certificate in English as a Foreign Language(CEFL)	36	1	18
2. Bachelor of Arts (BA)	124	3-4	93
II. Graduate Programs			
1. Master's degree (MA, MEd)	36	1-2	93
	72	2-4	36
<b>B. School of Business</b>			
I. Undergraduate programs			
1. Associate of Business Administration	62	1.5	30
2. Bachelor of Business Administration (BBA)	124	3-4	93
II. Graduate Programs			
1. AUL Diploma in Computer Systems Management	36	1	18
2. AUL Diploma in Business Administration	36	1	18
3. Master of Business Administration	36	1-2	18
4. Doctor of Philosophy (PhD)	72	2-3	36
<b>C. School of Engineering/Computer</b>			
I. Undergraduate programs:			
1. AUL Certificate in Computer Science	36	1	18
2. Associate of Science (ASc.) Computer Science	62	1.5	30
3. Associate of Science (ASc.) Computer Inf. Sys.	62	1.5	30
4. Bachelor Science (BS) Comp. Sci./Elec. Eng.	124	3-4	93
5. Bachelor of Science (BS) (CIS)	124	3-4	93
II. Graduate Programs			
1. Master of Science (MS)	36	1-2	18
2. Doctor of Philosophy (PhD)	72	2-3	36
<b>Division of Artificial Intelligence &amp; Telecommunication Engineering</b>			
II. Graduate Programs			
1. Master of Science (MS)	36	1-2	18
2. Doctor of Philosophy (PhD)	72	2-3	36
<b>D. School of Law</b>			
I. Undergraduate programs: -----None-----			
II. Graduate Programs			
1. Master of Law (LLM)	36	1-2	18
2. Doctor of Philosophy (PhD)	72	2-3	36

(\*): Maximum number of credits transferable from the study at another University or College

# American University for Leaders

## Academic Assessment and Progress

In order to provide frequent evaluations of student progress, essays, classroom presentations, periodic tests, and examinations are required in all courses. The assessment process at AUL works as follows:

### Written Assignments

The university is committed to 'Integrated Assignments' as a means of enhancing the learning process and developing student's communication skills. The writing of assignments reports has several important objectives as follows.

The student will:

- ❖ Develop a clear focus for independent reading in areas of special interest
- ❖ Learn to think and write clearly and precisely;
- ❖ Judge his or her progress based on the instructor's comments and evaluation,
- ❖ Enhance research and communication skills.

### Classroom presentation

Students are often put in challenging situations to make a presentation to their class group. The objective is to develop presentation skills, confidence, logical thinking, and influencing skills. While presenting cases the student is questioned both by fellow students and the class teacher to test the ability and reasoning skills.

### Examinations

A final examination is mandatory at the conclusion of each semester in all courses. In some cases, mid-semester examinations, workshops, and certain seminars are also organized.

A final examination schedule is published and posted not later than the eight weeks of each semester. Final examinations are normally three hours long and all students are required to take them at the published time. Requests for changes to individual examination schedules must be made to the Examination Committee.

### Teacher Student Evaluation

The assessment process at the AUL is mandatory both for students as well as teachers. At the end of each semester, the students are required to provide feedback on various aspects of their course and the degree of success with which it was delivered. The students' evaluation process, in addition to the above mentioned assessment, is further carried out by their individual course tutors who report on every student's performance, in terms of classroom contribution, attendance, assignment submission, and general interactive relations.

The objective here is to take corrective actions in terms of academic input, where indicated by students, and make the courses responsive to students' learning needs. This process also ensures students' welfare by providing counseling and advice to students where they require encouragement as a result of this assessment.

### Validation

As a part of objective assessment and maintenance of valid and fair standards, independent academics from other universities, are selected as external examiners to ensure that this objective is achieved and comparability of learning standards with other educational institutions are maintained and further enhanced.

# American University for Leaders

## School of English

# American University for Leaders

## Section I

### On Campus Studies

#### School of English

##### University Foundation Course (UFC)

The AUL offers a University Foundation Course (UFC) for those students who wish to enter university. As an international student, you will be required to have a good level of English before you start your course (minimum score: TOEFL 500; IELTS 5.5), so the AUL offers a course specially designed to raise your English language competence to the operational level. It provides comprehensive preparation for the student whose English language abilities need to be improved before the commencement of the degree program.

##### Content:

The focus of this course both in its content and methodology is the type of language and study skills that will be useful for students who wish to pursue a course of academic study either at degree or at the graduate level. Essential components of this course include grammar and structural features of the language, principles of written English in a range of formal/informal contexts, effective listening techniques, oral presentation skills and practice, punctuation, summarising, advanced reading skills and idiomatic English. In addition, students will be given the sort of practical help in the form of study skills and cultural awareness which will enable them to face any academic challenge with confidence.

The ability to communicate and personal effects are the goals of this course. Basic computer

skills and an introduction to essential word-processing with free access to the AUL Computer Centre also form an integral part of the UFC. The small group teaching and interactive nature of the language classes provide a uniquely supportive and participative learning environment. Teaching methods are varied and include tutorials, workshops, guided reading, study visits, and private study.

##### Objectives

- ✓ to enable the student to achieve English Language competency
- ✓ to develop the student's independent learning and critical thinking skills
- ✓ to prepare the student for the cultural and social challenges presented by studying in
- ✓ another country.

##### Qualifications

Successful students will be awarded the AUL Certificate in English for Academic Purposes (EAP) and will automatically be accepted onto the degree course of their choice.

Students will also be given the opportunity to enter for IELTS (International English Language Testing System). This is a thorough-going examination that tests the whole range of core skills in English and has established itself as the main English Language test for entrance to University both in Britain and abroad. The course will be taught over 2 semesters.

# American University for Leaders

## School of English

### AUL Certificate in English as a Foreign Language (E.F.L.)

#### Requirements:

1. A minimum of 36 semester credits
2. cumulative grade points average (GPA) of C (2.00) AUL offers this course for non-native speakers of English.

In the world today it is increasingly important for people to be able to communicate in English. American University for Leaders, therefore, provides a course that teaches English as a Foreign Language (E.F.L.). Students are encouraged to enroll in this course and those who complete it satisfactorily are awarded the AUL's Certificate of Competence. The classes are conducted at six levels,

- Beginners and Elementary,
- Lower and Higher Intermediate
- Proficiency and Advanced.

Generally, it is expected that each combination of two levels will be completed in one semester, but this can be varied according to the needs of individual students.

Each combination of two levels requires regular attendance throughout one semester. In the winter and spring these last for 14 weeks and in the summer for 12 weeks. To comply with Home Office requirement attendance for 18 hours each week is needed.

The completion of written assignments and obtaining a satisfactory grade at the end of the semester examination is also required for the award of the certificate.

The course is conducted by qualified tutors, who are able to inform students about British and American culture, as well as actual language requirements.

It is open for absolute beginners as well as for those who already have some knowledge of the English Language. Grammar, sentence construction, conversation, reading, writing, and listening are included at each level and role play is another important feature. At the advanced level instruction is given about writing university essays and business correspondence.

In the initial stages, simple literature is provided, but those completing the fifth and sixth levels will be introduced to the great classics of the English Language.

New students are interviewed by a tutor to discover at what stage the course should be entered. Classes are small so that the individual progress can be achieved. It is not obligatory for those attending this course to proceed to further studies at this University, though most students do so.

# American University for Leaders

## Undergraduate Degree Structure

### University Requirements for All Associate Degrees

Each candidate for an associate degree must meet the following general requirements:

1. Complete HIST 2763, or HIST 2773, or POSC 2103 to satisfy the requirements for American history or government.
2. Complete the curriculum as listed under the description of each associate degree program, with a minimum of 62 semester hours.
3. A maximum of 50 percent of an associate degree program may be earned through examination (including CLEP), correspondence, evaluated military service credit, and USAFI courses. Students may submit a maximum of 15 CLEP-credit hours toward an associate degree.
4. Earn a grade of C or better in ENG 1013.
5. Initiate an INTENT TO GRADUATE form and pay the graduation fee
6. when registering for the final enrollment period before completing all degree requirements. (If the student is unable to graduate at the end of the semester for which application has been made a new INTENT TO GRADUATE form must be filed during the next semester in which the student expects to graduate.) An official record of the correspondence or transfer work completed at another institution must be on file in the Administrations and Records Office at the American University for Leaders (AUL) at least six weeks before the degree is to be granted.
7. Have an average of C or better on all work attempted, on work in the major fields, and, if a transfer student, on all work taken at AUL. *IF A STUDENT DOES NOT HAVE THE REQUIRED GRADE POINT AVERAGES WHEN THE INTENT TO GRADUATE IS FILED, THE STUDENT'S NAME WILL NOT APPEAR ON THE GRADUATION LIST PUBLISHED FOR THAT ENROLLMENT PERIOD.*
8. Complete all other graduation requirements.

# American University for Leaders

## Undergraduate Programs The General Education Program

AUL recognizes the need for every student to obtain general familiarity with the broad areas of knowledge, which are parts of our intellectual heritage. To this end, the university offers a curriculum of general studies to be included in all programs leading to a baccalaureate degree.

The general education curriculum will expose students to a body of knowledge and aesthetic experiences and values deemed to be of particular intellectual and social significance. It should help students understand the diversity of approaches to knowledge; expand perceptions, attitudes, and abilities in those areas regarded as integral to a collegiate education; and acquire a broad perspective against which they may view their own specialized studies.

Part of the purpose behind a set of general education requirements is to ensure that students are exposed to a broad range of areas across the curriculum. Therefore, students are to satisfy their general education requirements through courses other than those in their major subject.

The General Education Program is designed to be completed in the first and second years. The requirements in composition and mathematics are to be met before 60 credit hours of course work are completed.

The requirements in biological science and physical science are to be met before 60 credit hours are completed if a course listed in the category is a prerequisite for a course listed under the requirements of the major. Students and advisers should check the general education requirements specified by each college for its various majors. Except where modifications are noted for specific degree programs, all baccalaureate degree candidates are required to complete 44 semester hours in the general education curriculum as outlined below.

## General Education Requirements for Associate Degrees

	Sem., Hrs.
<b>Composition</b> ENG 1003, Freshman English I ENG 1013, Freshman English II	6
<b>Natural Sciences and Mathematics</b> One course from either the biological science group OR physical sciences group of the General Education Curriculum; AND MATH 0013, Intermediate Algebra, or any higher level mathematics course for which this is a prerequisite. Associate degree graduates who pursue four years the degree will not be able to count Intermediate Algebra as meeting the mathematics requirement for the baccalaureate degree.	7
<b>Social Sciences</b> HIST 2763, The United States to 1876, OR HIST 2773, The United States since 1876, OR POSC 2103, The United States Government; AND One additional course	6
<b>Arts and Humanities</b> One course from the Arts and Humanities group of the General Education Curriculum. One course from the Arts and Humanities group of the General Education Curriculum.	2-3
<b>Physical Education Activity</b> Any one-hour course of the approved physical education	1

# American University for Leaders

activity. One hour of the marching band or MS 1011 may be substituted for physical education activity.

**Total Requirements**

**22-23**



# American University for Leaders

## General Education Curriculum for Baccalaureate (BA, BBA, BSc) Degrees

	Sem. Hrs.
<p><b>Composition</b></p> <p>ENG 1003, Freshman English I ENG 1013, Freshman English II</p>	6
<p><b>Natural Sciences and Mathematics</b></p> <p>Biological Sciences (one course and its laboratory). BIOL 1001, Laboratory for Biological Science. BIOL 1003, Biological Science. Students may substitute higher-level biology and its laboratory for which BIOL 1001 and BIOL 1003 are prerequisites Physical Sciences (one of the following courses): GEOL 1004, Physical Geology. GSP 1204, Physical Science. CHEM 1014, General Chemistry I. PHYS 2054, General Physics I. PHYS 2074, Fundamental Physics I.</p>	11
<p><b>Mathematics (one course):</b></p> <p>Math 1023, College Algebra.</p> <p>Students may substitute any higher-level mathematics course for which this is a prerequisite, or if they have completed an equivalent high school mathematics course, they may satisfy the General Education mathematics requirements bypassing the College Algebra Certifying Examination administered by the Department</p>	
<p><b>Social Sciences</b></p> <p>Five courses are required. The selection must include either a US History course or a Government course. A student selecting one of these may, if he wishes, also select the other. One course in World civilization is required. No more than 6 hours of history will count toward satisfying the social science requirement, and no more than 3 hours of economics will count toward satisfying the social science requirement.</p> <p>HIST 1013, World Civilization to 1660 HIST 1023, World civilization since 1660 HIST 2763, The United States to 1876 HIST 2773, The United States since 1876 POSC 2103, United States Government PYS 2513, Introduction to Psychology SOC 2213, Principles of Sociology SOC 2233, Introduction to Anthropology ECON 2333, Economic Issues and Concepts ECON 2313, Principles of Macroeconomics</p>	5
<p><b>Arts and Humanities</b></p> <p>Fine Arts (two of the following courses): FAM 2502, Fine Arts Musical FAV 2502, Fine Arts Visual FAT 2202, Fine Arts Theatre</p> <p><b>Humanities (two of the following courses):</b> ENG 2003, Introduction to Literature of the Western World I ENG 2013, Introduction to Literature of the Western World II PHIL 1103, Introduction to Philosophy</p>	10
<p><b>Physical Education Activity</b></p>	2

## American University for Leaders

Any two 1-hour courses of the approved physical education activity. Veterans and students over 30 years of age are exempt from the physical education activity requirement, except for Bachelor of Science in Education candidates. Two semester hours of marching band or one hour of the marching band and MS 1011 may be substituted for the activity physical education except in B. Ed. degree programs. PE 3782 may be substituted for one of the 1-hour courses.

### **Total Requirements**

44

Transfer Students are expected to complete the general education requirements. However, courses completed before transfer may be used to satisfy these requirements, when so determined by the Office of Admission Records (OAR).

# **American University for Leaders**

**School of Liberal Arts and Education**

**Undergraduate  
&  
Graduate Programs**

# American University for Leaders

## Undergraduate Programs

### Bachelor of Arts (BA)

### Bachelor of Education (B.Ed.)

#### Requirements:

1. A minimum of 124 semester credits.
2. A cumulative grade point average (GPA) of C (2.00)

AUL students may choose one of the subjects given below as their BA degree Major. At least 62 credits must be earned in the Major area. The remaining 62 credits must be earned in Minor area subjects.

#### Major Area Courses.

- |  |   |
|--|---|
| 1. Advertising   | 16. Mass Communication                                |
| 2. African Studies   | 17. Modern Languages                                  |
| 3. American Studies  | English, French, Italian, German, etc.)               |
| 4. Asian Studies   | 18. Music   |
| 5. Community Studies                                       | 19. Oriental Languages                                |
| 6. Education   | 20. Philosophy  |
| 7. English   | 21. Political Science                                 |
| 8. European Studies  | 22. Sociology   |
| 9. History (African, Asian American, European,<br>General) | 23. Psychology  |
| 10. Interior Design  | 23. Psychology  |
| 11. Home Economics   | 24. Study of religions                                |
| 12. International Relations                                | (Buddhism, Christianity, Judaism,<br>Hinduism, Islam) |
| 13. Inter-Race Studies                                     | 25. Urban Planning.                                   |
| 14. Journalism   |   |
| 15. Library Science  |   |

#### Pre-Requisite Courses

Most of the courses require completion of one or more prerequisite courses, a condition, which must be fulfilled by a student before registering in a course.

#### Pre-Requisite Courses

All students applying for an exemption to AUL for admission in the Bachelor of Arts (BA) or Bachelor of Education (BED) degree programs, must have already completed sufficient undergraduate courses elsewhere, the maximum exemption allowed is 75% (93% Semester credits) of 124 semester credits required for these degrees. The remaining 25% (31%) semester credits must be earned at AUL by undertaking requisite study as a full-time or external (non-resident) student.

# American University for Leaders

## Graduate Programs

### Master of Arts (MA)

### Master of Education (M.Ed.)

The opportunities available after earning an MA degree from the AUL are numerous. Some of the professions open to AUL graduates are archaeology, architecture, art and design, business and marketing, fashion, government departments, journalism, management, finance, mass communication, music, radio and television, performing arts, publishing, teaching, theatre, urban planning, libraries, and defence and strategic studies.

A student is required to earn 36 semester credits beyond a recognized and relevant bachelor's degree or an equivalent qualification. These credits may be required by supervised study and research over a minimum period of one year, culminating in a master's degree thesis.

### Requirements:

1. A minimum of 36 semester credits.
2. A cumulative grade point average (GPA) of B (3.00)

The AUL Master's degree may be earned in one of the following specializations:

- |  |   |
|--|---|
| 1. Advertising   | 15. Library Science   |
| 2. African Studies                                       | 16. Mass Communication  |
| 3. American Studies                                      | 17. Modern Language (English, Italian, German French)                     |
| 4. Asian Studies   | 18. Music etc.)   |
| 5. Community Studies                                     | 19. Oriental Languages  |
| 6. Education   | 20. Philosophy  |
| 7. Education   | 21. Political Science   |
| 8. European Studies                                      | 22. Sociology   |
| 9. History (African, Asian, American, European, General) | 23. Psychology  |
| 10. Interior Design                                      | 24. Study of religions (Buddhism, Christianity, Judaism, Hinduism, Islam) |
| 11. Home Economics                                       | 25. Urban Planning.   |
| 12. International Relations                              |   |
| 13. Inter-Race Studies                                   |   |
| 14. Journalism   |   |

**NOTE:** A few of the degree programs may not be available due to the non-availability of a research and thesis supervisor during a particular academic year.

# American University for Leaders

## Doctor of Philosophy (Ph.D.)

A doctoral degree candidate is required to earn 72 semester credits beyond a Master's degree or equivalent qualification in a relevant field. These credits may be acquired by supervised study and research over a minimum period of three years culminating in a doctoral degree thesis.

### Requirements:

1. Master degree
2. A minimum of 72 semester credit

An AUL doctoral degree may be earned in one of the following specializations.

- |   |   |
|---|---|
| 1. Advertising  | 15. Library Science   |
| 2. African Studies  | 16. Mass Communication  |
| 3. American Studies   | 17. Modern Language (English, Italian,<br>German French)                        |
| 4. Asian Studies  | 18. Music etc.)   |
| 5. Community Studies  | 19. Oriental Languages  |
| 6. Education  | 20. Philosophy  |
| 7. English  | 21. Political Science   |
| 8. European Studies   | 22. Sociology   |
| 9. History (African, Asian,<br>American, European, General) | 23. Psychology  |
| 10. Interior Design   | 24. Study of religions<br>(Buddhism, Christianity, Judaism,<br>Hinduism, Islam) |
| 11. Home Economics  | 25. Urban Planning.   |
| 12. International Relations                                 |   |
| 13. Inter-Race Studies                                      |   |
| 14. Journalism  |   |

**NOTE:** *A few of the degree programs may not be available due to the non-availability of a research and thesis supervisor during a particular academic year.*

# American University for Leaders

## School of Business

### Undergraduate Programs

**ABA: 1 ½ years**

**BBA: 3 years**

# American University for Leaders

## Associate of Business Administration (ABA)

Duration: 1 1/2 Years

### Requirements:

1. A minimum of 62 semester credits
2. A cumulative grade point average (GPA) or C (2.00)

The Associate degree curriculum is designed to enable students to either continue at the AUL for their Bachelor of Business Administration (BBA) degree or transfer to another university or college offering an American program of education.

<b>General Education Requirements:</b>	Sem. Hrs
See General Education Curriculum for Associate Degrees in AUL catalogue	24
Specific General Education Requirements:	6
Business Core Courses:	20
Electives:	20
<b>Total:</b>	<b>62</b>



# American University for Leaders

## Course Sequence for Freshmen and Sophomores

The following sequence of courses will meet the requirements for enrolling in upper-level professional courses in business.

### Freshman Year

#### SEMESTER I

ENG 1003, Freshman English  
MATH 1023, College Algebra  
General Education Courses 9-12 hours  
Total - 15 to 18 semester hours

#### SEMESTER. II

ENG 1013, Freshman English II  
MATH 2144, Mathematics with  
Applications in Business and Economics  
General Education Courses'- 8-11 hours  
Total - 15 to 18 semester hours

### Sophomore Year

#### SEMESTER III

ACCT 2003, Principles of Accounting I  
ADMS 2563, Business Communications  
or BUAD 2023, Legal Environment of  
Business Information Systems  
ECON 2313, Principles of Macroeconomics  
or ECON 2323, Principles of Microeconomics  
General Education Courses 3 - 6 hours  
Total - 15 to 18 semester hours

#### SEMESTER IV

ACCT 2013, Principles of Accounting II  
BUAD 2023, Legal Environment of Business  
or ADMS 2563, Business Communications  
or ECON 2313, Principles of Macroeconomics  
or ECON 2323, Principles of Microeconomics  
STAT 2313, Business Statistics I  
General Education Courses 3 - 6 hours  
Total - 15 to 18 semester hours

### Enrollment in Upper Level Courses in Business

The School of Business offers upper level courses (junior/senior level) in a variety of professional fields of business. In order to be eligible to enroll in any upper level courses in business, students majoring in business must have the proper prerequisites and satisfy the following enrollment requirements:

- (1) Must have completed, or will complete during the current term of enrollment, sixty semester hours of General Education Requirements and lower level School of Business Core Course. For this purpose, the "term of enrollment" is interpreted as being a semester or both summer terms.
- (2) The following set of lower level courses must have been completed before enrolling in any upper level business courses: ENG 1003 and 1013, MATH 2144, ACCT 2003 and ACCT 2013, ECON 2313 and ECON 2323, MGMT 2113.
- (3) The student must have on file a completed degree plan. This is done in consultation with the student's advisor.

Students majoring in fields outside Business may enroll in upper level courses in business, provided they have the proper prerequisites, and will complete sixty semester hours of credit prior to or during the current term of enrollment. Students not majoring in business are limited to a maximum of 30 semester hours of coursework in Business courses.

# American University for Leaders

## Accelerated Bachelor of Business Administration (BBA)

**Duration: 3 Years**

### Requirements:

1. A minimum of 124 semester credits.
2. A cumulative grade point average (GPA) of C (2.00)

As a management in business and industry has adapted to rapidly changing technology, computers, and their applications have emerged as vital components of all business and information systems. The BBA program is designed to assist students to become informed about this new technology and to manage it and the people working in this area more effectively. According to the US Labor Department estimates, computer related jobs would increase to 2 million in the United States alone. Public awareness of computer technology is increasing in developing countries also.

### General Education Requirement

See General Education Curriculum for  
Baccalaureate Degrees

Sem. Hrs

45

Specific General Education Requirements:

Students with this major must take the following:

MATH 2144, Mathematics with applications in  
Business and Economics, instead of MATH  
1023, College Algebra

Business Core Courses:

36-39

Major Requirements - Business Administration

Junior-Senior Accounting Electives

3

Junior-Senior Economics Electives

9

Junior-Senior Management and/or Marketing  
Electives

3

Junior-Senior Business Administration, Finance,  
And/or Real Estate and Insurance Elective

MUST INCLUDE ONE OF THE FOLLOWING

9

FIN 4723, Investments

FIN 4743, Managerial Finance

FIN 4753, Capital Management

IBS 3113, International Financial

Management and Banking

24

Electives including BBA Project & Dissertation  
of 9-16 credits

19-16

**Total**      **124**

# American University for Leaders

## Graduate Program

### Specialization:

Students enrolled at AUL for the Graduate Diploma, Master of Business Administration (MBA) or the Doctor of Philosophy (Ph.D.) degree programs may specialize in one of the following:

- 1 Accounting
- 2 Banking
- 3 Business Administration
- 4 Corporate Finance
- 5 Corporate Finance
- 6 Financial Management
- 7 Health Services Management (Hospital Administration)
- 8 Hospitality Industry Management (Tourism and Hotel Management)
- 9 Industrial Management
- 10 Human Resources Management
- 11 International Management
- 12 Labor Relations
- 13 Law Enforcement
- 14 Management Information Systems (MIS)
- 15 Marketing Management
- 16 Organizational Management
- 17 Production Management
- 18 Public/Educational Administration
- 19 Statistical Economics
- 20 Marketing

# American University for Leaders

## Graduate Diploma in Business Administration (GDBA)

### (The MBA Foundation Year)

#### Requirements

1. A minimum of 36 semester credits
2. A cumulative grade point average (GPA) of B (3.00)

This Diploma program is designed for prospective managers and helps individuals to develop their management abilities. Diploma courses combined with an individual's work experience may provide the key to progress to top administrative and management positions.

#### Structure of the Diploma Program:

##### Coursework (18 Credits)

A minimum of 18 semester credits must be earned in business administration upper (500-level) courses of 2 credits each as given below. Every course might not be offered during a particular semester.

1	ACCT	2003	Principles of Accounting Management
2	ACCT	4073	Financial Accounting
3	ACCT	4003	Management Accounting
4	BUAD	4003	Business Administration
5	BUAD	4062	Public Administration
6	BUAD	4065	Public Administration
7	4065	4043	Business/Company Law
8	MIS	4020	Management Info. System
9	ECON	4343	Business Economics
10	FIN	4746	Banking and Finance
11	ECON	4055	International Economics
12	MGM	4163	Small Business
13	MGM	3183	Principles of Management
14	MGM	4713	Strategic Management and Business Policy
15	MGM	4763	Public Sector Management
16	MGM	4645	Non-profit Sector
17	MGMT	4143	Strategic Int. Management
18	MGMT	4763	Project Management
19	FIN	4743	Financial Management
20	MKTG	3013	Principles of Marketing
21	MKTG	4083	Marketing Research
22	IBS	4113	International Marketing
23	IBS	4143	Theory of Organization and Design
24	ORG	4150	Organizational Research
25	QM	4039	Quantitative Methods
26	QM	4042	Statistics in Computing
27	QM	4133	Statistics for Management
28	QM	4135	Business Research Methodology
29	MGMT	4252	Human Resources

# American University for Leaders

## **Thesis (9 credits)**

All Diploma candidates are required to undertake supervised study and research culminating in a thesis in their field of specialization, i.e. Accounting, Administration, Banking, Finance, Insurance, Management or trade, etc.

## Transfer of Diploma Credits Towards the Master's Degree Program

AUL Diploma graduates may be admitted to the Master's degree programs in American universities and colleges, with the transfer of up to 18 semester credits earned at the University, subject to regulations governing these degrees. In some cases, they should, therefore, be able to complete their Master's degree programs within a year.

# American University for Leaders

## Master of Business Administration (MBA)

### Requirements:

1. A minimum of 36 semester credits.
2. A cumulative grade point average (GPA) of B (3.00)

### Duration:

- i. With a 3-year bachelor's degree in a relevant field: **One year, minimum**
- ii. With a 2-year bachelor's degree (mainly from South Asia): **Two years, minimum**

Graduates with the degree of Master of Business Administration (MBA) may find job opportunities in such professions as administration, banking, education, engineering, industry, health services, information industry, labor relations, and law enforcement.

For the MBA degree, a student is required to earn 36 semester credits beyond a recognized bachelor's degree or an equivalent qualification.

### Coursework ( 27 credits)

A minimum of 27 semester credits must be earned in business administration upper (600-level) a course of 3 credits each as given below. Every course may not be offered during a particular semester.

1	ACCT	2003	Principles of Accounting
2	ACCT	4073	Financial Accounting
3	ACCT	4003	Management Accounting
4	BUAD	4053	Business Administration
5	BUAD	4062	Public Administration
6	BUAD	40432	Business/Company Law
7	MIS	4022	Management Information System I
8	MIS	4023	Management Information System II
10	MIS	4033	Management Information System II
11	ECON	4343	Business Economics
12	FIN	4746	Banking and Finance
13	ECON	4263	Engineering Economics
14	ECON	4055	International Economics
15	MGMT	4163	Small Business
15	MGMT	3183	Principles of Management
16	MGMT	4713	Strategic Management and Business Policy
17	MGMT	4723	Public Sector Management
18	MGMT	4645	Non-profit Sector Management
19	MGMT	4143	Strategic International Management
20	MGMT	4763	Project Management
21	FIN	4743	Financial Management
22	FIN	4745	Financial Project Management
23	MKTG	3031	Principles of Marketing
24	MKTG	4083	Marketing Research
25	IBS	4113	International Marketing
26	MGMT	4143	Theory of Organization and Design
27	ORG	4150	Organizational Research
28	OP	4241	Operational Research
29	QM	4039	Quantitative Method
30	QM	4042	Statistics for Management
31	QM	4133	Statistics for Management
32	QM	4143	Business Research Methodology
33	MGMT	4252	Human Resources

## American University for Leaders

Courses are designed to include the use of computers and the latest software in lectures and projects in the most specialization. Teaching methods include lectures, case analysis, and the application of qualitative methods and field projects. Thesis (9 credits)

### **Thesis (9 Credits)**

All (MBA) candidates are required to undertake supervised study and research culminating in a thesis in their field of specialization, e.g. accounting, administration, banking, finance, insurance, management or trade, etc.

### **Transfer Students**

Up to 18 advanced semester credits may be awarded to MBA applicants who have successfully completed graduate (MBA level) courses at other recognized colleges or universities, i.e. specifically at accredited universities in the USA. These students may be eligible for 'Transfer Student Status' and may be exempt from certain MBA Core Courses.

# American University for Leaders

## Master of Business Administration-Executive (MBA-Executive)

**Duration:** 1 Year (3 semesters)

No. of Semester Credits Required	36
Minimum Passing Grade	80% "B"

### Admission Requirements

- i) A Bachelor's Degree (BA, BSc, B. Com, etc.) with six years of relevant experience in administration, business, commerce or banking, etc. after the Bachelor degree, or
- ii) An equivalent qualification with experience as above, or
- iii) A qualification is acceptable to the American University for Leaders (AUL).

### Introduction

The MBA-EXECUTIVE degree program is designed for individuals who are already occupying positions of responsibility and authority in administrative, banking, economic, business or commercial world and have done so far at least six years after obtaining a Bachelor's degree.

### AIMS OF THE MBA-EXECUTIVE DEGREE PROGRAM

The MBA-EXECUTIVE degree program at AUL is designed to combine the study of business based coursework with an in-depth study of the student's specialized field. The student's career development is enhanced by:

- Developing the capabilities of an individual enabling him/her to undertake specialized responsibilities for promotion to senior management positions.
- Strengthening the self-confidence and ability to create solutions to complex problems.
- Enhancing the ability to analyze, debate, discuss and resolve the complexities of international business.

**Structure of MBA-Executive Degree Program:** A student is required to undertake and successfully complete a minimum of 3 courses each semester during the 3 semesters. The semester credit value of each course is 3 enabling him/her to accumulate 3 courses x 3 semesters x 3 credits = 27 credits.

### Research and Thesis

He/she simultaneously select an MBA SPECIALIZATION, a research project, and a professor to act as his project supervisor. He/she writes a thesis under the direction and guidance of the research supervisor over a period of 3 semesters (1 year) and submits the Thesis to the Registrar for examination. the semester credits value of MBA Thesis is 9. The 36 semester credits study requires coursework, seminar, lectures, tutorials, home assignments, computer laboratory courses, and the thesis.

AUL reserves the right to ask a student to attend an MBA Regular course if he/she is deficient in knowledge. It also reserves the right not to offer any course during a particular semester.

semester during the 3 semesters. The semester credit value of each course is 3 enabling him/her to accumulate 3 courses x 3 semesters x 3 credits = 27 credits.

AUL reserves the right to ask a student to attend an MBA-Regular course if he/she is deficient in knowledge. It also reserves the right not to offer any course during a particular semester.



# American University for Leaders

## Doctor of Philosophy (Ph.D.)

The doctoral program is a highly innovative, comprehensive, advanced degree that offers students the opportunity to investigate and explore business disciplines at a sophisticated, in-depth level. Rigorous reflection and deliberation focused on academic examinations of current developments in the business and management field. In a dynamic format that combines intensive coursework and applied or research-oriented scholarship, the doctoral program seeks to leverage the research achievements and theoretical knowledge of AUL faculty, as well as their managerial expertise and real world experience. The program aims to produce academically well-qualified graduates with a meaningful understanding of the ways in which working managers may impact the multinational business setting - as well as the implications of such actions.

The program is targeted at experienced individuals who have excelled in business or can demonstrate strong academic achievement and the potential to perform advanced research. The program is intended to provide graduates with the skills, knowledge, and ability to succeed as academic researchers and teachers, research-oriented practitioners, and high-level consultants.

Applicants are expected to hold a Master's degree, preferably an MBA or equivalent, and will need to demonstrate excellent results in their previous studies. The doctoral program is taught entirely in English.

The Ph.D. program requires the student to earn 72 semester credits over a minimum period of two years. There are two ways of achieving this:

- (i) A thesis may be presented on a research project in the student's field of specialization (72 Semester Credits).
- (ii) Course work and examination at AUL or other universities/colleges (36 Semester Credits), and a thesis (36 Semester Credits).

AUL graduates with the degree of Doctor of Philosophy (Ph.D.) in Business Administration may find job opportunities in such professions as administration, banking, education, engineering, industry, health services, information industry, labor relations, and law enforcement.

### Transfer Students

Up to 36 advanced semester credits may be awarded to Ph.D. applicants who have successfully completed graduate (Ph.D. level) courses or research at other recognized colleges or universities i.e., specifically at accredited universities in the USA, provided that such courses or research have not been counted towards a degree. These students may be eligible for 'Transfer Student Status' and may apply for admission directly to the Second Year of the Ph.D. degree program.

# **American University for Leaders**

## **School of Computer Science/Computer Engineering**

### **Undergraduate & Graduate Programs**

# American University for Leaders

## AUL Certificate in Computer Science

**Duration: One Year**

### Requirements

1. Minimum of 36 semester credits.
2. A cumulative grade point average (GPA) of C (2.00)

### Aims:

1. To promote and encourage good Software Information Engineering techniques and knowledge.
2. To equip students with Senior Information Management Skills.
3. To encourage and promote operational and theoretical research opportunities in the field of Computer Information Systems.
4. To offer advanced employable skills that can be used in the public and private sector industry.

### Objectives:

1. Advanced Software Engineering knowledge through practical and supervised tuition;
2. Information Engineering based on the true and not perceived needs of the end-users;
3. Implementation of research techniques in Systems Design and development;
4. Offering skills in Client/Server architecture design & development to meet the market needs in the new decentralized system approach.

### Semester I

	Sem. Hrs
• C or VB language Programming	3
• Advanced Programming	3
• Database Management Systems I	3
• Microsoft Office Applications	3

### Semester II

• Microsoft Excel	3
• Systems Analysis	3
• Systems Methodology	3
• Database Management Systems II	3

### Semester III

• Object Oriented Methodology & Concept of Software Engineering	3
• Software Utilities	3
• Research and Dissertation	6

**TOTAL: 36**

# American University for Leaders

## Associate in Science (ASc.) Computer Information Systems

Duration: 1 1/2 Years

### General Requirements

	Sem. Hrs.
ECON 2313, Principles of Macroeconomics	3
ECON 2313, Principles of Macroeconomics	3
ENG 1003, Freshman English I	3
ENG 1013, Freshman English II	3
HIST 2763, or 2773, The United States To, or Since 1876, or POSC 2103, United States Govt.	3
MATH 0013, Intermediate Algebra	3
Arts and Humanities Electives	2-3
Natural Science Elective	4
PE, Activity Physical Education	1
<b>TOTAL:</b>	<b>22-23</b>

### Major Requirements

	Sem. Hrs.
CCT 2003, Principles of Accounting I	3
ACCT 2013, Principles of Accounting II	3
ADMS 2563, Business Communication	3
CIS 2023, Introduction to Computer Information Systems	3
CIS 2203, Design of Human-Computer Interface	3
CIS 2403, Data Base Management Systems	3
CIS 3213, Design of Interactive Multimedia	
CIS 3253, Principles of RPG Programming	
CIS 3603, Business Systems Analysis and Design I	
<b>Electives:</b>	12-13
<b>TOTAL:</b>	<b>62</b>

# American University for Leaders

## Bachelor of Science (BS) Computer Information Systems

**Duration: 3 Years**

### Requirements

1. A minimum of 124 semester credits
2. A cumulative grade point average (GPA) of C (2.00)

### General Education Requirements:

See General Education Curriculum for  
Baccalaureate Degree

Specific General Education Requirements:  
Students with this major must take the following:  
MATH 2144, Mathematics with Applications in  
Business and Economics, instead of MATH 1024,  
College Algebra

**Sem. Hrs.**

45

### Core Course

**Sem. Hrs.**

36-39

### Minor in Computer Information Systems

CIS 2023, Introduction to Computer Information Systems  
CIS 2203, Design of Human-Computer Interface  
CIS 3213, Advanced Software Paradigms  
Junior-Senior Computer Information Systems Electives  
School of Business Electives

**Sem. Hrs.**

3

3

3

9

3

**TOTAL:**

**21**

### Major Requirements Computer Information Systems:

CIS 2203, Computer Networks  
CIS 2403 Data Base Management System  
CIS 3213, Advanced Programming  
CIS 3253, Principles of RPG Programming  
CIS 3603, Business Systems Analysis & Design I  
CIS 4053, Information Resources Management  
CIS 4103, Operating Systems Concepts and Facilities  
Electives including BS Dissertation (9-16 Credits)

**Sem. Hrs.**

3

3

3

3

3

3

3

**19-22**

**TOTAL:**

**124 3**

# American University for Leaders

## Accelerated Associate in Science (ASc.) Computer Science

**Duration: 1 1/2 Years**

### Requirements

1. Minimum of 62 semester credits.
2. A cumulative grade point average (GPA) of C (2.00)

### General Education Requirements

	<b>Sem. Hrs.</b>
ECON 2313, Principles of Macroeconomics	3
ENG 1003, Freshman English I	3
ENG 1013, Freshman English II	3
HIST 2763, or 2773, The United States	3
To or. Since 1876, or POSC 2103, United States Govt.	3
MATH 0013, Intermediate Algebra	3
Arts and Humanities Elective	2-3
Natural Science Elective	4
PE, Activity Physical Education	1
<b>Total:</b>	<b>22-23</b>

### Major Requirements

	<b>Sem. Hrs.</b>
ACCT 2003, Principles of Accounting I	3
ACCT 2013, Principles of Accounting II	3
ADMS 2563, Business Communications	3
CS 1073, Basic Computer Logic and Language	3
CS 2173, Introduction to Software Development	3
CS 2183, Digital Computing with Pascal	3
CIS 2203, Artificial Intelligence	3
CIS 3213, Advanced Data Structure	3
CIS 3253, Principles of RPG Programming	3
CS 3273, Digital Computing with Fortran	2
<b>Total:</b>	<b>27</b>

<b>ELECTIVE</b>	<b>Sem. Hrs.</b>
	12-13
<b>Total:</b>	<b>62</b>

# American University for Leaders

## Bachelor of Science (BS) Computer Engineering/Computer Science

**Duration: 3 Years**

### Requirements

1. Minimum of 124 semester credits.
2. A cumulative grade point average (GPA) of C (2.00)

The field of Computer Engineering combines the technical skills of hardware and software design. These systems include areas of knowledge which provide students with an education in MAJOR areas micro-processors, analysis, system design, etc.

### General Requirements:

See General Education Curriculum for Baccalaureate	<b>Sem. Hrs.</b>
Specific General Education Requirements:	45
Students with this major must take the following:	
MATH 2204, Calculus I	
PHYS 2074, Fundamental Physics I	
Language Requirement:	
Foreign Language	0-6

### Major Requirements in Computer Science

MATH 2183, Discreet Structures	3
MATH 2214, and 3254 Calculus II and III	8
MATH 3243, Linear Algebra, OR Math 4403, Differential Equations, OR STAT 4443	3
Probability and Statistics, I	3
CS 2183, Digital Computing with Pascal	3
CS 3273, Digital Computing with Fortran	3
CS 3333, Introduction to Computer Systems	3
CS 3353, Introduction to Computer Organization	3
CS 3363, Data Structures	3
CS 3373, Introduction to File Processing	3
CS 3383, Introduction to Computer Architecture	3
CS 4463, and 4473, Data Communications I and II	6
CS 4523, Software System Design	3
EE 3333, Digital Electronics I	3
PHYS 2084, Fundamental Physics II	4
<b>TOTAL:</b>	<b>54</b>

Electives including BSc. Dissertation (9-16 credits.)	<b>Sem. Hrs.</b>
	<b>19-35</b>
<b>TOTAL:</b>	<b>124</b>

# American University for Leaders

## Graduate Programs

Graduate students enrolled in the School of Engineering/Computer for the MS or Ph.D. degree programs may specialize in one of the following:

### Specialization:

1. Computer Engineering
2. Computer Science
3. E-Commerce
4. Security& Encryption
5. Database Management
6. Networking
7. Computer Simulation
8. Hardware Engineering

For a specialization in Artificial Intelligence and Telecommunications Engineering, see the next section.

### Degree Regulations

#### Master of Science (MS)

##### Requirements:

1. A minimum of 36 semester credits.
2. A cumulative grade point average (GPA) of B (3.00).

AUL graduates with a Master of Science (MS) degree in engineering should find adequate job opportunities in their field of specialization.

For a Master's degree in engineering, a student is required to earn 36 semester credits beyond a recognized Bachelor's degree in Engineering or equivalent qualification in a relevant field. These credits may be earned by supervised study and research to be carried out over a minimum duration of one year, culminating in a Master's degree thesis.

#### Doctor of Philosophy (Ph.D.)

##### Requirements:

1. A minimum of 72 semester credits.

AUL graduates with the degree of Doctor of Philosophy (Ph.D.) in Engineering find adequate job opportunities in their field of specialization. For a doctoral degree in Engineering, a student is required to earn a minimum of 72 semester credits beyond a recognized Master's degree or a recognized qualification in a relevant field.

These credits may be earned by supervised study and research over a minimum duration of two years, culminating in a doctoral degree thesis.



# **American University for Leaders**

**Division of Management Science,  
Artificial Intelligence  
and  
Telecommunications Engineering**

# American University for Leaders

The Division of Management Science, Artificial Intelligence and Telecommunications Engineering at the School of Engineering offers Master of Science (MS) and Doctor of Philosophy (Ph.D.) degree programs to full-time (resident), part-time, and external (non-resident) graduate students.

A few of the specialization available to MS or Ph.D. students are given below:

## **Management Science**

1. Optimization Techniques
2. Computer Simulation
3. Transportation Modelling
4. Resource Planning
5. Business Process Re-engineering

## **Artificial Intelligence**

1. Introduction and Principles
2. Expert-Knowledge-Based Systems
3. Applications and Development
4. Languages
5. Applications in:
  - (a) Business and Finance
  - (b) Education
  - (c) Industry
6. Hardware
7. Software Environment
8. Future Directions

## **Telecommunications**

1. Data Communications
2. Computer Network, Design, and Protocols
3. Digital Signal Processing

# American University for Leaders

## Master of Science (MS) in Computer Science (CS) Regular and Executive

**Duration:** 1-2 Years  
1 Year Executive

No. of Semester Credits Required: 36  
Minimum passing Grade: 80% "B"

### Admission Requirements:

- (i) A BSc degree in Computer Science.
- (ii) A Bachelor's degree (BS, BBA, B. Com) with some knowledge of Computer Science
- (iii) with 4 years of experience as a computer scientist) (MS Executive).
- (vi) A qualification is acceptable to American University for Leaders.

### Introduction

The MS (CS) Regular/ MS (CS) Executive degree program is designed for individuals who already held positions for responsibility and authority as computer scientists in the administrative, banking, economic, business or commercial world for at least 4 years after obtaining a Bachelor's degree. The individual will acquire advanced software Engineering and information

Engineering knowledge through practical and supervised tuition based on the true and rather than perceived needs of the end-users with the implementation of research techniques in System Design and Development; offering skills in client/user architecture design and development to meet the market needs in the new decentralized system approach.

### Aim of the MS (CS) Degree Program

To promote and encourage good Software Information Engineering techniques and operational theoretical research opportunities in the field of Computer Information Systems. To equip students with Higher Information Management skills and offer advanced that can be used in the public and private sector industry.

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## Structure of The MS (CS) Regular Degree Program

### First Year (Preparatory Year)

A student is required to undertake and successfully complete a minimum of three courses (subjects) during the first three semesters (1st year). The semester credit value of each course is 3 enabling him to accumulate 3 courses x 3 semesters x 3 credits = 27 credits.

### Second Year

During the second (final) year, a student is required to undertake and successfully complete a minimum of three courses each semester. The semester credit value of each course is 3 enabling him to accumulate 3 courses x 3 semesters x 3 credits = 27 credits.

### Research And Thesis

At the start of the final year, every student selects his/her MS SPECIALISATION, a RESEARCH PROJECT, and a Professor to act as his/her MS research supervisor. He/she writes the MS thesis under the direction and guidance of his research supervisor and submits the thesis to AUL, at the end of the last semester. The Registrar sends the thesis for examination in London, England. The semester credit value of an MS Thesis is 9.

The 36-72-semester credit study requires coursework, seminars, lectures, tutorials, home assignments, computer laboratory courses, etc.

Every student must submit his own separate thesis for the degree.

*NOTE: Applicants with acceptable experience and qualifications may be admitted directly to the MS-second year.*

### First Year

#### 1st Semester

1. C Language Programming
2. Advanced Programming
3. Automation & Robotics

#### 2nd Semester

1. Advanced Communication
2. Microsoft Excel or Lotus 123
3. Systems Analysis

#### 3rd Semester

1. Systems Methodology
2. Object Orientated Methodology & Concept
3. Software Engineering

#### 4th Semester

1. Software Utilities
2. Business Software  
Application Management (Advanced Macros & Systems Integration)
3. Advanced Programming in C/C++ Programming in Visual basic (Front End Systems Management)

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## 5th Semester

1. Distributed Systems Client/Server)
2. Structured Query Language Programming
3. **Homogeneous & Heterogeneous Operating Systems Programming**

## Second Year

**Research & MS thesis with courses given below)  
(Common with MS-Executive)**

## 4th Semester

1. Software Utilities
2. Business Software  
Application Management (Advanced Macros & Systems Integration)
3. Advanced Programming in C/C++ Programming in Visual basic (Front End Systems Management)

## 5th Semester

1. Distributed Systems Client/Server)
2. Structured Query Language Programming
3. Homogeneous & Heterogeneous Operating Systems Programming

## 6th Semester

1. Business Information Management Systems
2. Distributed Databases Optimization & Control
3. Software Engineering & Security Management SUBMISSION OF MS THESIS TO AUL

*AUL reserves the right to ask a student to attend BS (Computer Science) courses if he/she lacks the necessary background knowledge to profit from the course. It also reserves the right to offer or withdraw any courses during a particular semester.*

# American University for Leaders

## Structure of The MS (CS) Executive Degree Program

A student is required to undertake and successfully complete a minimum of three courses (subjects) each semester during the three semesters. The semester's credit value of each course is 3 enabling him/her to accumulate 3 courses x 3 semesters x 3 Credits = 27 credits.

### Research and Thesis

He/she simultaneously selects his/her MS (CS) SPECIALISATION, a research project, and a Professor to act as his research project supervisor. He/she writes a thesis under the direction and guidance of his research supervisor over a period of three semesters (1 year) and submits the thesis to AUL for examination. The semester credit value of the MS (CS) thesis is 9.

The 36 semester credits study requires coursework, seminars, lectures, tutorials, home assignments, computer laboratory courses, and the thesis.

### 1st Semester

**(Research & MS thesis with the courses given below)**

1. Software Utilities
2. Business Software Application Management (Advanced Macros & Systems Integration)
3. Advanced Programming in C/C++/Visual Basic (Front End Systems Management)

### 2nd Semester

1. Distributed Systems (Client/Server)
2. Structured Query Language Programming (Intro)
3. Homogeneous & Heterogeneous Operating Systems Programming

### 3rd Semester

1. Business Information Management Systems
2. Distributed Databases Optimization & Control
3. Software Engineering & Security Management

### Pre-Requisite Courses

AUL reserves the right to ask a student to attend MS (CS) 1st year courses if he/she lacks the necessary background knowledge to profit from this course. It also reserves the right to offer or withdraw any courses during a particular semester.

## STRUCTURE OF OPERATIONAL RESEARCH(OR)/ MANAGEMENT SCIENCE PROGRAM

### MS and Ph.D.

For MS (OR)/Management Science program a student is required to undertake and successfully complete a minimum of three courses (subjects) each semester during the three semesters. The semester's credit value of each course is 3 enabling him/her to accumulate 3 courses x 3 semesters x 3 Credits = 27 credits.

### Research and Thesis

The student simultaneously selects his/her MS (CS) SPECIALISATION, a research project, and a Professor to act as research project supervisor. The student writes a thesis under the direction and guidance of the research supervisor over a period of three semesters (1 year) and submits the thesis to AUL for examination.

The semester credit value of the MS (CS) thesis is 18. The 36 semester credits study requires coursework, seminars, lectures, tutorials, home assignments, computer laboratory courses, and the thesis.

### 1st Semester

(Research & MS thesis with the courses given below)

1. Basic Techniques of Operational Research
2. Linear Programming and optimization techniques
3. Mathematical Programming and Model Building

### 2nd Semester

1. Decision Analysis
2. Database management
3. Linear Algebra

### 3rd Semester

1. Management Information Systems
2. Software Engineering & Security Management
3. Simulation Techniques

# American University for Leaders

## PhD. in Operational Research

Student requires writing a research dissertation comprising a total of 72 credit with a minimum duration of two years. Before starting a Ph.D. program, you are required to prepare a research proposal based on original thinking. You should clearly frame a research question and hypothesis/hypotheses indicating primary and secondary sources of data. You will work under the supervision of a supervisor.

Pre-Requisite: You require a master's degree from a recognized institution in any field of management science with a strong quantitative background.

## STRUCTURE OF HEALTHCARE MANAGEMENT PROGRAM MS and Ph.D.

### The Master of Science

is intended for students who want to obtain specialized education in Healthcare Management and the use of Information Technologies for the purpose of either pursuing a professional career or for continuing their studies towards a Ph.D. degree.

### The Doctor of Science (Ph.D.) program

is intended for students who want to achieve advanced levels of research and development within the goals of identifying novel tools that ensure optimized quality in the delivery of healthcare.

Both of the above programs require students to either have an educational background in healthcare or currently employed as healthcare professionals. Students who lack in either of these areas will be required to acquire the necessary basic knowledge before being admitted to either course of study.

This study program is of special interest to doctors, senior nurses, and managers/professionals wishing to advance their current health management and research skills. It will be of significant relevance to those active in developing the management structures of national healthcare provisions.

#### The following are considered of definite gains for the student:

- To develop students' knowledge of theories and philosophies regarding management practices relevant to healthcare.
- To develop a thorough understanding of the major issues influencing the organization and delivery of public and private health care.
- A view of the wider perspective of health service provision; the need for prioritization, make use of skill mix and plan a quality service that is cost effective and efficient.
- The ability to plan, influence and develop services.
- An appreciation of contemporary issues in health & social care & their effect on provision of the service.
- Research skills applied to the evaluation of practice and the service.
- The ability to reason, debate & articulate point of view.

For MS a 36 semester credits study requires coursework, seminars, lectures, tutorials, home assignments, computer laboratory courses, and the thesis.



# American University for Leaders

## First Semester (Research & MS thesis with courses given below)

1. Healthcare Planning
2. Quality Assurance and Audit
3. Biological Environmental Basis of Disease

## Ph.D. in Healthcare Planning and Management

Student requires writing a research thesis comprising a total of 72 credit with a minimum duration of two years. Before starting a Ph.D. program, you are required to prepare a research proposal based on original thinking. You should clearly frame a research question and hypothesis/hypotheses indicating primary and secondary sources of data. You will work under the supervision of a supervisor.

**Pre-Requisite: You require a master's degree from a recognized institution in any field of management science with a strong quantitative background.**

## Specialization MS/Ph.D.

Geographical Information System (GIS) Health and Safety Health and Social Care Organization and Management Healthcare Resource Planning for Primary and Secondary Care Public Health Management Quality Assurance and Audit Resource Planning Social Policy Analysis Theories of Healthcare

**School of Law**

# American University for Leaders

The School of Law offers graduate degree programs in the following specialization: Specialization (LLM/Ph.D.):

Administrative Law  
Banking Law  
Business Law  
Commercial Law  
Consumer Law  
Comparative Law  
Company Law  
Civil Litigation  
Labor Law  
Constitutional Law  
Local Govt. Law  
Criminal Law  
Land Law  
Criminology  
Maritime Law  
Conveyancing  
Landlord and Tenant Law  
Contract Law  
Insurance Law  
Islamic Law  
Intellectual Law  
Industrial Law  
Jurisprudence  
Partnership Law  
Military Law  
European Community Law  
Revenue Law  
Employment Law  
Tort Law  
Environmental Law  
Trusts Law Equity  
Succession Law  
Evidence  
Scots Law  
Family Law  
Criminal Justice

**NOTE:** A few of the degree programs may not be available due to the non-availability of a research and thesis supervisor during a particular academic year.

# American University for Leaders

## Undergraduate Programs

Currently, the AUL does not offer a Bachelor of Laws degree program.

## Graduate Programs

Master of Laws (LLM)

### Requirements

1. A minimum of 36 semester credits.
2. A cumulative grade point average (GPA) of B (3.00)

AUL graduates with the Master of Law (LLM) degree may find job opportunities in professions like administration, banking, and finance, education and law, etc.

For a Master's degree, a student is required to earn 36 semester credits beyond a recognized bachelor's degree in law or an equivalent qualification. These credits may be earned by supervised study and research over a minimum duration of one year, culminating in a Master's degree thesis.

## Doctor of Philosophy (Ph.D.)

### Requirements:

1. A minimum of 72 semester credits.
2. A cumulative grade point average (GPA) of B (3.00)

AUL graduates with the Doctor of Philosophy (Ph.D.) degree may find job opportunities in professions like administration, banking, and finance, education and law, etc.

A doctoral degree candidate is required to earn a minimum of 72 semester credits beyond a recognized Master's degree in law or an equivalent qualification. In exceptional circumstances, a bachelor's degree in law may be accepted for admission to the Ph.D. degree program. These credits may be earned by supervised study and research over a minimum duration of two years, culminating in a doctoral degree thesis.

# American University for Leaders

## Section II

### EXTERNAL (Distance/Online Education (DE) Programs

The American University is a leader and a pioneer among educational establishments offering American education outside the United States. In addition to the traditional full-time programs, the University offers master and doctoral degree programs through distant learning.

Distant learning programs are designed for external students living away from the University to engage in study or research under the direct supervision of a London-based AUL faculty or under the supervision of local mentors, who have been approved and appointed by AUL and work under its aegis.

There are no residency requirements for distant learning programs although candidates may be required to attend a viva voce in London to defend their theses.

### Master's Degree Programs

Master of Arts (MA)  
Master of Education (MEd)  
Master of Business Administration (MBA)  
Master of Business Administration (MBA- Executive)  
Master of Computer Science (MSc)  
Master of Law (LLM)

### Doctoral Degree Programs

Ph.D. in Art  
Ph.D. in Education  
Ph.D. in Business Administration  
Ph.D. in Management  
Ph.D. in Law  
Ph.D. in Computer Science

### As a distant learning student you need to know the following:

1. You have to select a topic of your own choice & interest to write a research thesis.
2. Prepare your research question followed by the hypothesis to be tested.
3. Prepare a research proposal based on your research question and hypothesis or hypotheses.
4. The supervisor will guide you to complete your research minimum in one year for the master degree and in two years for a Ph.D. after a master's degree.
5. You will have to work independently collecting data and producing research work.
6. There are no classes or plenary sections for distant learning programs.

# American University for Leaders

## Courses Description

### Accounting (ACCT)

#### 2003 Principles of Accounting I.

The accounting cycle for merchandising and service oriented business organizations. Primary emphasis on accounting principles applicable to measuring assets, liabilities, owners' equity and income.

#### 2013 Principles of Accounting II.

Special issues of partnerships and corporations. The course also covers rudimentary accounting and reporting for manufacturing companies. A part of the course is devoted to special reports and managerial uses of accounting data for the decision making function. Prerequisite: ACCT 2003.

#### 2023 Fundamental Accounting Concepts.

The primary emphasis will be on developing an understanding of the fundamental accounting concepts, with secondary emphasis on procedural mechanics. In addition, the student should develop an awareness of the language and environment of American business and appreciation of accounting methodology, and skill in problem solving. (Open only to students not majoring in the School of Business.)

#### 3003 Intermediate Accounting I.

An in-depth study of accounting statements, the accounting process, inventory valuation procedures, operational assets, and investments. Prerequisite: ACCT 3003.

#### 3013 Intermediate Accounting II.

A detailed study of the corporate form of organization. In addition, the effort is devoted to error corrections, analysis of financial statements, funds flow, and cash flow reporting, and the controversial areas of accounting. Prerequisite: ACCT 3003.

#### 3023 Cost Accounting I.

General principles of cost accounting, including the methods of collection, preparation, and interpretation of cost data for industrial and commercial concerns, comprehensive budgets, and standard costs. Prerequisite: ACCT 2013 3043 Cost Accounting II. A continuation of Cost Accounting I. includes decision models and cost information, cost allocation, systems choice, and management control. Prerequisite: ACCT 3023.

#### 3043 Cost Accounting II.

A continuation of Cost Accounting I. includes decision models and cost information, cost allocation, systems choice, and management control. Prerequisite: ACCT 3023.

#### 4003 Managerial Accounting.

Accounting principles and trends especially from the managerial viewpoint. Control of business activities through accounting: allocation of costs: financial statement analysis; concepts of costs, income, revenue, and equities, and their connection with accounting objectives. Prerequisite: ACCT 2013.

4013 Tax Accounting I. This course examines the law, rules, and procedures of federal income taxes for individuals. In addition, the business events and transactions, which influence taxable income for individuals, are studied. Prerequisite: ACCT 2013.

4023 Advanced Accounting. An advanced study of accounting concepts and problems in the areas of partnerships, special sales procedures, consolidated statements, and governmental units. Prerequisite: ACCT 3013.

#### 4033 Accounting Information Systems.

A study of the role, design, characteristics, and function of accounting information systems. Prerequisites: ACCT 3003, ACCT 3023 and CIS 2023 or consent of instructor.

# American University for Leaders

## 4053 Auditing I.

Standards and procedures, code of ethics, a form of audit reports and statements and the principles underlying the verification of data presented in financial reports. Prerequisites: ACCT 3013 and MGMT 2113.

## 4063 Auditing II.

Requires the preparation of audit working papers and reports, and a detailed audit practice case. Prerequisites: ACCT 4053.

## 4073 Theory of Accounting.

A review of the postulates, principles, rules, and Procedures is underlying the broad area of external financial reporting. Literature for the course is comprised of publications by authoritative accounting bodies. Prerequisites: ACCT 3013.

## 4083 CPA Problems.

Designed to aid accounting majors who intend to become candidates for the Certified Public Accountant examination. The course will emphasize the development of techniques for solving problems that appear regularly on CPA examinations. Prerequisites: ACCT 3023 and 4023.

## 4113 Tax Accounting II.

A combination of Tax Accounting I. Emphasis in This course will be on federal income tax laws for partnerships, fiduciaries and corporations. Prerequisites: ACCT 4013.

## 4123 Fund Accounting.

Accounting principles and reporting tenders as applied to governmental units and not-for-profit enterprises. Special emphasis will be placed on pronouncements of the National Council on Governmental Accounting. Prerequisites: ACCT 2013.

## ACCT 2004 Financial Accounting

Financial accounting principles underlying accounting statements as they apply to financial statements of business firms, accounting system and records, income measurement and asset valuation. Emphasis on interpretation and uses of financial statements.

## ACCT 4512 Cost Management Systems

Problems with traditional cost allocation methods, design of operational control and performance evaluation, non-financial measurement of performance, activity-based costing systems, application of activity-based cost systems in manufacturing and service industries, cost accounting and most management system in the high technology business. Readings and cases. Prerequisite: ACCT 4510 or equivalent

## ACCT 4515 Computerized Accounting Information Systems

Role of accounting information systems within companies' operating environments, their capabilities, and limitations accounting information system data for gathering and processing, internal controls in computerized accounting systems analysis and designs, accounting decision support and expert systems, computerized accounting systems in small businesses, service industries, and non-profit organizations. A comprehensive project is required. Prerequisite: ACCT 4510 or equivalent

## ACCT 4526 Foundation of Internal Auditing

Concepts and principles of internal auditing, professional standards, internal auditing process; internal control, audit evidence, EDP auditing, fraud; internal audit skills; problem solving, audit communication and behavioral skills, statistical sampling; information technology; administration of internal auditing department. Cases and projects are required.

## ACCT 4527 Operational Auditing

Operational auditing concepts and techniques, functional audits, control and assessments of management controls, ISO and TQM, operational audits in governmental and not-for-profit organizations. Cases and projects are required. Prerequisite: ACCT 4510 or equivalent

# American University for Leaders

## **Business Administration (BUAD)**

1013 Introduction to Business.

A survey course to acquaint beginning students with the major institutions and practices in the business world, to provide the elementary concepts of business, and to serve as an orientation course for selection of a specific major. (Open to School of Business freshmen and non-business majors, only.)

2023 Legal Environment of Business.

An introduction to the fundamental elements of the Anglo-American legal system and its common law origins. The scope of the course will include the application and operation of the legal system in the remedy of business disputes, the development, and operation of the court system, and the regulation of American business and industry by the United States government.

4033 Law of Commercial Transactions.

Business related legal subject matter reflecting marketplace problems and considerations. Topics include the law of sales, secured transactions, commercial paper, contracts, and bankruptcy. Prerequisite: BUAD 2023.

4043 Law of Business Organizations.

Business related legal subject matter reflecting marketplace problems and considerations. Topics include the law of corporations, partnerships, agency, employment relationships, and property. Prerequisite: BUAD 2023.

4053 Labor Law.

Analysis of current labor law practices as they apply to human resources management, with emphasis on the National Labor Relations Act, worker's compensation laws and the Fair Labor Standards Act as amended. Prerequisite: BUAD 2023 and MGMT 3123.

## **Administrative Services (ADMS)**

2413 Introduction to Word Processing.

The theory and concepts of word processing are introduced. Basic equipment introduced. Students receive instruction and practice in the language arts of proof-reading and editing. They also learn to input data on the computer terminals and micro. Beginners are helped to develop keyboarding skills.

2563 Business Communication.

The theories and principles of good oral and written communication. Use is made of simulated business meetings, conferences, and correspondence to practice persuasive and informative data presentation. Prerequisite: ENG 1013.

3533 Electronic Office

Machines Instruction is given in the operation of dictating-transcribing machines, electronic calculators, and electronic typewriters. Prerequisite: ADMS 1512.

3553 Records Systems and Management.

Management-oriented course encompassing the planning, organizing, staffing and controlling functions of a total records management system transfer and disposition of records. Students apply the ARMA standard rules for alphabetic arrangement through stimulated practice in the use of common systems of storage.

4533 Word Processing Management.

Planning, supervision, and management of word processing systems in the office. Students will study stress procedure planning as well as equipment planning; to staff, organize, and train people; to implement the automated office systems to manage the information resources of a firm. Students will also receive some hands-on training in advanced applications. Prerequisite: ADMS 4533.

4593 Office Management and Control.



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The "Capstone" course gives the student the opportunity to apply in a simulated office situation the theories, concepts, processes and decision-making elements of administration learned in other business fields.

## **Computer Information Systems (CIS)**

4594 Introduction to IT. Fundamentals of Computer Hardware, Principles of Binary And Storage, Operating Systems, Software, Basics of Communication And Global Internet, Impacts Of IT In Business And Society.

4595 Computer Applications.  
Uses Of Computer, Computer Skills, Some Simple Programming Languages, Word Processing, Spreadsheet, Design Packages, Introduction To Database Tools.

4596 Physics. Scalar And Vector Quantities, Particle Movements, Laws Of Motions, Gravity, Waves, Optics And Spectrums, Vibration & Resonance.

4597 Engineering Mathematics I.  
Partial Fractions, Limits, Differentiation Of Trigonometric And Hyperbolic Functions, Cubic Equations, Curve Sketching, Integrations, Matrices, Mapping And Transformations, Differential Equations.

4598 Data Communications.  
Principles Of Communications, Modulations, Error Handling, Serial & Parallel Communications, Modes Of Communication, Communication Media, Layers Of Networking

4599 Visual Basic Programming.  
Objects, Event Procedures, Functions, The General, Timer Events, Control Arrays, Variables, Multiple Interfaces, Menus.

4600 Database Systems.  
History, Database Theory, Relational Model, Normalisation, Database Tools, Design, Tables, Forms, Queries, Reports, Macros.

4601 Introduction to Web and HTML.  
Internet History, Intranet, Web Browsers, Web Editors, Dynamic Effects, Animations, HTML, Publishing Webs.

4602 Local Area Networking.  
Networking Models, Basic Network Structure, Operating Systems, Network Protocols, Topology Implementations, Installation of a Network, Troubleshooting.

4603 Electricity and Electronics.  
Resistance Connections, Capacitances, Electromagnet, AC Circuits, Filters Diodes, Semiconductors, Amplifiers.

4604 English and Communication Skills.  
Presentation Skills, Negotiation, Interview Techniques, Formal Business Correspondence, Meetings, Body Language, Assertiveness.

4605 C++ Programming.  
Syntaxes & Codes, Header Files, Input/Output, Variables, Declaration Types, Object Oriented Concept, If statements, Loops, Pointers, Files, Data Structures.

4606 Computer Hardware.  
Input Devices, Output Devices, CPU Structure, Memory Management, Storage Media, PCI Cards, BIOS, Binary System, Logic Gates

4607 Systems Analysis and Software Engineering.  
Life Cycle Model, Water Fall Model, Boehm's Model, Feasibility, Analysis & Investigation, Design, Prototyping, Development, Implementation, Maintenance.

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4608 Engineering Mathematics II.

Laplace Transform, Fourier Analysis, Complex Analysis, Basics of Partial Differential Equations, Vibrational Principles  
4609 Operating Systems and Security. DOS, Windows 3 3.1 3.11 NT 2000, 16-Bit & 32-Bit OS, Real & Protected Mode OS, Network OS, Unix  
4610 Java Language. Control Structure, Loops, and Conditions, Arrays, Classes, Polymorphism, Inheritance, Multi-Threading, Files and Streams, ODBC, JDBC

4611 Algorithms and Data Structures.

Limits, Lower & Upper Limit Functions, Complexity Analysis, Recursive Procedures, Queues, Stack, Binary Trees, Searching Methods, Heaps, Sort Methods.

4612 Advanced Visual Basic Programming.

File Organisations, File Directories, Operations on Files, Components, Modules & Classes, Grids, Media Player, ActiveX Control.

4613 Digital Systems.

Binary Systems, Coordinates, Pixel, LED, Analogue Signals, Bitmaps Images, Vector Images, Other Formats, Storage Concept

4614 Internet networking.

TCP/IP, Windows2000, IP Addressing, Sub-netting, IP Routing, DHCP, Network ID's, Troubleshooting.

4615 Discrete Mathematics.

Difference Equations, Numerical Method, Sequences, Graph Theory, Route Inspection Problem, Matching Problem, Boolean Algebra, Karnuaf Map

4616 Internet Programming.

Dynamic HTML Application, Web Server, VB and Java Scripts,

4617 Advanced Database Systems.

Relational Algebra, Relational Rules, Joins, B-Tree, Multi-user Databases, Security Levels, VBA, Database & Internet, Jet Engines.

4618 E-Commerce.

Trade & Commerce History, Internet & Intranet, Domains, Sites, Security Measures, Fraud, Legal Issues, Starting E-Business

4619 Computer Ethics and Law.

Computer Crimes, Software Licenses, Software Theft, Data Act, Hacking, Computer Viruses.

4620 Probability Theory.

Probability Laws, Measures, Random Variables, Special Distributions, Random Processes, Generating Functions, N Dimensional Distributions.

4621 Introduction to SQL.

Select Where From Clauses, Logical Operators, Criteria, If statements, Built in-Functions, Lookup Process, Delete, Update and Append Operations.

4622 Advanced Windows Programming.

ActiveX DLL, Library, Interaction with Windows & Systems Files, Administrative Functions, Screen Savers, MAPI, Packaging & Setup

4623 Machine and Assembly Language.

Assembler & Debugger, Register, Logical Instructions, Branch Instructions, Memory Addressing, Linkage Loader, Macro.

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4624 Advanced Data Communications.

Circuit & Packet Switching, Frame Relays, ATM, X.25, Network Devices, Gateway, Routers

4625 Security & Encryption.

Plain & Cipher Texts, Information Measures, Hagelin Machine, Data Encryption Standard, Keys, Shift Registers, RSA, Authentication & Integrity

4626 Artificial Intelligence Systems.

Neural Network in Animals, Artificial Neural Network, Symbolic AI, Connectionist AI, Evolutionary AI, Real Intelligence and Mind, Computability, Expert Systems

1013. ORGANISATIONS:

The formation of organizations, The Reasons why Organizations are formed, Characteristics common to all organizations The Objectives of the Organization, The Structure and Operation of the Organization, Organization Charts and Types of Organization

1023. FUNCTIONAL AREAS IN ORGANISATIONS:

Purchasing, Stock Control, and Wages and Salaries.

1033. THE NEED FOR INFORMATION IN ORGANISATION:

Information Transfer, Characteristics of Information, The Scope of Information Transfer, An Information Policy, The Collection of Source Data, The Processing of Source Data, The Distributing of Information.

1243. FILING INFORMATION:

Files Records and Data Items, Fixed and Variable Length Records, The Identification of Records, File Storage Media, Serial Access Media, Direct Access Media, File Organization Methods, File Storage Media & File Organization Methods.

1253. FILE STORAGE MEDIA:

Magnetic Tape – A Serial Access Medium, File Organization Methods using Magnetic Tape, Magnetic Disk - A Direct Access Medium, The Means of Addressing Magnetic Disk, The Operation of Magnetic Disk, Cylinders and Buckets, File Organization Methods using a Magnetic Disk, Accessing Disk Files

2013. COMPUTERISED INFORMATION SYSTEMS:

Information Needs, Types of Computers The Mainframe, The Mini, The Microcomputer, Methods of Processing, Batch Processing System, Online Processing System, Database System, Query Languages, Advantages of Database Systems, Centralized and Distributed Systems, Electronic Office System, Computer Networks, Local Area Network, Wide Area Network, Computer Networks for Communication, Electronic Mail, Electronics Diaries and Calendars, Electronic Notice Boards, Tele text and Tele view Data Systems

2023. SYSTEMS CONTROLS:

The Need for Control, Data Accuracy, Data Control in Batch Processing Systems, Types of Validation Checks, Validation using Batch Processing Systems, Data Security, Security against Data Loss, Security to Prevent Unauthorized Access, Security to Maintain Data Integrity, Security to Maintain Data privacy

## PROGRAMMING

2033 SOFTWARE: Computer Programs, Instruction sets, The Fetch-Execute Cycle Programming Languages, Translators

2243 Categories of Software: Systems Software,

Operating Systems, Application Software, General Purpose packages for Microcomputers including; Word processors, Spreadsheets, Databases, Graphics Packages, Expert Shell Systems, Integrated Packages.

2253. Program Design: Basic Components of JACKSON'S STRUCTURED, PROGRAMMING Design, Sequences, Selections, Iterations, The Principal Stages of JSP Design, Allocation of Elementary Operations.

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2263. Pseudo Code: CODING THE PROGRAM, BASIC, COBOL, PASCAL

2273. Program Debugging and Testing: Syntax and Logical Errors, Test Data, Top Down Testing, Validation

2283. Program Documentation: Documentation Requirements, Problem identification, General Specification, User Information, Program Specification.

## **Economics (ECON)**

2313 Principles of Macroeconomics. How economic systems operate, with much emphasis placed on money, banking, and national income. This course is designed to increase awareness of economic problems and encourage the student to analyze alternative solutions.

2323 Principles of Microeconomics. Emphasis is placed on value, prices, distribution, international economics, and current problems.

2333 Economic Issues and Concepts. Designed to give the student a basic understanding of our economic system. Basic economic concepts will be explored and contemporary economic problems and issues will be examined in light of the concepts learned.

3313 Microeconomic Analysis. Designed to develop an analytical framework for the study of the determination of relative prices and the allocation of resources in a market economy. The course will cover consumer choice and demand, resource utilization and the theory of the firm, competitive market equilibrium and resource allocation, and non-competitive market structures. Prerequisites: ECON 2313 and 2323.

3323 Money and Banking. Monetary and banking history, with emphasis on the theory of money and banking in the United States, operations of commercial banks and the Federal Reserve System. Prerequisites: ECON 2313 and 2323.

3343 Comparative Economic Systems. A comparative study of alternative economic systems. Emphasis is given to the institutions and principles, which guide the use of scarce resources to want satisfaction. Particular attention is given to the operation of actual economic systems concerning the extent to which they are market directed or government-directed.

3353 Labor Economics. The economics of labor markets; factors affecting the economy's demand for labor and the decisions of workers to supply labor. Current labor market problems such as unemployment, unions, poverty, and productivity will be analyzed. Prerequisites: ECON 2313 and 2323

3463 Urban and Regional Economics. An analysis of the microeconomic rationale of firm location, a base for considering regional growth, urban economic structure problems, and development policies.

4313 Development of Economic Thought. Presents a brief review of the doctrines of economic thinkers from early times through to Marshall. A broader study of modern writers and theories. Prerequisites: ECON 2313 and 2323, or ECON 2333.

4323 Public Expenditures and Taxation. Deals with public revenues, the theory of taxation, institutions, and problems of the revenue system as a whole, and the effects of the taxing, spending, lending, and borrowing by government units upon the national income and employment. Prerequisites: ECON 2313 and 2323, or ECON 2333.

4333 Government Regulation of Business. A critical study of the impact of legislation and commission regulation on business policies. Prerequisites: ECON 2313 and 2323.

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4343 Managerial Economics. Practice in the use of economic principles in solving business problems. Areas covered include uncertainty, forecasting, demand analysis, and capital management. Prerequisites: ECON 2313 and 2323, MGMT 2113 and 3523.

4353 Economic Development. The primary concern is with theories and methods of economic development for developing countries. Agriculture, population, investment, natural resources, international relations, and economic aid are the main topics of the course. Prerequisites: ECON 2313 and 2323.

4501 Principles of Economics. Introduction to economic systems and economic analysts. The course is overview microeconomics covering topics such as supply and demand in individual markets, elasticities of supply and demand, theory of consumer behavior, theory of the firm, theory of production, analysis of cost elements, factors and product markets, and analysis of competitive and monopolistic markets and oligopoly. The course also includes an analysis of macroeconomics covering topics such as aggregate and aggregate supply, national output and income determination, consumption, savings, investment, government expenditures, international trade and restrictions, general price level, the theory of money, monetary and fiscal policies, business cycles, unemployment, and inflation.

4510 Managerial Economics. This course analyzes the role of business in society as well as the role of profits in the allocation of scarce resources. It develops the relevant demand and production theories, the theory of the firm, economic optimization techniques, cost/benefits analysis, and pricing policies. Economic forecasting techniques, public policy issues, public regulations, and the role of government in a market economy are introduced. Prerequisite: ECON 4501 or waiver of this prerequisite according to the waiver guidelines.

4511 The Macroeconomic Environment of Business. This is an advanced course in aggregate economic theory. The course analyzes the components of aggregate demand and aggregate supply and factor shares in production functions. It also encompasses the basic structure of the classical, Keynesian, monetarist, and new classical approaches to macroeconomics and their implications for the determination of output (GDP), interest rates, general price level, unemployment, and inflation. Applications of the theory of the business cycle and the use of monetary and fiscal policy for economic stabilization are also analyzed. Prerequisite: ECON 4510

4512 Econometrics. This course stresses the mathematical formulation, estimation, and empirical testing of basic econometric models which can be used for forecasting economic and financial data for future planning purposes. The theory of normal linear (and nonlinear) models, generalized least squares methods, hypothesis testing, specification error, regression diagnostics, and distributed lags are analyzed in the context of economic and financial theories. Applications include simultaneous equation model, seemingly unrelated regression, pooled data estimation, and single-equation models. Prerequisites: OM 4502 or waiver of this prerequisite according to the waiver guidelines, ECON 4510.

4520 Microeconomic Analysis. This is an advanced course covering selected topics in utility theory, analysis of demand and supply, production theory, labor market, and capital theory. It also covers price and output determination in different market structures, resource allocation, income distribution, welfare economics, the economics of uncertainty and information, as well as the analysis of partial and general equilibrium systems. Prerequisite: ECON 4510

4522 International Trade. This course covers advanced analysis of topics such as the gains from trade, sources of the gains from trade, sources of comparative advantage, economic integration, trade policy, the theory of commercial policy, foreign exchange rates, the balance of payments, protectionism and barriers to trade, and the gains from specialization Prerequisite: ECON 4510

4525 Energy Economics. This course deals with the analysis of energy sources (such as petroleum coal, gas, and electricity), and the rates of extraction. The course also covers the analysis of demand for and supply of oil, in particular, under the assumptions of the theory of Cartels. It also includes analysis of short-and long-run costs of investments in such resources under uncertainty, the pricing of exhaustible resources such as oil, and modeling of long-run theory demand. The course includes a case study on the energy sector of the Saudi Economy. Prerequisite: ECON 4511

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4681 Special Problems in Economics. Individual problems in economics arranged in consultation with the instructor. (Must be approved by the department.)

## **Economic Education (ECED)**

3513 Economics for Teachers. Designed to give school teachers an overall view of the structure and operation of our economic system. Emphasis will be placed on preparing teachers to utilize economic concepts in analyzing current economic problems. (For Education majors only-no credit for business majors).

4513 Economic Education Workshop. It provides in service teachers a means for developing a fundamental understanding of our total economic system, its processes, problems, and potentialities. Teachers learn how to relate this understanding to current economic issues and policies. Open to in service teachers, all grade levels (USA).

4523 Special Issues and Methods in Economic Education. A detailed examination of selected contemporary economic issues relevant to institutional economics and teaching methods/materials appropriate for grade kindergarten through twelve. Prerequisites: ECON 4513 and/or instructor's approval.

3263 British Literature Since 1800. Major British authors, genres, movements from the Romantic period to the present.

3293 British Novel. Representative British novels.

## **Finance (FIN)**

3713 Business Finance. The legal forms of American business organization. Policies, methods, and institutions involved in financing business. The principles of financial management will be studied with emphasis on the corporation, including cash flows, securities, financial structures, expansion, and acquisitions. Prerequisite: ACCT 2013 or 2023.

3733 Personal Finance. Concerned with the management of the personal financial resources of the individual and the family. Provides guidance for consumer purchasing and credit, personal insurance, taxation, investing estate planning and social security. (Designed for non-business majors; course counts only as a free elective, except where required in major.)

3743 Commercial Banking. The principles used in the management of commercial portfolios: analysis and interpretations of Federal Reserve Regulations and publications. Prerequisite: FIN 3713.

4723 Investments. Security investments, the tools of investment analysis, the formulation of investment policy and the role of the individual investor in the economy. Prerequisite: FIN 3713.

4501 Corporate Finance. An introduction to the basic concepts and tools of corporate finance. The course covers financial planning and control techniques such as forecasting financial needs, cash budgeting, operating leverage, ratio analysis, return-on-investment, and fund statement. Other topics include working capital policies, capital budgeting, and the treatment of risk in investment decisions. Prerequisite: ACCT 501 or waiver of this prerequisite according to the waiver guidelines.

### **4510 Managerial Finance**

Managerial finance consists of two inter-related decisions of investment and financing. The former deals with capital theory and its application to capital budgeting under uncertainty. The latter deals with financial leverage, the cost of capital, dividend policy, and valuation. Leasing and other instruments of long-term financing, growth through mergers and the holding company, as well as reorganization and bankruptcy are also included.

### **4520 Financial Policy**

A case method analysis of corporate assets/liabilities management and related financial problems stressing financial decisions and the formulation of financial policy. The subject coverage includes: working capital

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management, operating and financial leverage, capital budgeting, cost of capital, dividend policy, and mergers, acquisitions, and corporate restructuring. This course attempts to familiarize the students with practical aspects of financial concepts and theories. It provides students with the tools and financial models to make decisions in real-life situations.

A case-based approach is emphasized to give the students 'hands-on' managerial financial skills. It is also intended to develop communication and presentation skills and strengthen the students' confidence in their own judgment. Prerequisite: FIN 4510

## 4521 International Finance

The focus is on understanding how multinational corporations make financial decisions in an international environment. Students learn about international money and capital market operations, the determination of exchange rates, and how to analyze the balance payments accounts. Specific skills to measure and manage exposure to foreign exchange risk are developed. The course also covers corporate functions including international capital budgeting, working capital management, direct foreign investment, political risk analysis, and international banking and taxation. Prerequisite: FIN 4510

4522 Financial Institutions. This course has a dual objective. One focus is to understand the flow of funds across financial markets, the nature and characteristics of these markets, and the determination of interest rates and security prices. Students are exposed to the process of financial product evolution and financial engineering techniques. The second focus is to familiarize students with the strategic and operational issues involved in the management of financial institutions including commercial banks, Islamic financial institutions, savings banks, finance companies, pension funds, and insurance companies.

The course also includes a description and comparative analysis of the Islamic financial system, the Saudi financial infrastructure, and the Western financial system. Prerequisite: FIN 4510

4523 Investment Analysis. Analysis of investments in financial securities such as bonds, common stock, preferred stock, options, commodities and Islamic financial instruments. Nature, regulation, and operations of securities markets in a western economy and an Islamic economy. Portfolio management theory and implications for capital market theory. Stock price behavior in relation to technical analysis and to capital market efficiency hypothesis. Prerequisite: FIN 4510

4525 Options, Futures, and Other Derivative Securities. This course provides detailed coverage of the organization, structure, and role of the derivative securities market. The course explores the properties of derivative securities (such as futures, options, options on futures, and swap markets) that are commonly encountered in practice and provides a theoretical framework within which these securities can be valued. Students learn the skills required to use derivative securities in hedging and risk-altering investment strategies. Prerequisite: FIN 4510

4529 Bank Management. Examines the nature and operating strategies of banking institutions including Islamic banking institutions. Bank management issues such as liquidity management, investment strategies, capital management, and asset/liability management are emphasized. Banking practices in an international environment are also examined. Students work through cases that simulate real world decision making. Prerequisite: FIN 4510

4531 Real Estate Management. This course deals with the analysis of residential and commercial real estate development, appraisal techniques, real estate financing, real estate market analysis, real estate management, and legal environment. It also covers the theory of risk and management of personal and business risk.

4743 Managerial Finance. Emphasis on principles and tools for analysis and decision making in working capital management. Studies include cash flow forecasting, inventory model applications, sources and uses of funds analysis, trade credit policies. And techniques of short and intermediate-terms sales forecasting. Prerequisite: FIN 3713.

4753 Capital Management. An analysis of the management aspects relating to the inflows and outflows of permanent capital in business enterprises. Examines the management of long-term assets, long-term credit, equity and internal financing. Corporate expansion, including mergers, acquisitions, corporate reorganization, and bankruptcies. Prerequisite: FIN 3713.

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4981 Special Problems in Finance. Case studies in finance arrange in consultation with the instructor. (Must be approved by the department.)

## **Fine Arts (FAM)**

2502 Fine Arts Musical. An introduction to music for the listener who has had no formal training or experience. Two lecture periods per week.

## **Fine Arts (FAT)**

2202 Fine Arts-Theatre. Theatre for the playgoer.

## **Fine Arts (FAV)**

2502 Fine Arts-Visual. Introduction to visual art for all students, regardless of background or experience. The purpose is to help the eye to observe as well as to see.

## **English (ENG)**

1002 Writing. Tutorial. Intensive, Individualized works on the basic strategy, organization, diction, and grammar of the collegiate essay. To be taken in conjunction with Freshman English I,

1003 Freshman English I. Study and practice of fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. Prerequisite for ENG 1013.

1013 Freshman English II. Continues the practice of ENG 1003, to develop further the skills learned in that course. Based on reading and discussion of various types of writing, the student's essays will provide practice in different kinds of rhetorical development, are including research and documentation. Prerequisite: ENG 1003.

1103 Composition for Non-Native Speakers I. Comprehensive advanced grammar, sentence structure; and vocabulary for students scoring under 500 on the TOEFL.

1203 Composition for Non-Native Speakers II. Designed to help non-native students develop their ideas into well organized, well developed and effective paragraphs and essays based on major rhetorical patterns. Grammar, sentence structure, and the complete writing process are emphasized.

2003 Introduction to Literature of the Western World I. An introduction to the analysis and interpretation of literary works from several historical periods ranging from early civilizations to the Renaissance.

2013 Introduction to Literature of the Western World II. An introduction to the analysis and interpretation of literary works from several historical periods ranging from the Renaissance to the present.

2103 Introduction to Poetry and Drama. Poetry and drama with emphasis on analytic reading and writing skills.

2113 Introduction to Fiction. Short fiction and the novel with an emphasis on analytic reading and writing skills.

3003 Advanced Composition. Emphasis on the development of structure and style in literary easy and research skills.

3013 Functional Writing. Writing skills applicable to all disciplines. Recommended for the general student seeking proficiency. It will not apply to English degree requirements.

3023 Creative Writing. Instruction and practice in the writing of poetry, fiction, and drama. 3043 Technical Writing. Forms and techniques of technical writing.



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3223 British Literature to 1800. Major British, authors, genres, and movements from the beginning to the end of the Neoclassical period.

3233 Shakespeare. An introduction to the works of Shakespeare.

3243 British Drama to 1800. Drama in the Middle Ages, Renaissance, Restoration, and Neoclassical periods, including at least three Shakespeare plays.

## General History (HIST)

3213 History and Museums. An introduction to the background with the nature of museums and the use of the resources of museums for the BSE of history. (Will does not fulfill requirements of World or US History to BSE major).

4601 Special Problems in History. Individual problems in history for juniors, arranged in consultation with a professor. Must be approved by the department chairman.

## United States History (HIST)

2763 The United States To 1876. Social, economic, and political developments from Columbus to the end of Reconstruction.

2773 The United States Since 1876. Social, economic, and political developments from Reconstruction to the present.

## World History (HIST)

1013 World Civilization To 1660. The great civilizations, with emphasis on the main historical current influencing modern society.

1023 World Civilization Since 1660. A continuation of HIST 1013, with emphasis on the past three centuries.

3043 History of England. Major developments in English history focusing on the emergence of Britain as the world's first industrial power.

3183 Origins of Modern Europe. Europe from 500. Emphasis will be placed on the period after 1200.

## International Business Studies (IBS)

3113 International Financial Management and Banking. A study of financial concepts and issues in banking as they relate to business decisions in a global economy. (This course can be counted as a Finance Elective).

4103 International Trade. The economic theory and history of international trade. Foreign exchange and balance of payments will be stressed. Prerequisites: ECON 2313. (This course can be counted as an Economy Elective.)

4113 International Marketing. Exporting and importing, as well as the management of international operations. These include phases of business activity related to operating marketing and sales facilities abroad, establishing production or assembly facilities in foreign areas, and creating licensing arrangements. Prerequisite: MKTG 3013 and 2323. (The course can be counted as a Marketing elective.)

4123 International Management. Provides a systematic review of the international environmental forces and their influence on all management areas of international firms, organizational structures, personnel, logistic laws, and policy. Prerequisite: MGMT 3123. (This course can be counted as a Management elective.)

4133 International Law. Law is relevant to transactions conducted in international markets. Covered topics include the concept, the sources, the force and effect, and the history and scope of international law. Prerequisite: BUAD 2023. This course can be counted as a BUAD elective.)

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4273 Special Problems. An independent research study dealing with the socioeconomic, political, and cultural environment of an area or foreign country. The study may also deal with the production, marketing, promotion, and pricing of a product abroad and with the management aspects of a multinational business.

4283 Internship in International Business Studies. Supervised work experience with a firm in a foreign country, the international division of a firm in the United States, an international institution, or a government agency dealing with international business or foreign relations. The internship provides practical experience for international business students. Prerequisite: junior or senior classification and consent of instructor.

## **Management (MGMT)**

2113 Business Statistics I. Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation. Prerequisite: MATH 2144.

3113. Business Statistics I. Covers time series, including secular, seasonal, and erratic influences; quality control, business forecasting; multiple regression and correlation; analysis of variance; nonparametric methods; decision theory. Prerequisite: MGMT 2113.

3123 Organizational Management. Development of management from early management theories through contemporary systems models emphasizing integration of formal organization theory, production management concepts, and interpersonal communication.

4283 Internship in International Business Studies. Supervised work experience with a firm in a foreign country, the international division of a firm in the United States, an international institution, or a government agency dealing with international business or foreign relations. The internship provides practical experience for international business students. Prerequisite: junior or senior classification and consent of instructor.

3143 Personal Management. Functions and problems involved in personnel management with emphasis placed upon recruitment, selection, management development, and utilization of accommodation to human resources by organizations. Prerequisite: MGMT 3123.

3153 Human Relations. An interdisciplinary analysis of the relation of individuals and groups within the context of the organization, building concepts drawn from psychology, sociology, philosophy and communication theory with basic managerial concepts.

3163 Collective Bargaining. Union-management relations in organizations both public and private, with emphasis placed upon the bargaining process and grievance/arbitration problems within the legal and administrative work in the United States. Prerequisite: MGMT 31233

3173 Career Management. Recruiting, selection and placement organization of a firm. Involves in-depth analysis of occupational information resources, interview techniques, placement services, job search strategies, recruitment strategies, and career advancement.

3523 Operations Management. An introduction to operations management techniques applicable to both production and service operations. Product and process evaluation and selection, facilities, decisions, planning, and control of operations. Emphasis on quantitative tools of analysis. Prerequisite: ECON 2323 and MGMT 2113.

3533 Introduction to management. Production operations functions are analyzed with special attention to non-manufacturing activities. Basic procedures and techniques utilized in designing and analyzing operating systems. Prerequisite: MGMT 3523 or consent of instructor.

3613 First-Line Management. First-line management and production supervision with an emphasis on "human" problems and motivation.

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4143 Organization Theory. Theories of organization, technology, and environmental factors, with special consideration given to topics such as managing organizational effectiveness; behavior with organizations; structure and processes of organization; developing organizational effectiveness. Prerequisite: MGMT 3123.

4153 Small Business Institute. Designed to give students experience in dealing with problems in a real business environment by giving them the opportunity to furnish management assistance and counseling to members of the small business community. Particular emphasis is placed on identifying the firm's resources, evaluating the firm's objectives, identifying sensitive problem areas, and formulating an appropriate business plan. Students are expected to possess multidisciplinary skills and be able to integrate these skills in the management assistance provided for the small business client. Prerequisite: Written approval of SBI Director.

4173 Wage and Salary Administration.

The design and administration of compensation systems. Deals with determinants of general pay level, job evaluation, wage and salary survey, fringe benefit plans and the impact of current government regulations on pay structures. Prerequisite: MGMT 3143.

4193 Management Internship. Provides practical management experience in personnel or industrial management. Senior students will be assigned to work with a regional firm supervised by an experienced professional to gain real world training. Prerequisite: MGMT 3143 or MGMT 3533 and consent of instructor.

4291 Special Problems in Management. Case studies in management arranged in consultation with the instructor. (Must be approved by the department chair).

4513 Quality Control. Statistical techniques in quality control. Topics for study include administration of inspection, tolerance systems sampling inspection plans, control charts for variables, and control chart for defectives. Prerequisite: MGMT 2113.

4613 Production Management. Advanced procedures, techniques, and their application to problems related to production management. Emphasis is also placed on the design of operations planning and control, quality control, inventory, maintenance, and product planning systems within the firm. Prerequisite: MGMT 3523.

4813 Business Policy. Designed to give students the opportunity to study administrative processes under conditions of uncertainty, including an integrating analysis applied to all fields of business. Special emphasis is given to policy determination at the overall management level. Prerequisite: Senior standing or approval instructor.

4501 Principles of Management. Fundamentals of managing work and organization, managing people and managing production and operations. Topics include basic management functions of planning, organizing, leading, and controlling and related organizational processes of communication, decision-making, and socialization. Other related issues such as globalization, social responsibility, ethics and application to the business environment are also covered.

4511 Organizational Theory and Design. Analysis of organizations as open systems, with emphasis on maximizing congruency among organizational structure, strategies, and environments; and the understanding of the impact of alternative design configurations and strategies on the individual, group, and inter-group behavior and performance. A primary focus is the influences on organizational performance and effectiveness. Prerequisite: MGT 4501 or waiver of this prerequisite according to the waiver guidelines.

4513 Managerial Communications. This course covers various behavioral and technical aspects of the communication processes at different levels and in various contexts in business organizations. Topics include interpersonal communication, cross-cultural communication, linguistic skills; communication aspects of interviewing, business meetings, negotiation, conflict, work relationships, and group work; and the planning, organizing, and delivery of different types of business presentations and reports. Prerequisite: MGT 4511

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4521 International Business. The course develops the analytical capability and perspectives to manage a firm's interaction with its international and global environment. Topics include international economics and political developments, the economics and politics of trade, comparative international strategy, international strategic alliances, foreign exchange and international capital markets, risk analysis, and country culture analysis. Prerequisites: MGT 4511, ECON 4510

4522 Organizational Behavior. Enhancing and developing students' diagnostic skills by examining individual behaviors (motives, perception, attitudes, and learning), group dynamics (communication, power conflict, productivity, and morale), and organizational theory and development (culture, socialization, structure, and design). The course also provides the foundation to develop the skills required to work effectively in teams. Globalization and the international dimensions of organizational behavior are also covered. Prerequisite: MGT 4511

4523 Leadership, Motivation, and Power Theoretical and practical approaches to influencing and motivating people. Effectiveness of various leadership styles, different motivation theories and techniques, and power tactics from a managerial point of view. Cases, experiential exercises, and group discussions are used to enhance the learning of these concepts and managerial actions. Prerequisite: MGT 4511

4524 International and Comparative Management. The focus is on exploring knowledge and research findings of influences of culture and cultural diversity on management functions and processes. Topics include influences of national cultures on organizational cultures, influences of inter-organizational interactions in cross-cultural contexts, management practices in different social environments, and management perspectives in different countries. Prerequisite: MGT 4511

4525 Human Resources Management. Application of current behavioral science theory, research, and techniques to cover how organizations plan recruit, select, train, evaluate, compensate and develop their human resources. The coverage of these issues includes the international and global aspects of human resources management and dimensions that are specific to business environments such as the relevant laws and regulations and the efforts. Prerequisite: MGT 4511

4526 Management of Organizational Change and Development. Building a set of conceptual and pragmatic skills useful in understanding and managing change within organizations. Topics include theory and management of OD, planned change, business consultation, and interventions such as team interventions, third-party peace-making interventions, training-based intervention, structural interventions, and comprehensive interventions. Prerequisite: MGT 4511

4527 Entrepreneurship and Small Business Management. Study and development of analytical and conceptual skills in the management of new ventures and small businesses. Coverage includes nature and importance of entrepreneurial activities and alternatives, launching and start-up issues and challenges, market and financial planning, and the processes involved in the management, marketing, finance, and control of the enterprise. Prerequisites: MGT 4511, ECON 4510, FIN 4510

4580 Strategic Management. The objectives of this course are (1) to acquaint students with the viewpoint of top managers in complex organizations; (2) to provide exposure to major strategic issues involved in planning, organizing, leading, and controlling complex organizations; and (3) to integrate the specific analytical techniques and viewpoints of functional fields into the larger view of the overall organizational strategies and goals. Included is the coverage and application of certain activities such as long-range planning, environmental analysis, internal analysis, corporate creativeness and development, strategies and strategic choices and so on. Cases from Saudi and international business environments are used. Prerequisite: Advanced MBA Standing.

## **Marketing (MKTG)**

3013 Principles of Marketing. Business activities performed which direct the flow of goods and services from producer to consumer or user, in order to satisfy customers and accomplish the company's objectives. Prerequisite: ECON 2323 or 2333.

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3033 Advertising and Promotion. Communication methods and materials such as advertising, personal selling, and consumer promotions designed to present a company and its products to prospective customers. Prerequisite: MKTG 3013.

3043 Retailing. Evaluation of the many elements in the dynamic retail field and a discussion of the responses of retailing institutions; including management policies and operating methods. Prerequisites: MKTG 3013.

3053 Merchandising. Internal planning techniques used within retail organizations to establish and maintain appropriate purchasing, pricing and inventory strategies. Includes an analysis of markups, markdowns, fashion merchandising, inventory management, profit planning, planning of purchases, open-to-buy decisions, and vendor negotiation. Prerequisite: MKTG 3043.

3093 Sales Strategy. A process that consolidates all sales related activities within the business organization dealing with the personal selling and sales management efforts of a firm, in order to achieve long-run profits through the satisfaction of customers.

4043 Consumer Behavior. Evaluation of the extensive body of research evidence pertaining to the consumer, and an assessment of the marketing implications of the various processes and of consumer motivation.

4073 Purchasing. Functions required to secure for the organization its requirements of raw materials, purchased parts and inventory, equipment, and operating supplies at the lowest possible cost consistent with accepted standards for quality and service. Topics covered include source selection, make-buy analysis, inventory control, warehousing, quality standards, bid systems, and legal aspects.

3053 Merchandising. Internal planning techniques used within retail organizations to establish and maintain appropriate purchasing, pricing and inventory strategies. Includes an analysis of markups, markdowns, fashion merchandising, inventory management, profit planning, planning of purchases, open-to-buy decisions, and vendor negotiation. Prerequisite: MKTG 3043.

3093 Sales Strategy. The process that consolidates all sales related activities within the business organization dealing with the personal selling and sales management efforts of a firm, in order to achieve long-run profits through the satisfaction of customers.

4043 Consumer Behavior. Evaluation of the extensive body of research evidence pertaining to the consumer, and an assessment of the marketing implications of the various processes and of consumer motivation.

4073 Purchasing. Functions required to secure for the organization its requirements of raw materials, purchased parts and inventory, equipment, and operating supplies at the lowest possible cost consistent with accepted standards for quality and service. Topics covered include source selection, make-buy analysis, inventory control, warehousing, quality standards, bid systems, and legal aspects.

4501 Principles of Marketing. The principles of marketing to include marketing's role in society and the firm, the marketing concept, market segmentation, and target marketing. Emphasis on buyer behavior, market measurement, and elements of the marketing mix.

4512 Applied Marketing Research. Application of research methods for enhancing managerial decision-making in marketing. Includes the use of multivariate research methodology and computer software specific to marketing problems in customer analysis, market segmentation, market forecasting, product positioning and attribute preference research. Prerequisites: MKT 4501, OM 4502; or waiver of these prerequisites according to.

4513 Strategic Marketing. Applications of concepts, tools, and processes in marketing decision-making. Analysis of strategic marketing opportunities and problems. Planning, developing and implementation customer-driven strategies. Prerequisite: MKT 4501 or waiver of this prerequisite according to the waiver guidelines.

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## 4520 International Marketing

Developing skills, knowledge, and cultural sensitivity necessary to market successfully in an international environment. A critical discussion of contemporary international marketing issues, analyzing marketing opportunities within a global context, evaluating market entry strategies, and developing and assessing international product, pricing, promotional, distribution and purchasing strategies. Prerequisite: MKT 4513 or equivalent

MKT 4521 Buyer Behavior. Study of decision processes and behavior of individuals and organizations as they relate to the purchase and consumption of goods and services. Consideration of concepts and theories of the behavioral sciences, research methods, and applications in marketing management. Prerequisite: MKT 513 or equivalent

MKT 4523 Marketing Communication. Analysis of the marketing communications process as it relates to the design and implementation of persuasive communications with current and potential customers. Consideration of the full range of contacts between organizations and markets, message and media factors, and program performance evaluation. Prerequisite: MKT 4513

MKT 4525 Marketing Channels Management. Analysis of the dynamics of marketing channel relationships among firms working together to deliver goods and services to markets. Consideration of problems, opportunities, and managerial requirements of building and maintaining supply chain relationships with other firms consistent with marketing strategy. Prerequisite: MKT 4513 or equivalent

MKT 4526 Services Marketing. Analysis of the distinctive aspects of services as they relate to planning, organizing and implementing marketing strategies. Consideration of demand management, customer portfolios, and frameworks to understand and position services in competitive markets. Prerequisite: MKT 4513 or equivalent

4083 Marketing Research. Processes involved in gathering, recording, and analyzing all facts about problems relating to the transfer and sale of goods and services from producer to consumer. Prerequisites: MKTG 3013 and MGMT 2113.

4191 Special Problems in Marketing. Individual problems in marketing arranged in consultation with the instructor. (Must be approved by the department.)

4223 Marketing Management. Marketing from the managerial viewpoint, with a critical analysis of the functions of marketing planning and programming, market opportunity assessment, and evaluating and adjusting marketing effort. Prerequisite: MKTG 3013.

## 4283 Marketing Internship.

Provides practical marketing experience in merchandising or transportation. Senior students will be assigned to work with regional firms, supervised by an experienced professional to gain real world training. Prerequisite: MKTG 3053 or TRAN 3063 and consent of instructor.

## **Mathematics (MATH)**

0003 Developmental Algebra. (Credit earned is not applicable toward a degree.)

0013 Intermediate Algebra. Exponents, Radicals, polynomials, rational expressions, linear equations, functions, graphs, factoring, introduction to quadratic equations, and related topics. (NOTE: This course may be used to satisfy the mathematics requirement for associate degrees.) Prerequisite: High School Algebra I or a grade of C or better in MATH 0003.

1023 College Algebra. (No credit is given if taken following MATH 1054.) Prerequisite: High School Algebra II or a grade C or better in MATH 0013. 1033 Plan Trigonometry. (No credit is given if taken following MATH 1054.) Prerequisite: MATH 1023 or equivalent

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1054 Pre-calculus Mathematics. Selected topics from algebra, analytic geometry, sets, relations, and functions. (No credit is given if taken following MATH 1023 or MATH 1033.) Prerequisite: High School Algebra II or MATH 1013x.

2113 Mathematics for Elementary School Teachers I. Sets, logic, and numbers, with emphasis on the axiomatic development of the real numbers. (For elementary education majors only). Prerequisite: MATH 1013x. (This course may not be used to satisfy general education mathematics requirement for the University.)

2144 Mathematics with application in Business and Economics. Mathematical topics including polynomial, exponential and logarithmic functions; vectors; matrices; linear systems; math of finance; differentiation and integration with business application. (Will does not satisfy requirements for mathematics degrees.) Prerequisites: MATH 1023 or MATH 1054

## Philosophy (PHIL)

1103 Introduction to Philosophy. Basic problems of philosophy based upon readings in the works of selected leading philosophers.

1503 Logic. Methods and principles used in distinguishing correct from incorrect reasoning, designed to give the student a working knowledge of the detection of fallacies, the definition of terms, and the recognition of deductive and inductive thought.

3213 History of Ancient and Medieval Philosophy. Development of Western philosophy, from the time of the Pre-Socratics to the end of the Middle Ages.

3223 History of Modern Philosophy. Development of Western philosophy from the Renaissance to the present.

3313 Philosophy of Religion. Basic religious belief practices, with emphasis on the problems of reason and revelation, the existence and nature of God, evil and immortality.

## General Science (GSP)

1204 Physical Science. The relationship of man to his physical world, the content of the course is centered on the development of our modern concepts about matter and energy and how this development is related to the social order of which man is a part. Lecture three hours, laboratory two hours per week. (This course does not satisfy science certification for secondary school teachers. It is not accepted as a major requirement in any natural science field.)

## Political Science

### American Politics (POSC)

2103 United States Government. The constitution, government, and politics of the United States.

3113 American Municipal Government. Types of government in municipalities of the United States.

5103 Philosophical Concepts. Basic problems of philosophy based upon readings in the works of selected leading philosophers.

5503 Logic. Methods and principles used in distinguishing correct form and incorrect reasoning Designed to give the graduate student a working knowledge of the detection of 112 fallacies, the definition of logical terms with a thorough understanding of inductive and deductive thought as presented by historic and current theorists.

5213 Ancient and Medieval Philosophy. Development of Western Philosophy, from the time of the Pre-Socratics to the end of the Middle Ages.

5223 Modern Philosophy. Development of Western Philosophy from the Renaissance to the present.

5323 Ethics. An inquiry in the principles and presuppositions operative in the daily problems of moral decision making for the individual moral code

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## Psychology (PSY)

2523 Introduction to Social Psychology. An analysis of the situational factors which influence various behaviors, including aggression, altruism, and interpersonal attraction.

2533 Child Psychology. Principles and patterns of mental, social emotional, and physical development. Credit not applied to major or minor, if taken following PSY 3753.

3553 Educational Psychology. A survey of psychological principles, as they apply to education.

## Physics (PHYS)

2054 General Physics I. The essentials of mechanics, heat, and sound. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 1033. (PHYS 2074 may be substituted).

2064 General Physics II. A continuation of PHYS 2054, covering electricity, magnetism, light, and modern physics. Lecture three hours laboratory two hours per week. Prerequisite: PHYS 2054. (PHYS 20284 may be substituted).

2074 Fundamental Physics I. Basic principles of mechanics, special relativity, thermodynamics, and wave motion, utilizing calculus. Lecture three hours, laboratory two hours per week. Prerequisite: MATH 2204.

2084 Fundamental Physics II. A continuation of PHYS 2074, covering electricity, magnetism, optics, and modern physics. Lecture three hours, laboratory two hours per week. Prerequisite: PHYS 2074. prerequisite: MATH 22t4

## Real Estate and Insurance (REI)

3413 Real Estate Practice. An introductory study of real estate business: basic principles, real property ownership, utilization, and transfer; mortgage financing; brokerage; management; valuation; and subdividing.

2423 Real Estate Brokerage and Management. Organization and conduct of real estate brokerage and managerial business professional activities. Social economic, legal and ethical responsibilities of the real estate broker and real property manager.

3433 Abstracting and Platting Real Estate. Kinds of conveyances and encumbrances affecting the title to real estate. Methods used in proving title, including abstracting and title insurance. The process of platting using various types of legal descriptions.

3463 Urban and Regional Economics. An analysis of the microeconomic rationale of firm location, a base for considering regional growth, urban economic structure, problems, and development policies.

3513 Risk and Insurance. An introductory study of the insurance business; risk theory, the insurance mechanism, fundamental legal principles, and insurance contract analysis. Emphasis is on the insurance needs of a typical American family.

4413 Legal Aspects of Real Estate. Principal areas of real estate law, including those applicable to real estate brokers within Arkansas.

4423 Real Estate Finance. The insert, techniques, and institutions of real estate finance; sources of funds; mortgage risk analysis; emphasis on typical political and procedures used in the financing of residential, industrial, and commercial properties.

4433 Real Estate Appraising. Factors influencing real property values; application of three approaches in determining the value of residential, commercial, and industrial properties.

4443 Appraising and Investment. Analysis of Income Property. Application of techniques used in analyzing potential return from income properties to arrival at investment decisions and estimate of real estate values. Prerequisite: REI 4433 or consent of instructor.

4513 Property and Liability Insurance. An analysis of risk theory, property and liability risks, and the economic functions of property insurance. The course treats traditional and modern theories of risk, property and liability coverages, and functional insurance areas.

4543 Life insurance. An analysis of the economic functions of life insurance. Attention is centered on the human-life value concept and the basic forms of life insurance and annuities. Legal aspects, contractual provisions, and health and other specialized forms of human life value insurance are studied.



# American University for Leaders

4591 Special Problems in Real Estate and Insurance. Case studies in real estate and insurance arranged in consultation with the instructor. (Must be approved by Department).

4601 Internship in Real Estate and Insurance. Practical training in real estate or insurance within appropriate companies or agencies. To earn intern credit. Each student will be expected to spend two hours with the firm per week per credit hour awarded. Prerequisite: REI 3413 (for real estate) or REI 3513. (For insurance) and approval of the instructor.

## **Sociology (SOC)**

2213 Principles of Sociology. Human society and social behavior.

2223 Social Problems. Application of sociological concepts and methods in the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations.

2233 Introduction to Anthropology. An introduction to the concept of culture.

3003 Sociology of Sex Roles. Origin, acquisition, structure, and change of sex roles in contemporary society, examined in terms of impact upon both the individual and society.

3183 Sociology of Corrections. Police functions and procedures: the criminal and juvenile court systems; trends and theories in the treatment of offenders; correctional institutions: probation and parole; future of corrections.

## **Transportation (TRAN)**

3063 Transportation. An introduction to transportation systems, with emphasis on the significance of Transportation in the business and economic environment. The course is designed to familiarize students with the development of the US transportation network, transportation prices, rate theory, and regulatory policies and procedures. Prerequisite: ECON 2323.

4063 Physical Distribution. Aspects of moving raw materials and finished goods through the firm's subsystems of warehousing, inventory control, materials management, and order processing. The student will examine trade-off possibilities and management alternatives to minimize the cost of production flow and to maximize customer service. Prerequisite: TRAN 3063.

4093 Carrier Management. Investigation of the transportation industry from the carrier perspective. Deals with analysis of carrier operations problems, including traffic flow, transportation services marketing, equipment selection, and control, fleet management, claims management and dispatching procedures. Prerequisite: TRAN 3063.

42033 Transportation Policy and Problems. An analysis of the current regulatory procedures, public transportation policies, and state and federal control of transportation-related matters. Emphasis is placed on public matters affecting all aspects of transportation. Prerequisite: TRAN 3063 and senior standing.

4273 Transportation Internship. It provides practical transportation experience in the business. Senior students will be assigned to work with regional firms and be supervised by an experienced Professional. Prerequisite: TRAN 3063 and consent of instructor.

## **Environmental Studies**

ENVO 1001. Introduction: Natural resources, forests, soil, minerals, air, water, seas, UN efforts, international regimes, global warming, atmospheric pollution, ozone depletion, greenhouse effect, and climatic changes, and its impact on human societies, choices, measures taken to protect ozone layer and prospects for reducing global warming.

ENVO 2001. Possibilities for reducing the emission of greenhouse gases and analysis of the problems and prospects for achieving an effective international regime, evolution of present models for economic development and the challenges to them. Sustainable development evaluating case studies of "Environmental misuse". Proposals and agendas to move towards a more sustainable pattern of development and various approaches to achieve this goal. Textbook: Global Environmental Issues. Edited by P.M. Smith & K. Warr, The Open University (UK) publication, 1991, Hodder & Stoughton, Mill Road, Dunton Green, Sevenoaks, Kent, UK.

# American University for Leaders

## Section III

### Principal Officers

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Professor Hussein Alzubaidi

Vice President (Academic)  
Professor M. Alshawi

Deputy President  
Professor Sadoon Isa

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- 1- Registrar- Dr. Steven Payne
2. Distance Learning-
3. School of Business-Mr. Brian Hagan
4. School of English-Dr Deri Miles
5. School of Law-Professor Sameh Lutfallah
6. School of Engineering/Computer-Professor A J Payne
7. Computer Sciences-Coordinator-Dr. Haemin Aziz
8. School of Liberal Arts- Professor. Roy Philip V Brink-Budgen
9. Students Councillor-Brian Hagan

# American University for Leaders

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School of Liberal Arts

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School of English

Professor Sameha Lutfallah  
School of Law

Mr. Brian Hagan  
School of Business

Dr. Haemin Aziz  
Computer Science Department

Students Representative

# American University for Leaders

## University Faculty

### Full-time, part-time and adjunct

**Dr. Amr Hussein Abdelbar**  
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Ph.D., the University of Texas at Dallas, USA  
MBA, North Texas State University, USA  
MBA, Ain Shams University, Egypt  
MA, Ain shams University, Egypt

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MS University of Basra,  
BS University of Basra

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Ph.D., University of Sheffield, UK  
PCHE, University of Sheffield, UK  
PG Dip University of Salford, UK

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Ph.D., South Bank University, UK  
Ph.D., Middlesex University, UK  
MSc, South Bank University, UK.  
MSc, American University for Leaders, UK  
CCIE (Cisco Certified Internetworking Expert)  
CCSI (Cisco Certified System Instructor)  
CCNPSS (Cisco Certified Network Professional)

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Ph.D. The Nottingham Trent University, England  
MA in International Relation, International University of Japan, Japan  
MS University of Agriculture Faisalabad  
BS University of Agriculture Faisalabad

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Associate Professor in Maritime Law  
Ph.D., Glasgow University, U.K  
BSc, Basra University  
Diploma in Public Law, Cairo  
Diploma in Tax Legislation, Cairo  
Diploma in Forensic Medicine, Glasgow

**Dr. Ali Alkhwildi**  
Assistant Professor in Communications  
Ph.D., Brunel University, UK  
MSc, South Bank University, UK

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Ph.D., American University for Leaders, UK  
PG Diploma in Developmental Studies, School of  
Law and Social Sciences, UK  
MA, Punjab University, Pakistan

**Dr. Hassan Al-Madfai**  
Associate Professor in Mathematics and Statistic

# American University for Leaders

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BSc, University of Al-Mustansiriyyah, Iraq

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Ph.D., Brunel University, UK  
MSc, York University, UK

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Technology  
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Ph.D., University of Leeds, UK  
MSc. The Ohio State University, USA

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MSc, Bagdad University, Iraq  
BSc, Mousel University, Iraq  
Formerly at:  
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Strathclyde University, UK  
Sulaymaniyah University  
Salahuddin University.

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Professor of Journalism & Mass Communication  
Ph.D. The Ohio State University, Ohio, USA

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Professor in Political Science  
Ph.D., University of Grenoble, France  
M.A, University of Grenoble, France  
M. A. Pacific Southern University of Los Angeles, USA  
M.A, Graduate Institute of Int. Studies of Geneva,  
PGC, Georgetown University, USA

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MSc, Baghdad University, Iraq

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Ph.D. Stockholm University, Sweden  
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Diploma American University in Cairo, Egypt  
B. Sc. Cairo University, Egypt

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MA, Sussex University, UK  
PGCE, Worcester College of Education, UK  
BA, Sussex University, UK

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DBA (Accounting), University of Kentucky, USA  
MS (Accounting), University of South Carolina, USA  
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Diploma, University of Birmingham, UK  
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Ph.D. in Comparative Literature, University of California, USA  
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# American University for Leaders

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MA University of Toronto, Canada  
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MA, The American University in Cairo  
BA, Ein Shams University, Egypt  
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# American University for Leaders

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# American University for Leaders

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Head of Law Department

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M Phil, London University, UK  
MA, Notre Dame University, USA  
BA, Catholic University, Washington D.C, USA

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Ph.D., Ein Shams University, Egypt  
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MBA in Quality Management European Quality Formation, Spain  
MA in Communication, Leicester University, UK  
Mini MBA Birkbeck College, UK

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Diploma in Advanced Audio-visual STC, London

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MSc, Mansoura University, Egypt  
BSc, Mansoura University, Egypt

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MS Rensselaer Polytechnic Institute, NY, USA  
MS Quid-Azam University

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BA, Los Angeles University, USA  
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Director of Studies,  
Philosophical Society of England,  
Editor, "The Philosopher"

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Ph.D. (English Literature), Tulane University, USA  
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MA (Art History), Rosary College Graduate School of Art, Italy  
MA, New York University, USA  
BS, Shippensburg University, USA

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Ph.D., Georgia State University, USA  
MS, Georgia Institute of Technology, USA  
BS, Georgia Institute of Technology, USA  
Former Director, Center for Administrative  
Development, University of Houston, USA

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MS University of London, UK  
BS Technology University, Iraq

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MA, University of New England, Australia  
Further studies at:  
University of the State of New York, USA

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University of Queensland, Australia

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BA, London University, UK

**Dr. Majid Tavana**  
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MBA, La Salle University, USA

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Ph.D., The American University, UK,  
LLM, The American University, UK,  
MPhil, Leicester University, UK  
BA, Leicester University, UK  
Former Lecturer in American Studies,  
Leicester University, UK

**Mr. Christopher L. F. Thompson**  
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Ph.D. Candidate, London University, UK  
MA, Oxford University, UK  
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