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FOUNDING AND BRIEF HISTORY OF BETHLEHEM UNIVERSITY

Bethlehem University, a Catholic Christian co-educational institution open to students of all faith traditions, is sponsored by the Vatican and conducted by the De La Salle Christian Brothers to serve the higher educational needs of the people of Palestine.

During the 1964 historic visit to the Holy Land of His Holiness Pope Paul VI, Palestinians expressed their desire to establish a university in their homeland. After consultation and study, it was in 1972 that the Apostolic Delegate, Archbishop Pio Laghi, formed a committee of local community leaders and heads of schools in the West Bank, including East Jerusalem, to establish an institution of higher learning that would offer a broad and practical university education in arts and sciences to meet the needs of Palestinian society.

With the support of local educational leaders and the cooperation of the Vatican's Congregation for Oriental Churches and the De La Salle Christian Brothers (the Frères), and their lay colleagues, Bethlehem University officially opened its doors on 1 October 1973 as the first university in the West Bank. The University was housed on a 17,000 square meter property in Bethlehem belonging to the De La Salle Christian Brothers.

When, in 1972, the Brothers offered to place their Bethlehem property at the disposal of the Vatican, the building housed a primary school as well as a high school of approximately three hundred students. After the establishment of the University, the school continued to function on the same site until it moved to its new location two years later. While the Middle East Province of the Brothers operates schools in Egypt, Israel, Jordan, Lebanon, Palestine, Sudan, and Turkey, the North American Region of the Brothers are responsible for administering Bethlehem University.

In the same year the University was opened in 1973, Protocols of Accord were signed by the Holy See and the Superior General of the Brothers of the Christian Schools and between Bethlehem University and the local Province of the Brothers to run and administer the University. Beginning with 112 students during its first year in 1973, sixty-three students graduated at the first full graduation ceremony in June 1977. The enrollment of the University increased steadily reaching 1,000 in the Fall of 1981, over 2,200 by Fall 2000, and in the Fall 2009 semester enrolling more than 3,000 students. As of the end of the June 2010 academic year there were more than 12,200 graduates of Bethlehem University.

The highly academically qualified and dedicated Palestinian faculty and staff, along with their international colleagues of lay men and women, De La Salle Christian Brothers, and members of various religious orders of sisters and priests, grew to meet the increasing challenges of teaching, research, community service, and administration at the University. The Faculty of Education and the Institute for Hotel Management and Tourism were among the University's first distinctive programs. The Faculties of Arts, Science, Nursing, and Business Administration also grew in response to the needs of the community as did the Institute for Community Partnership, offering continuing education and professional development programs. In 2005 Bethlehem University began offering its first Masters degree program, a Masters in International Cooperation and Development. In 2008 a second Masters in Biotechnology, in association with the Palestinian Polytechnic University was added. In 2010 a third Masters degree in Tourism and Pilgrimage Management was introduced.

Throughout its history, the University has expanded its facilities to meet the needs of the growing student body and academic curriculum: Library in 1978; Mar Andrea Women's Hostel in 1979; Science Wing in 1980; Social and Cultural Center in 1990; the Institute for Community Partnership in 1991; Bethlehem Hall for the Nursing and Education Faculties in 1995; Turathuna: Palestinian Cultural Heritage Center in 2000; Millennium Hall for the Arts and Business Administration Faculties in 2002, and the Brother Vincent Malham Center for Palestinian Culture and Heritage in 2009. In early 2012 a new Education building will be opened.

Bethlehem University was one of the founding members of the Palestinian Council for Higher Education in 1978 and continues its relationship with the Ministry of Education and Higher Education, which was created after the establishment of the Palestinian Authority in 1995. In October 1979, a Board of Trustees was established and in May 1981 Bethlehem University became a member of the Association of Arab Universities. Bethlehem University also holds memberships in the International Federation of Catholic Universities, the International Association of Lasallian Universities, the International Association of Universities, and other such organizations and professional associations. The degrees and diplomas of Bethlehem University are recognized locally, regionally, and internationally, and are officially endorsed by the Ministry of Education and Higher Education of the Palestinian Authority.

While it was founded and sponsored by the Vatican and exists on Church property, the University is open to qualified students of all faith traditions, and carefully respects the individual's religious principles.

GENERAL OBJECTIVES

MISSION STATEMENT

Bethlehem University is a Catholic co-educational institution whose mission is to provide quality higher education to the people of Palestine and to serve them in its role as a center for the advancement, sharing and use of knowledge. The University emphasizes excellence in academic programs and the development of students as committed people prepared to assume leading positions in society. The University aspires to fostering shared values, moral principles and dedication to serving the common good.

GOALS OF THE UNIVERSITY

To achieve its mission, Bethlehem University seeks to pursue the following goals:

1. To provide liberal education in an environment supportive of the development of the individual student and to foster intellectual growth and commitment to responsibility and service.
2. To offer programs designed to meet the needs of the students, the professions and potential employers based on the awareness that a major motivation for students to attend a university is preparation for a career, a profession or graduate school.
3. To provide a pluralistic setting, in which Palestinians of diverse backgrounds, Christian and Muslim, and people of other nationalities meet, study and work together and learn to value cooperation, tolerance and mutual support.
4. To serve the people of the immediate vicinity of the University and those of the surrounding region and make available to them the expertise of its personnel as well as its educational programs and physical facilities.
5. To support, in particular, applied research within the available resources, based on the University's recognition of the importance of research in supporting the expansion of knowledge and in the development of the Palestinian community.

LOCATION AND CLIMATE

The University is located on the highest hill in Bethlehem, eight kilometers south of Jerusalem. It is easily accessible by car or bus.

The climate of the area for the greater part of the year is pleasant. Winter lasts for three months, from mid-December to mid-March. For the remainder of the year, the climate remains temperate, with the hottest temperature in the summer months of July and August.

FACILITIES

The Main Building, constructed in 1893, and re-dedicated in 2006 as De La Salle Hall, houses the general administrative offices and part of the Faculty of Arts offices, classrooms and a computer laboratory, Dean of Students and Student Counseling Offices. The basement has the restaurant, classrooms and offices for the Institute of Hotel Management. A chapel annex was built in 1907.

The University Library, dedicated in 1978, houses a collection of over 36,000 Arabic Books, 46,000 English Books, 14 electronic journals, and more than 600 periodical subscriptions in Arabic, English, and other foreign languages. The four-floor building includes three floors of open stacks combined with study areas, as well as Librarians' offices where technical processes take place making use of the Library of Congress system of classification. The library holdings include a special collection of microfiche and microfilm of old newspapers on the Middle East, and a Palestinian collection housed in the Turathuna Center. This Palestinian Cultural Heritage Center was built with the support of Irish Aid and was opened in 2000.

In 2003, the Digital Media Center – funded by the Finnish government – was inaugurated; it is an area dedicated to media services offering materials and e-resources, and modern equipment designed to support and enhance the teaching-learning process.

In 2006, a videoconferencing facility was added that allows Bethlehem University faculty, staff, and students to connect with universities throughout the world. The Library also houses the Resource Center for Students with Special Needs.

In 2009, starting with archival and Palestinian-related materials, the Library embarked on the project of digitization funded by the New Zealand Embassy, allowing the academic community to share resources online and connect with researchers and academics overseas.

The Science Building, opened in 1980, contains laboratories and classrooms; the Brother Joe Lecture Hall; offices for the Faculty of Science; two computer laboratories; and a Computer Center used for both administrative and teaching purposes.

The Social and Cultural Center, dedicated in 1991, contains a cafeteria, an assembly hall, offices, and rooms for art, music, physical fitness and athletics.

The Center with its adjacent amphitheater provides a location for many cultural events for the University and for the people of Bethlehem.

The size of the campus was increased in 1995 when adjacent property and a classical Bethlehem building were purchased. The beautiful 1910 structure, renamed Bethlehem Hall, was remodeled to house programs offered by the Faculties of Education and Nursing, and the University Clinic.

Millennium Hall, a five-storey building constructed on existing property, went into service in February 2002. It houses the Faculties of Arts and Business Administration and has 15 classrooms, 18 faculty offices, a lecture hall, and a computer laboratory.

The Mar Andrea facility, located off-campus, was completed in 1979. It was refurnished to house offices for Institute for Community Partnership projects, a training hall and a fully equipped computer lab. On the same property is a convent to house religious women who teach at the University.

Bethlehem University makes efforts to provide for students with special needs. The campus is suitably equipped to allow ease of access for students with special needs.

A faculty-student parking lot and athletic field are situated immediately off-campus. On the same property is the main office for the Institute for Community Partnership.

Also on campus is a residence for the Christian Brothers, accommodating fourteen.

In the summer of 2010 construction began on a new classroom and office building, primarily for the Faculty of Education. The four-storey building will have 8 classrooms, office space for 23 faculty members, a drama rehearsal hall and is being built, as far as possible, according to "green" standards.

All these new facilities were funded by international agencies interested in assisting Bethlehem University pursue its educational objectives.

OUTREACH PROGRAMS

To carry out its mission in promoting research and serving the wider community, Bethlehem University has established several outreach programs:

- Abdel Rahman Zuroub Teachers' Resource Center

- Center for Advanced Studies and Research in the field of International Cooperation and Development
- Hereditary Research Laboratory
- Institute for Community Partnership
- UNESCO Biotechnology Center
- Water and Soil Environmental Research Unit
- Cardinal Martini Leadership Institute
- Center for Excellence in Teaching and Learning

CHARACTERISTICS OF THE GRADUATES

The curriculum of Bethlehem University is the result of a consultative process in which the faculty first identified the characteristics which they believe each graduate should possess and then selected courses designed to assist the student in developing these characteristics. These courses are arranged in four categories: university requirements, major requirements, minor requirements and electives. The curriculum is designed so that the baccalaureate graduate of Bethlehem University will:

1. be capable of reading, writing, listening, and speaking in the Arabic language fluently and accurately;
2. be capable of reading, writing, listening, and speaking in English at the specified level;
3. be capable of performing designated mathematical operations at a prescribed level of proficiency;
4. be an independent learner, capable of using effectively traditional and modern sources of information;
5. be capable of thinking critically and creatively by analyzing and synthesizing;
6. be familiar with the principles of leadership and organization and have some experience in a leadership capacity;
7. be familiar with the dominant cultures in the world today, with special attention to the Palestinian and Arab cultures;
8. understand the principles of economics and the impact of economics on the family, the local community, the country, the region and the world;
9. be informed about a variety of political and social systems with particular emphasis on the Palestinian experience;
10. be prepared to deal with the many facets of life from a moral and ethical point of view;
11. be able to understand the place of religion in human experience, both the past experience of civilization and in the personal experience of the individual student;
11. be equipped for a career or prepared to begin graduate study;
12. have an understanding of the major approaches to knowledge, including scientific, historical, philosophical, theological, literary, and artistic.

ACADEMIC PROGRAMS

The programs offered by the Faculties and Departments at Bethlehem University were designed to meet the aspirations of individual students, and to fulfill the university's objective in responding to the needs and promoting the well being of the community. To earn a Bachelor degree a student must complete requirements for a major, the university general education requirements as well as all requirements for a minor where applicable. The following are the Majors, Minors, and diploma programs offered by the faculties and departments.

Faculty of Arts

Department of Arabic

Major: Arabic Language and Literature

Minors: Arabic, Translation, Journalism

Department of English

Major: English Language and Literature

Minor: French

Department of Religious Studies

Major: Religious Studies

Minor: Catechetic

Diploma: Religious Education

Department of Social Sciences

Majors: Sociology, Social Work

Minors: Sociology, Psychology

Faculty of Business Administration/

Department of Business Administration

Major: Business Administration

Minors: Business Administration, Marketing

Department of Accounting

Major: Accounting

Minors: Accounting, Finance

Faculty of Education

Majors: Kindergarten, Primary Level, Teaching Arabic, Teaching English, Teaching History/Geography, Teaching Mathematics
Higher Education Diplomas in Methods of Teaching: Arabic for Secondary Level, English for Secondary Level, Civics for Primary Level, Mathematics, Science for Primary Level, Christian Religion

Faculty of Nursing and Health Sciences

Majors: Midwifery, Nursing, Physiotherapy, Occupational Therapy
Higher Diplomas: Midwifery, Neonatal Nursing, Emergency Nursing

Faculty of Science

Department of Biology

Major: Biology
Minors: Biology, Medical Laboratory Science

Department of Chemistry

Major: Chemistry
Minors: Chemistry, Industrial Chemistry

Department of Mathematics

Major: Mathematics
Minor: Mathematics

Department of Computer Information Systems

Major: Computer Information Systems
Minor: Computer Information Systems

Department of Physics

Minor: Physics

Institute of Hotel Management

Major: Hotel Management
Diplomas: Hotel Management, Travel Agency Management, Tour Guiding

STUDENT SUPPORT

Orientation

Orientation for new students is provided at the beginning of each Fall Semester at which time they are given a copy of the student regulations in Arabic and the handbook of the Department in which they are enrolled. A detailed explanation of the academic programs and a tour of the campus are included.

Advising

During the first semester students are assigned to an academic advisor to assist them in selecting the proper courses for their chosen program of studies. The advisor is the immediate resource to all academic problems. Students, however, must assume responsibility for understanding their own academic program and for meeting all requirements.

Counseling Services

Bethlehem University provides professional counseling to assist students who face psychological problems resulting from individual, family, social, or academic difficulties. Counseling services, available on both an individual and small group basis, include providing personal assistance, intervening in crisis situations, referring students to community agencies, and acting as a preventive service for special need groups. The counselor-student relationship is one of total confidentiality based on trust, understanding, and sensitivity.

Office of Campus Concerns

The Office of Campus Concerns, Al-Waha (the Oasis), has as its goal the enrichment of the Bethlehem University community. This office will also encourage and organize activities which foster the development of a strong sense of University community among students, faculty, and administration. Al-Waha is available to both teachers and students for discussions and activities.

ADMISSIONS

Admission to Bethlehem University is based on the applicant's predicted ability to succeed in the specific program in which s/he is interested. In addition to academic potential, moral character is essential to benefit fully from university work.

Enrollment

To maintain a serious student body that is fully committed to its studies, admission to all undergraduate programs is on full time study basis. Exceptions are allowed for school teachers and nurses who are pursuing a degree program in their relevant fields of study. To qualify such students need to provide a letter from their employer certifying current employment and giving approval for part time study. Admission to all higher diploma programs is on part time basis.

Application Procedures for Freshmen

All of the following steps must be met. The University cannot consider applicants who are late for any step in the process.

Step 1: Pay application fee and obtain Application Form

Step 2: Return the following required documents to the Registrar's Office:

- a) Completed Application Form on line with photograph
- b) A certified copy of the Tawjihi Certificate. Applicants present the original certificate and one certified copy. Students with other certificates must in addition present an official document stating that their certificate is equivalent to the Tawjihi, as evaluated by the Ministry of Education and Higher Education
- c) Official copy of the Secondary School Report
- d) Records of post secondary studies (in particular for Higher Diploma Program)
- e) For part time study, letter from employer.

Step 3: After presenting all the above to the Registrar obtain a ticket for University Entrance Examinations and, if required by the program, an appointment for an interview

Step 4: Sit for University Entrance Examinations and interviews

- a) Examinations: To be admitted to the examination room, applicants must present a stamped and dated ticket issued by the Registrar's Office.
- b) Interviews: The Dean/Director/Chairperson of each program requiring an interview will arrange the interview with the applicants to their respective programs. Special placement examinations may be required.

Step 5: Register for courses

Lists of students accepted for each program will be published in the local newspapers. Applicants accepted must register on the day(s) indicated. This includes payment of tuition and fees.

Criteria

Acceptance into Bethlehem University is based upon the General Secondary Certificate (Tawjihi) scores, the applicant's secondary school grades, and Bethlehem University Entrance Examination scores in English, Arabic, and Mathematics. Interviews are required for Midwifery, Nursing, Physiotherapy, Occupational Therapy, Social Work, and the Programs in the Institute of Hotel Management. The Admissions Committee makes the final selection. The student's first and second choices of programs play an important part in the selection process. The University requires applicants for baccalaureate programs to have an average Tawjihi grade of at least 65%. Applicants to diploma programs must have passed the Tawjihi with a minimum score of 60%. Graduates of Bethlehem University diploma programs with Tawjihi scores at least 65% may be considered for admission to the relevant baccalaureate programs.

In special circumstances some applicants will be permitted to apply to the university a second time. Candidates who were accepted but did not earn credit may apply to register no later than the second Fall Semester after their original acceptance. Those who applied, but were not accepted in prior years, may reapply to the University by purchasing a new application and repeating the Entrance Examination and, if required, an interview. Candidates may not apply to the university more than two times.

Procedures for Transfer Students

Bethlehem University allows students to transfer from recognized institutes of higher education. The following policies apply:

1. Minimum standards and admission criteria as stated above for regular students and in-service applications must also be met by transfer applicants. In addition, transfer applicants must have earned a cumulative GPA of "C" (or 70%) or higher.
2. Courses transferred should be compatible with the courses offered at Bethlehem University.
3. Courses are transferable only if the grade earned was "C" (or 70%) or above. No courses can be transferred from transcripts with cumulative GPA lower than "C" (or 70%).

4. Transfer applicants to baccalaureate degree programs and who have at least 30 transferable credits are admitted without an Entrance Examination. However they might be asked to sit for an English Placement Examination. Moreover, before accepting a course for transfer a Department may require the student to sit for an exam.
5. Transfer applicants to baccalaureate degree programs with fewer than 30 transferable credits must take the University Entrance Exam and if accepted, credits from their previous institution can be considered for transfer.
6. Course grades of accepted courses are not transferred.
7. Bethlehem University accepts a maximum of 60 transferable credits towards the fulfillment of the admitted student's graduation requirements towards a baccalaureate degree. At most 50% of the courses in the sought Major can be transferred.
8. Bethlehem University does not transfer credits from open education institutions.
9. Bethlehem University does not transfer credits from community colleges unless the applicant has earned a diploma and has passed a comprehensive exam where applicable. Holders of diplomas who wish to upgrade to Bachelor degrees are treated as transfer students.

Applicants should schedule a meeting with the Registrar who will determine the relevant admission procedures and applicable requirements for each individual. This meeting must be scheduled by the applicant in time to enable the applicant to meet all admissions deadlines.

Procedures for Second Bachelor's Degree

Bethlehem University permits holders of a bachelor's degree to earn a second bachelor's degree from the University. The first step in seeking a second bachelor's degree from Bethlehem University is to be admitted to the University as an undergraduate student. The candidate should follow either procedure A or B in the following section (depending on whether the first bachelor's degree was earned at Bethlehem or at another college/university).

Upon admission to the University, the student must meet all curricular requirements to earn a bachelor's degree and complete the requirements of a major other than the major completed in obtaining the first degree. The course of studies for the second degree will include at least 40 credit hours not counted for any other degree. These 40 credits and any other credit hours needed to complete the second bachelor's degree must be earned at Bethlehem University. Credit by examination or credit for experience cannot be counted toward fulfilling the requirement.

Students seeking a second bachelor's degree must follow degree requirements as outlined in this Catalog as they pertain to the completion of a major course of studies, fulfilling general education requirements, and applying for graduation. Candidates for a second bachelor's degree are not eligible for honors at graduation.

Previous credits earned (elsewhere or at Bethlehem University) will be treated as transfer credits. They shall not apply in determining GPA, class rank, rank in the major, and honors at graduation.

While attending Bethlehem University, seekers of a second bachelor's degree will pay the tuition specified for Second Bachelor's Degree candidates. They can register for up to 17 credits in any semester. In other areas, they are not distinguished from other Bethlehem University undergraduate students.

Procedure A

Holders of a degree from a college or university other than Bethlehem University must:

1. seek admission to Bethlehem University as an undergraduate student;
2. submit an official transcript of credits from all previous colleges / universities attended. An evaluation of these credits will be made according to the University's transfer policies. The evaluation will list major and general education requirements needed to complete the second bachelor's degree. Upon receiving final admission, the student may begin course work during the next academic term (Fall, Spring, or Summer).

Procedure B

Holders of a bachelor's degree from Bethlehem University must complete an application form for the second bachelor's degree at the Office of the Registrar. This application includes:

1. approval of the Department chairperson;
2. a listing of the courses needed to complete the major (the chairperson will prepare this list);
3. a statement that a minimum of 40 credits must be earned at Bethlehem University in addition to the credits counted in earning the first degree.

The student will follow the graduation and major requirements that are in effect when the student applies for the second degree. For graduates of Bethlehem University either the current University Requirements or those in effect prior to 1998 are acceptable.

ACADEMIC REGULATIONS

1. STUDENT CLASSIFICATION

a. **Status:**

- 1st year or Freshmen - have earned fewer than 30 credits
- 2nd year or Sophomores - have earned between 30 and 59 credits
- 3rd year or Juniors - have earned between 60 and 89 credits
- 4th year or Seniors - have earned 90 or more credits

b. **Student Load:** To maintain enrollment in the University, all students, except as noted below, must take a minimum of 15 credits. The normal credit hour load is from 15 to 17 credits, including Physical Education and Community Service.

Exceptions

- (i) Part-time students take a maximum of 7 credits (or two courses including their associated labs), unless the student has a semester GPA of 2.50 or higher and an overload is approved by the Dean of the Faculty.
- (ii) Students on Probation are restricted to 12 credits, not including Physical Education or Community Service
- (iii) Seniors, in their last two semesters, may take a reduced load in order to balance the remaining number of credits between the two semesters.
- (iv) Intensive English (ENGL 100) students are limited to one other course.
- (v) In exceptional circumstances, approved by the Dean of the Faculty, a student may withdraw from one course. Such students must still take a minimum of 12 credits.

2. IDENTIFICATION

Each student will be issued a University identification number and a University identification card upon admission to the University. The student will need his/her identification number whenever s/he has business with the Academic or Financial Offices or with the Library. The University identification card will be required for entrance onto the campus and will be surrendered upon withdrawal from the University.

3. DEGREE REQUIREMENTS

To receive a Baccalaureate degree from Bethlehem University a student must complete:

1. The University Requirements as prescribed in their majors (see Table below).
2. Major requirements as listed by the Department with a minimum Grade Point Average (GPA) of 2.00.
3. An approved Minor program (when applicable)
4. A minimum GPA of 2.00 computed on all grades earned at Bethlehem University. Transfer credits are not included.
5. Minimum credit hours for degrees (not including Intensive English):

Faculty of Arts

Bachelor of Arts in Arabic Language and Literature	125
Bachelor of Arts in English Language and Literature	125
Bachelor of Arts in Religious Studies	125
Bachelor of Arts in Social Work	128
Bachelor of Arts in Sociology	128

Faculty of Business Administration

Bachelor of Business Administration in Accounting	128
Bachelor of Business Administration	128

Faculty of Education

Bachelor of Education in Kindergarten	125
Bachelor of Education in Primary Level	125
Bachelor of Education in Teaching Arabic	125
Bachelor of Education in Teaching English	125
Bachelor of Education in Teaching History and Geography	125
Bachelor of Education in Teaching Mathematics	129

Faculty of Nursing and Health Science

Bachelor of Science in Midwifery	131
Bachelor of Science in Nursing	131
Bachelor of Science in Occupational Therapy	131
Bachelor of Science in Physiotherapy	130

Faculty of Science

Bachelor of Science in Biology	129
Bachelor of Science in Chemistry	129
Bachelor of Science in Computer Information Systems	130
Bachelor of Science in Mathematics	129

Institute of Hotel Management and Tourism

6. Bachelor of Science in Hotel Management 131
minimum of 60 credits at Bethlehem University.
7. All obligations to the various divisions of the University, e.g.,
Finance Office, Library, Bookstore.

University Requirements

Course No.	Course Title	Remarks
Languages		
ARAB 120	Arabic Language Skills I	
ARAB 121	Arabic Language Skills II	
ENGL 120	English Language Skills I	
ENGL 121	English Language Skills II	
ENGL 213	English Language Skills III	(Not for English Major)
Mathematics and Science (Not for Science Student)		
MATH 111	Fundamentals of Mathematics	
SCIE 111	General Science	
Humanities		
PHIL 302	Issues in Philosophy and Ethics	
POLS 300	Themes in Political Science	HUMR 300 (Can substituted)
RELS 300	Cultural Religious Studies	Phil 303, Anth 301
HIST 120	History of Modern Palestine	
Economics		
ECON 300	Basic Economics	ECON 101, ECON 102 (Can substituted)
Fine Arts: One of the following		
ARTI 101	Art Appreciation	
MUSI 103	Music Appreciation	
CINE 101	Film Appreciation	
Others		
PSED 101	Physical Education	
CMSR 101	Community Service	
LIBR 101	Library Skills	

LIBR 101 Library Skills

This course introduces the student to the three major media of information: print, audiovisual, and electronic. It also aims at familiarizing the student with the research strategy approach including selection of a topic, using information sources, and preparing a bibliography.

Transcripts

Transcripts may be requested from the Office of the Registrar for a fee. Upon fulfilling all requirements for graduation, students are given one transcript free of charge.

Notice

The University reserves the right to add, withdraw, or otherwise modify its degree and diploma programs, courses of study, or course content as described within this catalog.

4. REGISTRATION

- a. **Credit:** The academic year is divided into two semesters of fifteen weeks each not including final exams, and a summer session of six weeks, not including the examination period. Passing grades at the end of each course give the student credits for his/her course work. Credits are based on the number of hours spent each week in class. One credit hour equals one 50 minute class session per week for 15 weeks.
- b. **Advising:** Each student is assigned an advisor to provide advice and assistance in the planning of his/her program. It is the student's responsibility to contact the advisor, to know the requirements of his/her program, and to select the correct courses to fulfill all University, Departmental, Major, and Minor requirements.
- c. **Pre-registration:** Pre-registration is usually held in November for Spring Semester, April for Summer Session and Fall Semester. The student meets with his/her advisor to review (1) all requirements for Acceptance to Major and Graduation; (2) courses taken to date; and (3) the list of courses to be offered. With the advisor's help, the student plans a program of study for the coming semester. To maintain enrollment in the University, a student must take a minimum of 15 credits. The student completes the Registration Form, obtains the advisor's signature, and takes the form to the Registrar's Office for computer entry.

- d. **Registration:** Registration takes place each semester just before classes begin on days announced by the Registrar's Office.

Step 1: Review pre-registration program. If no course change is necessitated by failure, probation, honors, change of major, or cancellation of courses, skip Step 2 and proceed to Step 3.

Step 2: If a course change is necessary the student consults with the advisor about possible changes, works out a revised course schedule, and obtains the advisor's signature. The Student takes the form to the Registrar's Office for computer entry.

Step 3: Pay tuition and fees in a cooperating bank designated by the Finance Office.

Until Step 3 is completed, the student is not registered for courses, will not appear on class lists, and will not be permitted to attend classes. Late registration incurs a penalty fee, and is permitted only during the first week of classes.

- e. **Course Cancellation:** The University reserves the right to cancel any course in cases of necessity, such as when the number of students registering is insufficient.

- f. **Overload:**

(i) To exceed the full-time load of 17 credits a student must have a semester GPA of 3.00 or better and the approval of his/her advisor and the Office of the Academic Vice President.

(ii) Students, whose approved paradigms require it, may enroll for 18 credits with the approval of the Dean of the Faculty.

- g. **Course Changes:** To change courses the student needs to complete the Add/ Drop form, to secure the required approvals, and to keep the completed form with the Registrar's Office. Course changes may occur only during the first week of classes or the first two days of a Summer Session.

- h. **Required Courses:** Courses marked "R" (Required) in the paradigms of the various programs must be passed for graduation, but do not carry credit.

5. STUDENT OBLIGATIONS

- a. **Course Work:** Students are required to fulfill all assignments, tests, reports, experiments, etc. at the time scheduled by the teacher. Major exams will be announced at least three school days before the scheduled date. Any student conflicts must be brought to the teacher's attention within 24 hours of the announcement; late requests for postponement need not be considered by the teacher.
- b. **Final Examination:** Schedules are posted about two weeks before the end of each semester. Examinations must be taken at the scheduled times. If a final examination is missed because of a serious illness or other legitimate reason beyond the student's control, satisfactory evidence must be presented to the Registrar who in consultation with the teacher of the course, will decide whether or not a make-up examination is justified. No repeat examinations will be given for students who have failed a course.
- c. **Academic Honesty:** Academic honesty is essential to the integrity of the educational process. Any case of academic dishonesty will be penalized by a failure in the examination, report, etc. or, in serious and/or repeated cases, a failure in the course, or potential dismissal.
- d. **Attendance:** Students are required to attend all classes, laboratory sessions and examinations. The maximum number of absences permitted is twice the number of times that a class meets in one week in a regular semester. Excessive unexcused absences will be dealt with by the Faculty/Department according to the established procedure.
- e. **Lateness:** Lateness causes a disruption to the class. A student who arrives after a lecture or laboratory session has begun may be refused admittance to the class, and if not admitted, will be marked absent.
- f. **Change of Program:** Whenever a change is made in a student's official program, whether in a course or by withdrawal from the University, the student must obtain, complete and file the appropriate form in the Registrar's Office. Students should have a serious reason for any change and must know that their graduation may be delayed as a result of the change.

6. GRADES

a. **Grading:** To receive credit for a course a student must be regular in attendance, satisfactorily complete all assignments, and secure a passing grade according to the marking system established and announced by the teacher.

b. **Course Grading System:**

Grade	Percent	Grade Points	Meaning
A	90-100	4.0	<i>Excellent:</i> Indicates an unusual degree of intellectual ability and initiative and is given only to those students who exhibit exceptional mastery of the subject studied.
B+	85-89	3.5	<i>Very Good:</i> Indicates ability above the B level student.
B	80-84	3.0	<i>Good:</i> Indicates superior work in achieving course objectives.
C+	75-79	2.5	<i>Above Average:</i> Indicates ability above the C level student.
C	70-74	2.0	<i>Average:</i> Indicates a student who completes all required course work and manifests a sufficient mastery of the subject matter.
D+	65-69	1.5	<i>Below Average.</i>
D	60-64	1.0	<i>Inferior work, but passing.</i>
F	Below 60	0	<i>Failure:</i> Indicates minimum objectives of course not achieved.
WF	----	0	<i>Failure:</i> Unofficial Withdrawal.
W	----	----	<i>Withdrawal</i> without penalty.

Two other grades may be assigned as noted:

1. "P" Pass: credits are earned which are not computed into the student's GPA.
2. "I" Incomplete: This is a temporary grade which indicates that the student has, for an approved reason, not completed all required course work by the end of the semester and has the possibility to

pass the course when all requirements are completed. If the work is not completed by the end of the first week of the next semester, (Fall, Spring, or Summer), and unless an extension is granted for exceptional reasons approved by the Vice President for Academic Affairs, the "I" grade becomes "WF."

- c. **Grade Reports:** Grades for the students are on-line after the end of each semester.
- d. **Semester Honors:** The following honors for full-time students (minimum 15 credits) are published at the end of each semester:
 - 1. Dean's List: Students with a semester GPA of 3.50 to 4.00.
 - 2. Honors List: Students with a semester GPA of 3.00 to 3.49.
- e. **Graduation Honors:** At Graduation, honors are based on the cumulative GPA, rather than semester GPA. Therefore, In-service students are eligible for graduation honors.
 - 1. Highest Honors: Students with a Cumulative GPA of 3.50 to 4.00
 - 2. Honors: Students with a Cumulative GPA of 3.00 to 3.49
- f. **Evaluation of Graduation Averages:** The following evaluation is applicable to the Cumulative GPA upon Graduation.

Evaluation	CGPA
Excellent	3.50 - 4.00
Very good	3.00 - 3.49
Good	2.50 - 2.99
Average	2.00 - 2.49
Not qualified for Graduation	Below 2.00

7. CHANGE OF MAJOR

- a. When a Faculty admits a student, the Faculty becomes responsible for the student until s/he (1) graduates; (2) is admitted as a transfer by another Faculty; (3) withdraws or is dismissed from the University.
- b. Changes in Department/Major/Minor are made according to the approved guidelines of the Faculty, on an official form obtained from the Registrar's Office.

- c. Transfer of Faculty requires the approval of the new Faculty.
- d. A student with Sophomore status can change major only once before s/he is accepted to major.
- e. Change of Major is made only during Registration. If all involved agree, arrangements can be made at pre-registration, but the decision must be based on the student's projected end-of-semester grade report and resultant status.
- f. After acceptance into a Major, a student may change Majors only once. A student should have a serious reason for changing Majors. S/he must know that graduation will most likely be delayed. A Change of Major Form is completed with approval from both the previous and new Department Chairpersons and the Deans. The form is filed in the Registrar's Office.

8. REPEATING COURSES

- a. **"F" Grade:** Students who fail a required course must repeat it as soon as possible. If the course is repeated and failed a second time, the student will be dismissed from the University (i) if the course was a University Requirement, (ii) if the course was a Faculty/Major/Minor Requirement, unless the student can earn acceptance into another Faculty/Major/Minor, as applicable. An elective course may or may not be repeated, as the student may choose to fulfill his/her elective requirements by taking a different elective course.
- b. **"D" Grade:** Upon approval of the Vice President for Academic Affairs, a senior may repeat a maximum of two required courses (at the 200 level or above) with D (not D+) grades if this is needed to satisfy the graduation requirement of a cumulative GPA of 2.00 or/and a Major GPA of 2:00.
- c. **GPA:** When a course is repeated, both grades will be recorded, but only the more recent of the two will be computed in the GPA.

9. ACCEPTANCE TO MAJOR

Students are expected to be accepted to a Major when they have earned 40 credits, usually after their third semester. The following criteria are

used by the Department Committee to identify students who qualify for Acceptance to Major:

- 1) Minimum overall cumulative GPA of 1.90
- 2) Minimum major cumulative GPA of 2.00
- 3) Completion of ENGL 120 and ENGL 121
- 4) Completion of at least 3 courses (9 credits) in the Major

The Department Committee can waive a strict mathematical application of these criteria in borderline cases (Major GPA between 1.80 and 2.00) where an examination of the pattern of grades (e.g., improving sequence of grades) would justify an exception.

A student who does not gain Acceptance to Major at this time must either change Majors or continue in that Major on Probation for the next semester.

10. COMPLETION OF A MINOR

In order to graduate from Bethlehem University, some programs require that the student complete an approved Minor. All Minors are composed of 24-26 credits in a particular field. At the time of pre-registration for the student's third semester at the University s/he must declare a Minor using the Declaration of Minor Form. It is the responsibility of the student, with the assistance of his/her advisor, to select a Minor in a field that the student is qualified to pursue. If, at a later date, the student wishes to change his/her Minor a Change of Minor Form must be completed.

11. WITHDRAWAL

- a. **"W" Grade:** Official Withdrawal - without penalty
 - (i) As noted under student load, in exceptional circumstances approved by the Dean, a student may drop one course from his/her full-time load. This must be done before the end of the seventh full week of classes. After that time, no official withdrawal from a course can be made.
 - (ii) Students may officially withdraw from the University before the seventh full week of classes by completing the appropriate form in the Registrar's Office. If done in the first week of the semester, the courses will not be recorded on their transcript. If

done after the first week, grades of "W" will be assigned for all courses.

- (iii) After the seventh full week of classes, official withdrawal from the University with the grade of "W" is possible only if the reasons for withdrawal are beyond the control of the student and approved by the Vice President for Academic Affairs.
 - (iv) Students who officially withdraw are NOT guaranteed readmission to the University. Official withdrawal assures only eligibility to reapply. If readmitted, the student will be subject to the regulations in effect at the time of readmission. Students withdrawing while on their second or third semester on probation will probably not be readmitted. Students who withdraw during their first semester at the University may be considered for readmission for a period of two years after their withdrawal. After that period they must reapply and repeat the Entrance Examinations and, for certain programs, an interview.
- b. **"WF" Grade:** Unofficial Withdrawal - Failure
- (i) Students who have been excessively absent from a course(s) (see Attendance) are considered to have withdrawn unofficially and will be assigned a grade of WF by the Registrar's Office.
 - (ii) Students who leave the University, but who do not officially withdraw from the University as noted above, will receive WF grades in all courses and thus be dismissed from the University.

12. PROBATION

Probation indicates that a student has fallen below the minimum academic requirements of the University and is in danger of being dismissed. For freshman and sophomore students, this generally means that they are below the criteria necessary to earn Acceptance to Major. For those who have been accepted into a major, this generally means that they are below the criteria for graduation. Specifically, the following warrant Probation:

- a. Failure in Intensive English.
- b. Failure in two courses in any one semester while taking a full load of five courses (not including Physical Education or Community Service).

- c. Failure to maintain an overall cumulative GPA according to the following:
 - (i) 0 to 39 credit hours: 1.75
 - (ii) 40 to 70 credit hours: 1.90
 - (iii) 71+ credit hours: 2.00.
- d. Failure to earn Acceptance to Major at the prescribed time (see #9).
- e. Failure to maintain a cumulative Major GPA of 2.00.

Students on Probation are limited to a semester load of twelve credits, not including Physical Education or Community Service. Students who are not accepted to Major because they have not taken a necessary course, but who have a major GPA and a semester GPA of 2.00 or above, are not limited to 12 or 14 credits during their semester on Probation.

A student will be removed from Probation when s/he returns to the minimum required level of academic performance. As Probation indicates that the student is not performing at a minimally acceptable level, it is necessary to limit the number of semesters that a student is on Probation. A student may be on Probation (1) for a maximum of two consecutive semesters, or (2) for a maximum of three non-consecutive semesters. This means that a student who merits a third consecutive or a fourth non-consecutive semester of Probation will be dismissed from the University.

The Summer Session does not count as a semester on Probation, but it can change a student's probationary status for the following Fall Semester.

- a. If a student is placed on Probation for the Fall Semester because of a low major GPA (below 2.0) or overall cumulative GPA (below minimum specified in 12.c above) on the Spring grade report, s/he could remove the Fall Probation by raising his/her GPA on the Summer grade report above the required minimum. In this case, the removed Probation would not be considered when counting the number of probationary semesters determining dismissal.

- b. A student whose Spring grade report does not place him/her on Probation for the Fall Semester, can still be placed on Probation in the Fall if his/her major or overall cumulative GPA on the Summer grade report falls below the required minimum. However, for those students who were also on Probation during the previous Spring Semester, this Fall Semester Probation would be considered non-consecutive because of the satisfactory performance in the Spring.

13. GRADUATION

Degrees and Diplomas are awarded at the annual Commencement in early summer to all students who fulfill requirements for graduation during the preceding year. Students who complete requirements in August or January may obtain their certificates from the Dean and transcripts at that time from the Registrar's Office, and participate in the summer ceremony if they wish.

Only students who have fulfilled all requirements and satisfied all obligations to the University will be permitted to participate in the Graduation Ceremony.

14. DISMISSAL

The University reserves the right to dismiss any student who does not maintain a satisfactory academic record or whose conduct or influence is deemed undesirable. Specifically, the following will warrant Dismissal:

- a. Failure of a University Requirement for a second time.
- b. Failure of a Faculty or Departmental requirement for a second time, unless a change of major/minor is approved.
- c. Failure in two courses in a given semester if taking four or fewer courses, or failure in three courses if taking five or more courses. Physical Education and Community Service are not considered a fifth course.
- d. Exceeding the maximum number of semesters on Probation.
- e. Serious violation of academic or disciplinary regulations.
- f. Non-fulfillment of financial obligations.
- g. Submitting false information on the Admission application or other official documents.

15. READMISSION

A student dismissed for academic reasons and who has completed at least two semesters (one semester for Diploma programs) at the University can apply to rejoin the University after at least two years have elapsed from the date of dismissal. The student can only be admitted into the program from which she/he was dismissed provided s/he can remove the causes of dismissal by the end of the semester of readmission.

16. INDEPENDENT STUDY

Independent Study courses are available only to Seniors who are one course short of fulfilling all graduation requirements and this course is not being scheduled on a regular basis prior to graduation. There must be a teacher-student contract (indicating the schedule of meetings, the units of material to be covered, and the methods of evaluation) signed by and approved by the Vice President for Academic Affairs.

17. MISCELLANEOUS

- a. Prisoners:** The University will make every attempt to assist any student whose studies have been substantially disrupted due to imprisonment.
- b. Exception:** The Academic Vice President, upon the recommendation of the Dean and Chairperson, may authorize an exception to specific academic regulations for students who have completed at least 80% of the total number of credit hours (Intensive English not included) required for graduation. In particular, in case of an academic dismissal the student may be granted one additional semester on probation before a final dismissal.

18. STUDENT RIGHTS

Students have the right to appeal an academic decision, to have grievances considered, to seek alleviation of student problems, to privacy and protection of their school records, and to suggest ways to improve the University's academic life. Students have the right to have all graded material returned and to review their final exams. Any questions or appeals must first be addressed to the teacher and must be made within 48 hours. In the case of final examinations the appeal must be made within three school days after the distribution of Grade Reports. If the teacher is not available, the appeal must be made to the

Chairperson or Dean. If the matter cannot be settled between the teacher and student, the student may appeal to the Department Chairperson/Dean. Academic questions are not subject to popular student vote. In all academic matters, the Vice President for Academic Affairs is the final authority.

STUDENT REGULATIONS

General Regulations

The University is primarily a place for study and intellectual pursuits. All student regulations are designed to support this purpose and for the safety and welfare of all members of the University community. These general regulations are concerned with student attitudes towards people, places, and property.

1. **Courtesy:** Students are expected to act with maturity, respect, and politeness in their relations with all members of the University community: other students, administrators, teachers, and support staff. Learning to contribute actively and critically to classroom discussion, refraining from talking out of turn, and avoiding what might be considered rudeness are expected of a University student. Students should refrain from eating, drinking, and smoking in all classes, lab sessions, and the Library. Any action endangering the safety of others or any interference with the running of a class are serious violations of proper conduct.
2. **Academic Integrity:** It is expected that students attending Bethlehem University understand and subscribe to the ideal of academic integrity, and are willing to bear individual responsibility for their work. The University, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the community. In particular acts of plagiarism and cheating are not tolerated.
3. **Visitors:** Visitors may be invited to the campus except during final exams. Students are to obtain the Visitor's Pass in advance from the Dean of Students, Public Relations Officer, or a Vice President. To invite a visitor to a class the student must have first obtained the permission of the teacher. All visitors must first report to the gatekeeper and show the Visitor's Pass. Visits are allowed on Mondays, Tuesdays and Wednesdays from 9:00 till 12:00, and forbidden on Thursdays and Fridays. also visits are not allowed during the student senate elections period.
4. **Quiet Areas:** The quality of life and work that is expected at the University requires that students refrain from congregating and making

unnecessary noise within the buildings and especially near the classrooms or the courtyard. Silence is very important in the Library and should be strictly maintained.

5. **Restricted Areas:** The classrooms, the Library, the cafeteria and the grounds are the normal student areas. The laboratories and the auditoriums are restricted to classes or student groups for specific periods. Students should not enter other areas, such as the administrative offices, teachers' offices, the printing office unless they come by appointment or invitation of the staff members responsible. Cars are to be parked in the parking lot. Cars are not allowed on campus.
6. **Property:** Students are expected to treat University property and furnishings as they would those in their own home. No student should use a University equipment or computer without permission of the staff member responsible for it.
7. **University Reputation:** The University has a basic right to its good name and reputation. If a student, on or off campus, injures the good name of the University to a serious degree, the University has the right to call him/her to account.
8. **Student Activities:** Several student clubs and societies have been established to organize student activities that will promote an active, social, cultural, and intellectual life on campus. Plans for any specific event, especially those involving outsiders or off-campus activities, need to be submitted to the Dean of Students for approval to prevent conflict between activities, interference with the normal academic process, or harm to the University's reputation. As the University must serve all students, activities of individual political parties are prohibited.
9. **Use of the Library:** Detailed information on the use of the University Library, that is, Library policies, procedures, services, databases, and other resource materials is found in the Bethlehem University Library Homepage: <http://library.bethlehem.edu/>. The online public access catalog (OPAC): <http://192.116.4.4/WebOPACNew/catalog/search.aspx> is the search tool for finding varied recourse formats in the University Library.

Any violations of these regulations will be brought to the Disciplinary Committee which will recommend appropriate disciplinary action to the

Executive Vice President. Serious violations can result in dismissal from the University. Suspension of Library privileges will be imposed on all those who keep books and other materials beyond the period permitted.

Cultural Activities

The University promotes a variety of extracurricular activities. The administration, staff, and students participate in activities such as lectures, discussions, and cultural activities.

Athletics

Athletic activities and matches are held with other Palestinian and neighboring Arab Universities and educational organizations throughout the sport seasons. The Athletic Department also organizes intramural sport activities for students, faculty and staff throughout the academic year.

Student Senate

The student body is represented by the Student Senate, elected by the students during the spring semester of each academic year. The Senate is comprised of two bodies, the Conference and the Secretariat. The total number of the members of the conference is 31, who are elected by the student body through a system of proportional representation. The Secretariat consists of 11 members who are designated by the Conference. Members of the Secretariat should be members of the Conference, and have to receive the vote of confidence of 51% of the Conference members. The Secretariat consists of a president, vice-president, secretary general, treasurer, and secretaries of the following committees: Social, Cultural, Folklore, Arts, Sport, Academic, Public and External Relations, and Environment and Health.

The aims of the Student Senate are:

- a) to represent the general student body
- b) to serve as a recognized channel of communication between students and University authorities
- c) to foster loyalty, and concern for the University among the student body
- d) to enhance the students' sense of responsibility and leadership
- e) to promote good relations among the students, as well as between students and staff, and between students and the administration
- f) to encourage interest in academic affairs and to strive constantly to improve the image and reputation of the University as a center of scholastic excellence.

Student Committees

In cooperation with the Student Senate, the administration, and the faculty, the students' committees organize and conduct activities such as exhibitions, seminars, lectures, social parties, and meetings. There are several students' committees.

The Social Committee organizes activities such as parties, excursions, and volunteer work.

The Cultural Committee organizes activities such as conferences, discussion groups, book exhibitions, and literary competitions.

The Art and Folklore Committee organizes activities such as music, drawing, painting, theater, native heritage exhibitions, fairs, and dances for the public.

The Sports Committee cooperates with the Physical Education Department for sports activities on and off campus.

The Academic Committee organizes seminars concerning academic programs, recognizing excellent students, and other student academic concerns.

The Public and External Relations Committee plans and works for strengthening relations between the student body and various Palestinian organizations, in addition to maintaining relations with international student bodies and youth organizations.

The Environment and Health Committee works to reinvigorate the spirit of volunteering and commitment to Bethlehem University, in addition to creating public awareness about ecological problems, and the preservation of University properties.

FINANCIAL REGULATIONS

The University follows the directives of the Council for Higher Education and Higher Education, where applicable, with regard to tuition and fees. The University provides as much financial aid as can be obtained from external agencies. However, the costs of running the University continue to increase, and students must contribute their share to cover these costs.

The schedule of tuition and fees is published by the Finance Office each year and is subject to change as required. Tuition and a fee schedule is published on <http://campus.bethlehem.edu> under the Finance Office section.

Tuition and fees are due in full at the beginning of the semester for first year students. Other students can pay their tuition and fees by one of the following payment plans:

1. Payment in full before the first day of classes. A discount of 25 JDs is granted to those who fall within this category.
2. Payment in three equal installments. Those who chose this alternative will pay an additional amount of 20 JDs as an installment fee.
3. Payments should be made following deadlines. Students not meeting deadlines will pay additional 25 JDs for late payment fees.

Students who have not fully paid their tuition and fees for the previous semester will not be permitted to register for the following semester, and are not entitled to receive their grade report.

Refund Policy

Tuition refunds will be made, as noted below, to students who officially withdraw from the University provided that:

1. the student requests the refund at the time of withdrawal,
2. the student turns in his/her BU identification card,
3. the student returns all materials borrowed from the Library.

During Fall and Spring Sessions:

Time of Withdrawal	Refund %
1. Prior to the 1st day of class	Full Refund
2. During 1st or 2nd week of class	75%
3. During 3rd or 4th week of class	50%
4. After the 4th week of class	No Refund

During Summer Session:

Time of Withdrawal	Refund %
1. Prior to the 1st day of class	Full Refund
2. During 1st or 2nd day of class	75%
3. During 3rd or 4th day of class	50%
4. After the 4th day of class	No Refund

Refunding is subject to the following limitations:

1. The refund policy does not apply to students in their first semester of enrollment at the University. All tuition and fees paid by these students are non-refundable.
2. Refunding applies to paid tuition only. Fees are not refunded under any condition.
3. Refunding will be adjusted if students have not paid the full tuition charge at the time of registration, (e.g., students who receive financial aid).
4. Refunding is not allowable to any student for withdrawal from one or more courses after the add/drop period

Add/Drop

Students who add or drop courses during the official add/drop period will automatically have their financial records adjusted. However, those receiving financial aid must inform the Finance Office of such changes, so that an appropriate adjustment is made on the student account.

Late Registration

Students who fail to register during the scheduled Registration Period and register during the add-drop period will be charged a 25 JDs late registration fee. No registration is permitted under any condition after the add-drop period.

Financial Aid Schemes

Scholarships:

Bethlehem University is most grateful to the generous alumni, friends, and benefactors who have kindly contributed funds to the University in support of various forms of financial aid which cover part of the tuition charges for

students, such as Endowed Scholarships, Partially Endowed Scholarships, Annual Scholarships, and Semester Scholarships. Students remain responsible for fees, books, and other charges. These gifts from generous donors support the educational costs of the University, making it possible for the University to provide quality university education to the students.

University Sponsored Scholarships and Waivers:

- i. **Martyrs Scholarship:** The University offers scholarships to the children of martyrs enrolled at the University provided they meet the financial aid academic requirements. The Ministry of Social Affairs provides documentation supporting a martyr's status. This scholarship is given unless the semester GPA falls below 2.00.
- ii. **Tawjihi Scholarship:** The Ministry of Education and Higher Education chooses 10 students from the highest Tawjihi score achievers admitted to the University on an annual basis.
- iii. **Academic Merit Scholarship:** These scholarships are awarded to students for the semester after having earned a GPA of 3.75 or higher.
- iv. **Committee for Students with Disabilities Scholarship:** Students with Disabilities are awarded a 50% tuition waiver upon the recommendation of the Committee for Students with Disabilities. Such students must maintain the minimum academic achievement for financial aid.
- v. **Waiver for Relative:** Children and Spouses of Employees of the University receive a tuition waiver provided they meet the minimum academic achievement set for financial aid. The first such relative receives a 100% waiver, the second 75%, while the third attending school at the same time receives a waiver of 50%. This is given unless the semester GPA falls below 2.00.
- vi. **The Needy Student Fund:** With revenues coming from student registration fees, this fund provides some assistance on an annual basis. The criteria and restrictions of the fund are available at the Dean of Students' Office.

Student Employment on Campus

The University has a very limited number of employment opportunities for full-time students who are willing to work part-time while continuing their full-time studies. Partial tuition reduction is granted for 3 or 6 hours of work per week throughout the semester. Student-workers are expected to comply with all directives of their supervisor and to follow all regulations with regard to hours, absences, and so on. Selection is made on the basis of competency for the job in addition to the general rules mentioned below. The Student

Finance Office in the Finance Office has information on work-study opportunities. Freshmen may apply during the Spring semester. Students are notified of work-study grants during the registration period. Interested students must apply through the Department he/she intends to work at. Applications are made available on the intranet by the Finance Office. The Department sets the schedule of working hours according to its needs under one of the two possible arrangements of either 3 or 6 hours of work per week.

General Rules in Governing Financial Aid and Scholarships:

Financial aid and scholarships cover tuition charges. The student remains responsible for fees, books, and other charges.

a. General Restrictions

- i. No financial aid will be given to any student whose previous semester GPA is less than 2.50.
- ii. No financial aid is offered to freshmen in their first semester at the University.
- iii. No financial aid is offered during Summer Sessions except for donor designated summer school scholarships.
- iv. Financial aid could be for one semester, one year, or even four years. This depends on the type of the scholarship and the academic achievement of the student.

b. Criteria

- i. The most important consideration is the financial need of the student and his/her family. Need is assessed by the University's Financial Aid Advisory Committee based on the social survey, and, in some cases, a visit to the home.
- ii. Other considerations are the student's academic ability as demonstrated by the GPA and personal conduct as assessed by cooperation with instructors and respect for others.
- iii. A major factor in allocating financial aid is the amount of money available to the University for financial aid. Regrettably, the University does not have sufficient funds to provide financial aid to all students in need and must restrict itself to giving aid to the most needy.
- iv. The amount of financial aid awarded to students is determined by the donations received by the University for this purpose.
- v. Donors' stipulations and criteria are followed in the selection of students receiving scholarships.

c. Process

The University determines the socio-economic status of its students from the information available through the social survey, which represents the official database used by the University to determine financial need for the purpose of awarding scholarships. In addition, a number of external donors request such information in awarding financial aid to students. Accordingly, all University students are requested to fill out the social survey form and present all supporting documents to the Finance Office in order to be considered for financial aid. Students who do not fill out the survey waive their right to any internal or external financial aid.

d. Special Factors

In some cases, external agencies provide financial aid to individual students or groups of students whom they choose. This is, however, coordinated with the University's general financial aid restrictions and criteria listed above. The Finance Office has information about such programs.

Loans

The Ministry of Education and Higher Education (MOEHE) initiated a revolving loan scheme a few years ago to assist students in paying for their university education. Students must complete an on-line application that is on the MOEHE website. Selection of loan recipients, as well as the amounts granted, is determined at the MOEHE level. The Finance Office reviews the list generated and furnished by the Ministry for accuracy and provides information that is asked for by the MOEHE. Some of the main conditions for the scheme are:

- i. Students must maintain a full time status and have financial need.
- ii. Students must have successfully completed one semester.
- iii. Students must be in good academic standing and not be on academic probation.
- iv. Students may apply for up to 7 semesters for a maximum of 75% of the outstanding tuition.
- v. In the last semester before graduation, the student has two options:
 - a. Decides to pay future installments: in this case the student and a guarantor commit to repay the loan through signing a promissory note at the Dean of Students' Office.

- b. Decides to pay the full amount before graduation and receives a clearance from the Finance Office after making the payment at the bank to the order of MOEHE. All of the arrangements are made at the Dean of Students' Office.
- vi. Repayment starts once the student graduates and is employed.
- vii. Repayment is in the form of monthly payments that is determined by the MOEHE.
- viii. If a student leaves the University for whatever reason before graduation, the loans become payable immediately.

Full details of the student loan program, deadlines, and procedures are available in the Dean of Students' Office.

FACULTY OF ARTS

The Faculty of Arts offers the Degree of Bachelor of Arts with Majors in Arabic Language and Literature, English Language and Literature, Religious Studies, Sociology, and Social Work. In conjunction with the Faculty of Education, the Faculty of Arts offers the degree of Bachelor of Education in Teaching Arabic, Teaching English, and Teaching History and Geography. The description of these programs is given with the Faculty of Education. Minors are offered in Arabic, Catechetic, French, Sociology, Psychology, Translation (Arabic-English), and Journalism. The Faculty of Arts also offers courses in the areas of Fine Arts, Cinema, Democracy and Human Rights, European Languages, Geography, Hebrew, History, Music, Philosophy, and Political Science.

DEPARTMENT OF ARABIC

Description of the programs of the Department of Arabic

The goals of the Department of Arabic are to provide students with an in-depth knowledge of Arabic language and literature, to enable them to work in the fields of their specialization with competence and to pursue advanced studies. The department offers a Major program of study leading to the Bachelor of Arts in Arabic Language and Literature. The Department also has Minors in Arabic, Translation, and Journalism. The Department also offers Hebrew language courses as electives.

Credits needed for the degree

A student majoring in Arabic needs to earn a total of 125 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	61
Minor	24
University Requirements	34
Electives	6
<i>Total</i>	<i>125</i>

The Arabic ***Major*** consists of a total of 61 credits in the following table.

MAJOR IN ARABIC

ARAB 120	Arabic Language Skills I (3)	ARAB 315	Palestinian Literature (3)
ARAB 121	Arabic Language Skills II (3)	ARAB 331	Arabic Criticism (3)
ARAB 142	Prosody (3)	ARAB 332	Modern Criticism (3)
ARAB 211	Jahilite Literature (3)	ARAB 333	Arabic Rhetoric (3)
ARAB 212	Islamic Literature (3)	ARAB 334	Arabic Novel & Drama (3)
ARAB 251	Intro. to Grammar I (3)	ARAB 351	Studies in Grammar (3)
ARAB 252	Intro. To Grammar II (3)	ARAB 352	Grammatical Practice (3)
ARAB 291	Research Methods in Lang & Lit (3)	ARAB 354	Modern Linguistics (3)
ARAB 311	Abbasid Literature (3)	ARAB 371	Science of Qur'an & Hadith (3)
ARAB 312	Andalusian Literature (3)	ARAB 389	Senior Seminar (1)
ARAB 314	Modern Poetry (3)	ARAB 105	Arabic Calligraphy

Students majoring in Arabic are provided with the opportunity to ***Minor*** in a discipline other than their major field. A student may take a Minor program consisting of 24 credits in the Faculties of Arts, Sciences, and Business Administration.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses**BACHELOR OF ARTS IN ARABIC LANGUAGE AND LITERATURE****First Year**

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
ARAB 120 Arabic Language Skills I	3	ARAB 121 Arabic Language Skills II	3
ENGL 120 English Language Skills I	3	ARAB 142 Prosody	3
HIST 120 History of Modern Palestine	3	ENGL 121 English Language Skills II	3
LIBR 101 Library Skills	R	SCIE 111 General Science	3
MATH 111 Fundamentals of Math	3	Fine Arts Requirement	2
PSED 101 Physical Education	1	General Elective	3
General Elective	3		
	16		17

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
ARAB 211 Jahilite Literature	3	ARAB 212 Islamic Literature	3
ARAB 251 Intro. to Grammar I	3	ARAB 333 Arabic Rhetoric	3
ARAB 291 Research Meth. in Lang & Lit	3	ARAB 252 Intro to Grammar II	3
ENGL 213 English Language Skills III	3	CMSR 101 Community Service	1
Minor	3	Minor	3
		Minor	3
	15		16

Third Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
ARAB 311 Abbasid Literature	3	ARAB 312 Andalusian Literature	3
ARAB 331 Arabic Criticism	3	ARAB 332 Modern Criticism	3
ARAB 351 Studies in Grammar	3	ARAB 352 Grammatical Practice	3
POLS 300 Themes in Political Science	3	PHIL 302 Issues in Phil. & Ethics	3
Minor	3	Minor	3
	15		15

Fourth Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
ARAB 314 Modern Poetry	3	ARAB 315 Palestinian Literature	3
ARAB 371 Science of Qur'an & Hadith	3	ARAB 334 Arabic Novel & Drama	3
ECON 300 Basic Economics	3	ARAB 354 Modern Linguistics	3
Minor	3	ARAB 389 Senior Seminar	1
Minor	3	RELS 300 Cultural Religious Studies	3
		Minor	3
	15		16

Minors offered by the Department of Arabic

In addition to the Major in Arabic, the Department of Arabic provides the opportunity for students to follow a program leading to a Minor in Arabic, Translation, or Journalism.

MINOR IN ARABIC

The **Minor** in Arabic requires successful completion of the following courses, totaling 24 credits.

Required Courses (18Cr.)

ARAB 212	Islamic Literature (3)	ARAB 314	Modern Poetry (3)
ARAB 251	Intro. to Grammar I (3)	ARAB 315	Palestinian Literature (3)
ARAB 252	Intro. to Grammar II (3)	ARAB 332	Modern Criticism (3)

Elective Courses (6Cr.)

ARAB 311	Abbasid Literature (3)	ARAB 334	Arabic Novel & Drama (3)
ARAB 354	Modern Linguistics (3)		

MINOR IN TRANSLATION

The **Minor** in Translation requires the successful completion of the following courses, totaling 24 credits.

Required Courses (15Cr.)

ARAB 252	Intro. To Grammar II (3) *	ARAB 323	Literary Translation (3)
ARAB 321	Principles of Translation (3)	ARAB 325	Technical Translation (3)
ARAB 322	Journalistic Translation (3)	ENGL 203	English Writing Skills I (3)

Elective Courses (9Cr.)

ARAB 231	Commercial Correspondence (3)	ARAB 327	Legal Translation (3)
ARAB 326	Editing and Revision (3)	ARAB 329	Simultaneous Translation (3)

* Students majoring in Arabic take ENGL 203 instead of ARAB 252.

MINOR IN JOURNALISM

The **Minor** in Journalism requires the successful completion of the following courses, totaling 24 credits.

Required Courses (18Cr.)

JMCO 131	Introduction to Journalism (3)	JMCO 300	Broadcast Journalism (3)
JMCO 132	News Writing (3)	JMCO 332	Editing and Design (3)
JMCO 231	Introduction to Reporting (3)	JMCO 333	Media Skills (3)

Elective Courses (6Cr.)

JMCO 232	Story & Magazine Articles (3)	JMCO 331	Palestinian Media (3)
JMCO 320	Photography and Image (3)	ARAB 322	Journalistic Translation (3)
JMCO 321	Communication Tech. (3)		

Description of courses

ARAB 105 Arabic Calligraphy (Cr. 1)

Students study the history of Arabic calligraphy and are introduced to all known types. The aim of this course is to enrich the students' skill in *Ruq'a* handwriting.

ARAB 120 Arabic Language Skills I (Cr. 3)

This course involves the analytical and critical study of literary and linguistic texts. It aims at enriching the student's skill in reading, conversation, comprehension and expression.

ARAB 121 Arabic Language Skills II (Cr. 3)

The aim of this course is to review the basics of good writing, with emphasis on the sentence, the paragraph, the subject, the title and punctuation. The art of the essay in Arabic literature with other forms of modern writings are studied. Students are trained in the principles of writing in the different genres of literary writings.

ARAB 142 Prosody (Cr. 3)

This course comprises a study of the science of prosody and its origin: the forms of Arabic poetry, rhyme and meters. A study will be made of prosody meters as formulated by Al-Khalil-Ibn Ahmad. The course involves a study of the music of modern Arabic poetry and the innovations introduced into it.

ARAB 211 Jahilite Literature (Cr. 3)

This course involves the study of outstanding aspects of the Jahilite period, such as diction, social structure of the Jahilite society, prose writing, poetry and its sources. The course comprises an appreciative, critical and analytical study of Jahilite poetry. The students study the poetry of 'Imru' al- Qays, Zuhayr and al-Shanfara.

ARAB 212 Islamic Literature (Cr. 3)

This course comprises the study of the following subjects: basic principles of Islam, al-Qur'an, al-Hadith, and Islamic poetry. Students study the poetry of Hassan bin Thabit, Ka'b bin Zuhayr and Islamic prose (the Prophet's speech). In addition, the most prominent trends in the Umayyad period are studied: an-Naq'a'id, al-Kawarij, the speech of Ziyad and the treatise of Abdulhamid al-Khatib.

ARAB 231 Commercial Correspondence (Cr. 3)

This course focuses on written and oral communication skills. Students are trained in writing various commercial letters and correspondence; inter office

memos and curriculum vitae. They are also exposed to translation drills of minutes, agenda and the like.

ARAB 251 Introduction to Grammar I (Cr. 3)

Students study in this course Arabic grammar under the following headings: etymology, inflection and derivation, parts of speech, word formation, temporal structure of the verb, gender in nouns, division of the noun according to number, diminution and attribution, the relative adjective, pronouns, modes of the verb and conjugation.

ARAB 252 Introduction to Grammar II (Cr. 3)

In this course students study Arabic grammar under the following headings: diptotes, declension of nouns, nominal sentences, verbal sentences, the subject and the predicate, the weak verb, complements to the verbal sentence, requests, conditional sentences, the vocative, "exclamations" and oaths, the forms expressive of surprise or wonder, and practical applications of grammatical analysis.

ARAB 253 Introduction to Grammar III (Cr. 3)

Students study in this course the following subjects: a general view of the verb and its forms, the voices, tenses of the verb, moods, numerals, particles, adverbs, complements, conditional and particles of meaning.

ARAB 291 Research Methods in Language and Literature (Cr. 3)

The student study the following subjects: methods of research, the term paper, the report, sources of information, documentation, footnotes, ethics of research, research outline and the organization of the study, the subject and its importance, the aims of the study, definition of terms, abbreviations, references, bibliography, general writing form, the library, and methods of classification.

ARAB 310 Syntactic Skills (Cr. 3)

This course is offered to students of other Departments. It comprises the study of the following subjects: language, its structure and methods of study. Students also study the science of linguistics, the characteristics of Arabic sounds, Arabic grammar as: parts of speech, structural patterns and construction of utterances.

ARAB 311 Abbasid Literature (Cr. 3)

This course involves the study of the development of the intellectual, economic and social fields in the Abbasid period through the study of poetry, focused on prominent poets such as Abu-Tammam, al-Buhturi, and Al-Mutanabiy. Varieties of prose, their development, and prominent prose

writers such as Ibn-ul-Muqaffa', Al-Jahiz, and Badi' az-Zaman are also studied.

ARAB 312 Andalusian Literature (Cr. 3)

This course deals with general features of cultural and literary life in various periods of Al-Andalus history to help students become acquainted with some aspects of Andalusian literature. The course focuses on the following Andalusian poets: 'Asim bin Zayd, Hasanah Tamymyah, Yahya al-Ghazal, Ahmed Abdrabu, Ibn Hani, al Qastali, Ibn Shuhayd, Ibn Zaydun, Ibn al-Khatib. Students also study arts in which the Andalusians excelled such as, al-Muwashshahat, az-Zajal, as well as the influence of Andalusian environment on poetry.

ARAB 313 Literature of Egypt and Syria (Cr. 3)

The focus of this course is the study of political, military, economic and scientific developments and intellectual trends during the Zenki, Ayyoubi and Mamluki periods. The following poets are studied: Ibn-ul-Qaisaraniyy, Usama-Ibn-Munqidh, Ibn-as-Sa'atiyy, and al Busiyri. The course also includes works of various prose writers in this period as: al-Qadi al-Fadil, Ibn al-Sayrafi, Izzidine Bin as-Salam, as well as the influence of this period on Arabic literature.

ARAB 314 Modern Poetry (Cr. 3)

This course comprises the study of the renaissance of Arabic poetry in the 19th century, through specimens and development of various schools in modern Arabic poetry as: ad-Diwan, Apollo and al-Mahjar. The course includes a study of free verse poetry and its development. Extracts from poems of the most prominent poets are analyzed.

ARAB 315 Palestinian Literature (Cr. 3)

In this course students study the following subjects: characteristics of the literary renaissance in Palestine, traditional and modern trends in poetry, the national trend in Palestinian poetry. Texts by Abulkarim al-Karmi, Ibrahim Tuqan, and Mahmud Darwish are also examined. The short story, the novel prominent novelists and various trends in Palestinian prose literature are also studied.

ARAB 316 Comparative Literature (Cr. 3)

This course comprises the study of the origin and research methods of comparative literature in the West and in the Arab World. Western influences on Arabic literature as: the novel, drama, poetry, literary criticism and literary schools are also studied. The delineation of national literatures and the French influence on Taha Husain are also studied.

ARAB 317 Popular Literature**(Cr. 3)**

This course familiarizes students with various genres of popular literature in Palestine and the Arab World. Special emphasis is placed on the myth, tale and lyrical poetry. Students study methods of research and analysis of popular Arabic and Western literature and the tools used in gathering, classifying and analyzing collected material.

ARAB 321 Principles of Translation**(Cr. 3)**

This course introduces the students to the general principles of translation both from English to Arabic and from Arabic to English. Emphasis is placed on the different stages of the translation process, the difference between translation and transliteration, the use of dictionaries, translation procedures and the translation of idioms. The student proceed from simple concepts and structures to more advanced complex work.

ARAB 322 Journalistic Translation**(Cr. 3)**

This course is an introduction to the translation of journalistic passages from English to Arabic and *vice versa*, covering a wide range of subjects and styles. Emphasis is placed on translating articles from various branches of knowledge representing a variety of styles in order to acquaint students with requisite vocabulary and terminology. Attention is paid to the use of special dictionaries, translation of scientific terms and translation in the United Nations.

***Prerequisite:* ARAB 321**

ARAB 323 Literary Translation**(Cr. 3)**

This course comprises translation of selected texts of modern and classical literature, including extracts from the works of major English writers, as well as passages from Arabic literature and Arabic poetry. Attention is given to the theory of translation, the role of translation, and the translation of styles and literary expression.

***Prerequisite:* ARAB 322**

ARAB 324 Oriental Languages**(Cr. 3)**

The course comprises the study of an Oriental language such as Hebrew or Syriac in order to facilitate the comparison of Arabic with other languages.

ARAB 325 Technical Translation**(Cr. 3)**

This course comprises the principles and practice of translating cultural, legal and economic texts. It identifies problems faced by the translator and

methods of solving them. Students practice translating business letters, forms, newsletters, brochures, advertisements, and certificates.

Prerequisite: ARAB 321

ARAB 326 Editing and Revision (Cr. 3)

This course is designed to help students avoid common mistakes in Arabic and English. It trains students to revise, edit and layout translated texts, including titles, introductions, footnotes and appendixes.

Prerequisite: ARAB 321

ARAB 327 Legal Translation (Cr. 3)

This course aims at training students in translating legal texts and highlights major problems faced by translators and methods of solving them. Students are trained in translating texts related to government and court documents. *This highly specialized course is of crucial importance at present due to high demand on this kind of translation.*

ARAB 328 Advanced Translation (Cr. 3)

This course intends to develop translation skills acquired earlier. Emphasis is placed on structural systems and lexical coverage inherent in both languages, focusing on more difficult English and Arabic classical texts. Attention is given to the translation of poetry, religious texts and culture.

Prerequisite: ARAB 322

ARAB 329 Simultaneous Translation (Cr. 3)

This course is intended to train students in the techniques of both simultaneous and consecutive translation. It is based on practical work in order to familiarize students with the equipment used. Students are expected to interpret speeches and lectures on a variety of subjects.

Prerequisite: ARAB 322

ARAB 331 Arabic Criticism (Cr. 3)

This course comprises the study of classical Arabic criticism under the following titles: the concept of literary criticism, Arabic criticism during the Jahilite, Islamic, Umayyad and Abbasid periods, the works of Ibn al-Mu'taz, Ibn Sallam, Qudamah, al-Amidiyy and al-Qadi-al-Jurjani, and literary criticism in the sixth and seventh centuries A.H.

ARAB 332 Modern Criticism (Cr. 3)

Students study in this course modern criticism under the following headings: the nature of the criticism process, elements of literary work, origins of literary criticism, Greek criticism, methods and schools of literary criticism.

The course also involves a study of the ten main characteristics of narrative and dramatic Arabic literature.

ARAB 333 Arabic Rhetoric (Cr. 3)

Students study the science of rhetoric, its origin and collection, technicalities and its various schools.

ARAB 334 Arabic Novel and Drama (Cr. 3)

This course aims at familiarizing students with dramatic and narrative art in modern Arabic literature by studying its historical development. Special emphasis is placed on the study of the origins of the narrative and dramatic art in Egypt, Syria and Iraq. Modern narrative and dramatic texts by Tawfiq al-Hakim, and Najib Mahfuz are critically studied.

ARAB 351 Studies in Grammar (Cr. 3)

This course comprises a study of selected topics from traditional Arabic grammar compilations to enable students to understand them and familiarize the students with the style of old prominent grammarians. The students will review selected texts from Sibawayh, Ibn-Mada', Ibn-ul-Anbariy, al-Farra', Az Zamakhshariy, Ibn-Jinniy, Ibn Hisham and Abu Hayyan. The course also comprises an introduction to modernization efforts in grammar.

***Prerequisite:* ARAB 251, 252**

ARAB 352 Grammatical Practice (Cr. 3)

In this course students practice grammatical structures as: the nominal sentence, subject and predicate, case forms, the verbal sentence, the verb and its modifications, subject, complements, participles and numbers. Students study texts to help them understand the syntax of the sentence.

***Prerequisite:* ARAB 251, 252**

ARAB 353 Schools of Grammar (Cr. 3)

This course comprises the study of the grammar schools of Basra, Kufa, Baghdad, Egypt, al-Andalus, and their role in developing Arabic grammar. Detailed attention is paid to modern critical studies of Arabic grammar and efforts for its re-classification and simplification.

***Prerequisite:* ARAB 251, 252**

ARAB 354 Modern Linguistics (Cr. 3)

Emphasis in this course is placed on the development of linguistics and its research methods under the following headings: language, phonetics, phonology, morphology, semantics, Arabic sounds, intonation, the Arabic word, the syllable, stems, as well as transformational and generative grammar.

***Prerequisite:* ARAB 251, 252**

ARAB 371 Sciences of the Qur'an and Hadith (Cr. 3)

This course comprises a study of the Qur'anic sciences, Meccan and Medinite exegesis and their impact on Arabic literature, the kinds of al-Hadith, its sources and methods of transference and quotation in language and literature, and the influence of al-Hadith on literature and grammar.

ARAB 372 Islamic Philosophy (Cr. 3)

This course focuses on the most prominent philosophies introduced into Arab Muslim society. Emphasis will be placed on the conflict of their ideologies with Arab Muslim civilization. The course also concentrates on the study of the most prominent Muslim philosophers. Selected extracts from their works, particularly those of al-Kindiy, Avicenne, al-Farabiy, Averroes and al-Ghazali are studied.

Prerequisite: ARAB 212

ARAB 389 Senior Seminar (Cr. 1)

The course aims to give senior students the chance to do original research on a topic in Arabic language and literature under the supervision of an instructor from the Department. Students will give an oral presentation of their research to their colleagues and teachers followed by a discussion of the main results.

ARAB 399 Topics in language and Literature (Cr. 3)

This course aims to give senior students the possibility to do individual research on a topic in Arabic language and literature under the supervision of an instructor with weekly meetings. Students registered in this course must sign an agreement with the chairperson of the department and get an approval from the Academic Vice President.

JOURNALISM

JMCO 131 Introduction to Journalism (Cr. 3)

This course is an introductory survey of the theory, history, structure and functions of journalism. The course focuses on print journalism with special emphasis on the history of the Arab Press. Students study the structure of the newspaper, sources of information, types of newspapers, and public opinion. The rights and responsibilities of journalists and ethics of journalism are discussed.

JMCO 132 News Writing (Cr. 3)

A study and practice of basic writing and editing techniques used in the print media are discussed. The course offers the students various methods of

writing newspaper articles and writing for magazines. Assignments focus primarily on gathering and writing news.

JMCO 231 Introduction to Reporting (Cr. 3)

This course examines the basic news reporting principles, strategies and tactics needed by today's journalists. Practice in gathering, organizing and presenting news is a major concern. Emphasis is on print journalism.

JMCO 232 Story and Magazine Articles (Cr. 3)

This course is an intensive practice in researching, organizing, writing and analyzing feature articles for magazines and newspaper magazine supplements and free-lancing for print media.

JMCO 300 Broadcast Journalism (Cr. 3)

This course comprises the study of the principles and practice of radio news reporting, writing and editing, sources of information, forms and types of work in radio. The course also comprises the principles of radio production, organizing radio programs, debates and interviews.

Prerequisite: JMCO 131, 132

JMCO 320 Photography and Image (Cr. 3)

Students study the principles and practice of photography as a creative tool of communication, basic camera techniques using both conventional methods and emerging digital technology. The course also provides experience in shooting, developing, printing and editing.

Prerequisite: JMCO 131, 132

JMCO 321 Communication Technologies (Cr. 3)

Students study in this course theory, technologies and communication related to mass media production. Basic computer skills, scanning, e-mail attachment, CD RW, PDF, Window Media Player, Word, Power Point and MS explorer are included.

JMCO 331 Palestinian Media: History, Law and Contemporary Issues (Cr. 3)

This course offers a review of the development of the Palestinian press during the Ottoman, British Mandate, Jordanian and Israeli periods, its relationship with political, economic, and social institutions, the legal aspects of mass communication in Palestine, and the most important media institutions and organizations in Palestine.

JMCO 332 Editing and Design

(Cr. 3)

The focus is on laboratory practice in design and layout and intensive training to master basic skills. Other areas of study include principles and practice of news media editing, copyediting, headline writing, and page layout.

JMCO 333 Media Skills

(Cr. 3)

This course trains students in public relations skill, advertising and propaganda as well as preparing polls. The course also emphasizes the morals of the press.

HEBREW LANGUAGE

HEBR 101 Conversational Hebrew I

(Cr. 3)

This is an introductory course with practice in the basic language skills needed for everyday communication. Emphasis will be placed on the skills of listening, speaking and reading.

HEBR 102 Conversational Hebrew II

(Cr. 3)

This is a continuation of practice in basic language skills with appropriately increasing difficulty. This course will involve a contrastive study of Arabic and Hebrew phonological, morphological and syntactic structures.

HEBR 103 Intermediate Hebrew

(Cr. 3)

The aim of the course is to reinforce former learning (grammar, basic structures, and vocabulary), and to improve reading and writing skills. Emphasis will be placed on oral communication in Hebrew and reading advanced materials. Selections from Hebrew literary texts, as well as from newspapers, will be used.

DEPARTMENT OF ENGLISH

Description of the program of the Department of English

The Department of English offers a Baccalaureate Degree in English Language and Literature. The program helps English Majors to acquire competence in the various skills of the English language and a comprehensive knowledge of English literature. The Department of English also offers a program of service courses to all non-major freshmen and sophomore students at Bethlehem University.

Credits needed for the degree

A student majoring in English needs to earn a total of 125 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	58
Minor	24
University Requirements	37
Electives	6
<i>Total</i>	125

The English *Major* consists of a total of 58 credits as in the following table.

MAJOR IN ENGLISH

ENGL 203	English Writing Skills I (3)	ENGL 301	Introduction to Linguistics (3)
ENGL 204	English Writing Skills II (3)	ENGL 310	Sociolinguistics (3)
ENGL 205	Oral Communication (3)	ENGL 313	The Novel (3)
ENGL 206	English Grammar I (3)	ENGL 325	Literary Criticism (3)
ENGL 214	Prose Fiction (3)	ENGL 330	Discourse Analysis (3)
ENGL 215	Drama (3)	ENGL 335	Individual Author (3)
ENGL 216	Poetry (3)	ENGL 338	Colonial English Literature (3)
ENGL 227	Research in Literature (3)	ENGL 389	Senior Seminar (1)
			Major Electives (12)

Elective English Major Courses (12Cr)

ENGL 218	Reading for Acad. Purposes (3)	ENGL 326	English for Advocacy (3)
ENGL 231	English Business Communication (3)	ENGL 327	Learning Strategies (3)
ENGL 303	English Grammar II (3)	ENGL 328	Women in Literature (3)
ENGL 305	Second Language Acquisition (3)	ENGL 329	Professional Communication (3)
ENGL 307	Error Analysis (3)	ENGL 333	Holy Land in Travel Writings (3)
ENGL 320	Literature of Romantic Period (3)	ENGL 334	Palestinian Literature (3)
ENGL 322	Adv. Oral Communication (3)	ENGL 336	Literature Mod. & Post Mod. (3)
ENGL 323	Oral Interpretive Reading (3)	ENGL 337	Topics in American Literature (3)
ENGL 324	Literature of Victorian Age (3)	ENGL 399	Topics in Language and Literature (3)
ENGL 304	Contrastive Study of Arabic and English (3)		

The **University Requirements** for English Students total 37 credits, ENGL 213 is met by ENGL 203.

Students majoring in English are provided the opportunity to *Minor* in a discipline of their interest. Minor programs consist of 24 credits and are offered starting in the Fall of the student's second year.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of Courses**BACHELOR OF ARTS IN ENGLISH LANGUAGE AND LITERATURE****First Year**

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3
MATH 111	Fundamentals of Math	3	SCIE 111	General Science	3
HIST 120	Hist. of Modern Palestine	3	CMSR 101	Community Service	1
	General Elective	3		Fine Arts Requirement	2
LIBR 101	Library Skills	R		General Elective	3
		15			15

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ENGL 203	English Writing Skills I	3	ENGL 204	English Writing Skills	3
ENGL 205	Oral Communication	3	ENGL 206	English Grammar I	3
ENGL 214	Prose Fiction	3	ENGL 215	Drama	3
PHIL 302	Issues in Phil. & Ethics	3	ENGL 227	Research in Literature	3
	Minor (1)	3	CMSR	Community Service	1
				Minor (2)	3
		15			16

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ENGL 301	Introduction to Linguistics	3	ENGL 310	Sociolinguistics	3
ENGL 216	Poetry	3	ENGL 325	Literary Criticism	3
ENGL	Major Elective (1)	3	ENGL	Major Elective (2)	3
POLS 300	Themes in Political Science	3	ENGL 228	Research in Language	1
	Minor (3)	3		Minor (5)	3
	Minor (4)	3		Minor (6)	3
		18			16

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ENGL 330	Discourse Analysis	3	ENGL 313	The Novel	3
ENGL 335	Individual Author	3	ENGL 338	Colonial English Literature	3
ENGL	Major Elective (3)	3	ENGL	Major Elective (4)	3
RELS 300	Cultural Religious Studies	3	ENGL 389	Senior Seminar	1
	Minor (7)	3	ECON 300	Basic Economics	3
				Minor (8)	3
		15			16

Description of Courses

ENGL 100 Intensive English (Cr. 4)

This course is offered for students who have failed the English component of Bethlehem University Entrance Exam. The course aims to help students attain the language proficiency required for ENGL 120. It covers the basic language skills: reading, writing, listening, and speaking.

ENGL 120 English Language Skills I (Cr. 3)

This course aims to improve students language skills in preparation for their university study. It focuses on the reading skills necessary in an academic environment.

ENGL 121 English Language Skills II (Cr. 3)

This course is a continuation of ENGL 120. It aims at furthering the students' reading, writing, listening, and speaking skills required at university level.

ENGL 203 English Writing Skills I (Cr. 3)

This course aims to introduce prospective English majors to the processes of writing, namely pre-writing, writing and rewriting. Focus is placed on the characteristics of good essay writing. Students practice writing cause/effect,

classification, and narrative essays. Readings are used as source materials for the writing activities.

ENGL 204 English Writing Skills II (Cr. 3)

This course is a continuation of ENGL 203. Students practice writing comparison/contrast, argumentation, and literary essays. Academic articles are used as source materials for the writing activities.

ENGL 205 Oral Communication Skills (Cr. 3)

This course aims to improve the effectiveness and fluency of the students' oral communication skills in a variety of settings. Students engage in a number of activities such as role-play, dialogues, group discussions, interviews, informative and persuasive speeches.

ENGL 206 English Grammar (Cr. 3)

This course aims to review the fundamental syntactic categories of English grammar. It also aims at raising students awareness to grammatical correctness in their written production.

ENGL 213 English Language Skills III (Cr. 3)

The course aims at providing students with additional opportunities to improve and apply the reading, writing, listening and speaking sub-skills and strategies introduced in ENGL 120 and ENGL 121. It focuses on the study skills and critical thinking skills necessary for success in an academic setting using materials from the student's field of study. The course also aims at expanding the learner's vocabulary.

ENGL 214 Prose Fiction (Cr. 3)

This course aims to equip students with the tools they need to engage in critical/analytical reading and interpretation of fiction. Emphasis is on close and in-depth analysis, and interpretation of individual stories. It also emphasizes the cultural, historical, religious contexts of the works, and the elements of fiction.

ENGL 215 Drama (Cr. 3)

This course aims to introduce students to the study of drama. It covers a range of time periods and various movements and genres. The focus is on a study of the structural elements of plot, character, thought, and verbal style in selected plays from the classical periods to the present.

ENGL 216 Poetry (Cr. 3)

This course aims to introduce students to poetry as a genre. Selections are made thematically. The study of the selected works fosters in students a critical understanding and appreciation of poetic arts as well as a broad knowledge of the characteristics of the various literary periods.

ENGL 218 Reading For Academic Purposes (Cr. 3)

This course aims to improve students critical reading ability by developing the skills required for reading at university level. It also aims to provide practice in a variety of reading sub-skills and strategies.

ENGL 227 Research In Literature (Cr. 2)

This course aims to introduce students to the basic concepts and procedures of conducting research in literature.

ENGL 231 English Business Communication (Cr. 3)

This course is intended for business students. It aims to improve their business communication skills. Students engage in a number of written and oral business communication tasks.

ENGL 301 Introduction To Linguistics (Cr. 3)

This course aims to introduce students to the basic concepts of modern linguistics. It also aims at raising students awareness of the complexity and regularity of language. Emphasis is given to an analysis of the English language phonetics, phonology, morphology, syntax, and semantics.

ENGL 303 English Grammar II (Cr. 3)

This course aims to provide a review and practice of the basic grammar structures. It aims to lead students away from a concern with forms and dependence on memorization to a new awareness of the meanings and uses of structures.

ENGL 304 Contrastive Study of Arabic and English (Cr. 3)

This course focuses on English as the target language. It involves a contrastive study of Arabic and English phonological, morphological and syntactic structures.

ENGL 305 Second Language Acquisition (Cr. 3)

This course aims to provide students with an overview of the most recent theories that account for the ability of human beings to acquire and learn their L1 and L2. It also explores individual differences that affect language learning.

ENGL 307 Error Analysis (Cr. 3)

This course aims to introduce students to the concept and procedures of Error Analysis and to heighten their awareness of grammatical correctness. Students utilize their knowledge of English grammar to identify and reconstruct the performance errors of Arab learners of English as a foreign language.

ENGL 310 Sociolinguistics (Cr. 3)

This course aims to give students an appreciation of the relationship between language and society and language and culture. It also aims to expose students to a variety of topics dealing with the general theme of language in its social context.

ENGL 313 The Novel (Cr. 3)

This course aims to focus on reading analytically, critically, and thoroughly novels by pre-modern, modern, and contemporary authors. It exposes students to the variety of the modes, traditions, conventions of the novel and its sub-genres.

ENGL 320 Literature of The Romantic Period (Cr. 3)

This course aims to expose students to a detailed study of the major pre-Romantic and Romantic poets, novelists and essayists, from 1775 to 1824. It focuses on the different trends, elements and influences that characterize the period.

ENGL 322 Advanced Oral Communication (Cr. 3)

This course aims to improve the effectiveness and fluency of students oral communication both at the receptive and the productive levels in a variety of settings. Theory on important forms of communication is analyzed and is reinforced with practical projects.

ENGL 323 Oral Interpretive Reading (Cr. 3)

This course aims to develop skills for recreating an author's experience recorded in a literary piece and for communicating that experience to an audience through oral reading. It also focuses on augmenting students ability of literary interpretation and on increasing their skills in public performance.

ENGL 324 Literature of The Victorian Age (Cr. 3)

This course aims to expose students to a detailed study of representative works of Victorian poets, novelists and essayists within the social and intellectual context of the age. It focuses on the various trends, elements and influence that characterize the period.

ENGL 325 Literary Criticism (Cr. 3)

This course aims to introduce students to the various schools and approaches of literary criticism. It also introduces principal issues, concepts, terms, and methods currently employed in literary criticism. Emphasis on applied criticism is incorporated on adopted literary texts.

ENGL 326 English For Advocacy (Cr. 3)

This course aims to advance the English language skills of students in the field of advocacy. A variety of theories and sample cases of advocacy and conflict resolution will be introduced. Students advocate orally and in writing selected topics relevant to their social, economic and political contexts.

ENGL 327 Learning Strategies (Cr. 3)

This course aims to help students develop an awareness of the learning processes and strategies that can improve their understanding, production, and learning of a language. Students will be provided with opportunities to use a variety of learning strategies.

ENGL 328 Women In Literature (Cr. 3)

This course aims to examine literature by and about women, including poetry, essays, novellas and novels. Readings include twentieth-century literature by celebrated Arab, European, and American women writers. It also introduces feminist literary theories, including feminist psychoanalytic theory, feminist stylistics, and minority women's theory.

ENGL 329 Professional Communication (Cr. 3)

The course aims to expand and to strengthen the students' speaking, listening, and writing skills in situations encountered in professional environments. Students will engage in a variety of communicative tasks. They will also practice a number of professional skills.

ENGL 330 Discourse Analysis (Cr. 3)

This course aims to introduce students to the concepts and methods of discourse analysis. It examines the contextual features of the communicative act, the information structure, and the familiar and formal levels of language use. It also examines the features of variety of discourses: religious, political, feminist, etc., both spoken and written.

ENGL 333 The Holy Land In Travel Writings (Cr. 3)

This course aims to examine a variety of Western Literature of Travel in the Holy Land, with emphasis on the writings of the 19th century. Readings include voyages of discovery and self-discovery, confrontations with the 'Other', as well as westerners perspective and impressions on Palestine and Palestinian history, religious practices, environment, dress codes and culture.

ENGL 334 Palestinian Literature (Cr. 3)

This course aims to introduce students to the riches of Palestinian Literature and to acquaint them with critical responses it receives in the Arab World and beyond. It discusses historical, political, cultural, and religious influences that helped shape the various trends in Palestinian Literature written by Palestinian authors in their homeland and in exile. The course covers selections from different genres originally written in English or in an authorized English translation.

ENGL 335 Individual Author (Cr. 3)

This course aims to focus on selected works of a single author. Students concentrate on reading, interpreting, and analyzing an author's selected works and relating them to his/her life and times and critical traditions around him/her. The author varies each semester, with a balance of renowned British, American and other world writers, novelists, poets, and playwrights.

ENGL 336 Literature of The Modern & The Post Modern Period (Cr. 3)

The course aims to investigate the cultural and political contexts of modern and post-modern literature, and the two major literary movements of modernism and post-modernism. Selected English literary works and texts of world literature in authentic English translation are closely discussed.

ENGL 337 Topics In American Literature (Cr. 3)

This course aims to introduce students to major American writers from the 17th century to the early part of the 20th century. It also aims to expose students to the American tradition in literature and to trace cultural and literary developments in the tradition.

ENGL 338 Colonial English Literature (Cr. 3)

This course aims to introduce students to selected critical and literary works from the vast body of Colonial and Post-Colonial writings in English. It addresses the historical, cultural, religious and political contexts of selections by several colonial or/and post-colonial authors. Readings cover various geographical regions including Africa, the Middle East, Far East, and South America.

ENGL 389 Senior Seminar (Cr. 3)

This course aims to encourage students to select an area of interest for a deeper study. The study should focus on a research topic in language or literature. An outline of the proposed study project will be approved by a supervising instructor and the completed study will be submitted orally and in writing at a set date.

ENGL 399 Topics in Language and Literature

A student may select an area of interest for deeper study. The student may work on a research topic, do original writing, or study in depth a specific period or literary genre. An outline of the proposed study project must be approved by the supervising instructor with whom the student must meet for regular conferences. The completed study must be submitted by the end of the semester.

DEPARTMENT OF HUMANITIES

Description of the programs of the Department of Humanities

The Department of Humanities through its diversified course offerings contributes significantly to enhancement of understanding and appreciation of major areas of learning. One of its main goals is to help the University students develop their ability to think freely and critically. Towards that end the Department offers courses that serve as general electives in the following academic disciplines: European Languages (Spanish), Fine Arts (Art, Music, Theater, Cinema), Geography, History, Philosophy, and Political Science.

The Department is responsible for providing the following Humanities, and Fine Arts courses from the list of University Required Courses.

ARTI 101: Art Appreciation	ANTH 301: Anthropology of Religion
CINE 101: Film Appreciation	PHIL 302: Philosophy and Ethics
MUSI 103: Music Appreciation	PHIL 303: Ethics of Life
HIST 120: Modern Palestine	POLS 300: Themes in Political Science
HUMR 300: Democracy, Human Rights and International Law	

In conjunction with the Faculty of Education, the Department of Humanities is responsible for the program leading to a Bachelor Degree in Education with a Major in Teaching History and Geography. A full description of this program can be found under the Faculty of Education.

Description of Courses

FINE ARTS REQUIREMENTS

ARTI 101 Art Appreciation (Cr. 2)

This course deals with the study of aesthetics and its place in the development of civilizations. It examines aesthetic ideas of various philosophers from Greece and Rome, from China and Japan, and from the Islamic world.

ARTS 110 Creative Arts (Cr. 2)

Creative activities include collage, mask making, printing techniques, individual and group projects using paint and crayons. Activities are analyzed for their physical, cognitive and emotional properties. The adaptation and structuring of activities to meet the needs of people with physical, developmental and emotional difficulties are discussed.

ARTS 111 Applied Art Work: Drawing (Cr. 3)

This course provides practical supervised training in pencil and charcoal drawing. To help develop an artistic taste and vision, students are introduced to art appreciation and aesthetics. This is followed by step-by-step theoretical and practical instruction in the fundamentals of drawing and the proper use of pencil and charcoal.

CINE 101 Film Appreciation (Cr. 2)

This introductory course provides students with a basic knowledge of film language as well as an understanding and appreciation of the film as a trained viewer.

MUSI 101, 102 Music Theory I, II (Cr. 3,3)

These are integrated courses in the melodic, harmonic, rhythmic and structural elements of music, accenting the aural sense and developing the ability to visualize, sing, and write from dictation. **Flute** is taught in MUSI 101 and **piano** in MUSI 102.

MUSI 103 Music Appreciation (Cr. 2)

The course includes a discussion of the materials of music from the listener's point of view. Emphasis is on styles and composers of various periods from the relatively familiar Romantic music of the 19th century including various movements as Nationalism, Impressionism and schools as Russian, German, English to the less familiar 18th century Classicism, Medieval, Renaissance and Baroque music. One lecture on Gregorian Chant and Arabic Music is also given.

MUSI 104 Advanced Music Appreciation (Cr. 2)

This course continues from MUSI 103 and includes a non-technical study of music, forms and styles for intelligent appreciation of music from the Post-romantic and Modern periods.

MUSIC 108, 109, 208, 209, 308, 309: Choral Music (Cr. 1 each)

These are practical courses of choral music which include Arabic vocal music and songs from other countries. Students may take Chorale during any semester.

GEOGRAPHY

GEOG 211 Introduction to Physical and Human Geography (Cr. 3)

The topics in this course include earth, its dimensions and location in relation to other planets and its surroundings. The study of bio covering, natural relations with man as well as the relationship between man and the environment and factors influencing the rise and development of human societies are also covered. The study of relationship between population and natural resources, the review of major indicators for the development of population on the earth and the factors influencing this growth and the geographical distribution of its inhabitants are also included in this course.

GEOG 223 Economic Geography (Cr. 2)

This course includes these themes: ways in which human groups use the available major natural resources and the development of these resources; constituents of economic production, energy resources and economic resources, as agricultural and industrial, and their relationship with natural environments; the production, distribution, and consumption of main commodities in world regions and transport systems and networks.

GEOG 311 Historical and Political Geography (Cr. 2)

The course comprises geographical situations of environments in which human civilization existed and its effect on economic conditions especially agriculture, industry, trade and transport. Defining the importance of political geographical factors as location, area, shape, features, climate, water resources, populations are also included along with economic resources which effect the strength or weakness of countries as well as geographical strategic theories and contemporary geographical political problems.

GEOG 322 Geography of the Arab World (Cr. 3)

This course is a comprehensive study of the physical, human, economic and social geography of the Arab world. The study of major problems from which the Arab world is suffering such as desertification, population explosion and concentration, depletion of natural resources, poverty, famine, unemployment, political conflicts, and water are also studied.

GEOG 411 Geography of Palestine (Cr. 3)

This course comprises a geographic study of the location of Palestine, its borders, characteristics and origin of names of various places in Palestine. It also includes the geological structure, geomorphology, climate, soil and

natural flora as well as demography, economic potentials and various aspects of human activity. This course includes a field trip of no less than three days to various areas of Palestine.

HISTORY

HIST 120 Modern Palestine (Cr. 3)

This is a survey of modern trends in Palestinian history from the late Ottoman period to the present, utilizing primary textual material. Arabic is the medium of instruction.

HIST 200 Historiography & Historical Method (Cr. 3)

This course offers a definition of history, its importance as an independent discipline and its relationship to other subjects. It includes various theories of the philosophy of history and the development of historical writing throughout the centuries. Students are acquainted with historical texts concerning the definition of the problem and the collection of documents and sources.

HIST 201 Pre-History of Middle East (Cr. 3)

An overview of archaeology and its contribution to the study of human history as well as basic principles and methods of archaeological research are presented. Emphasis is on tracing the development of human culture in the Palaeolithic, Mesolithic, Neolithic and Chalcolithic ages to the rise of civilization.

HIST 211 The Arab World in the Pre-Islamic Period (Cr. 3)

This course provides an historical survey of the Arab World from ancient times to the rise of Islam in the seventh century. Topics covered include the rise of Arab elements, their societies and civilizations, formation of early Arab states and their international relations, and the Arabian Peninsula on the eve of the rise of Islam.

HIST 241 Modern Palestine (Cr. 3)

This is a survey of Palestinian history from the late Ottoman period until the present. The course includes: trends in Palestinian history, the Arab East and World War I (1914-1918), post-war settlements, Palestine under the British (1917/18 – 1948). It continues with the Palestine War, Arabization and internationalization of the Palestine Problem (1947 - 1966), the 1967 war and its consequences on the Arabs and the Palestinians, rise of the "feda'iyyin", the PLO and the Intifada, the Gulf War, New World Order, and the Madrid / Oslo peace processes. *English is the medium of instruction*

HIST 302 Ancient History of the Middle East (Cr. 3)

The course surveys the history of the Middle East from ancient times to the rise of civilizations in Egypt, Iraq, Syria and Palestine including the advent of Greek and Hellenistic periods until the downfall of the Byzantines. Sources dwell on the political, economic and religious developments in the regions.

HIST 312 History of Islamic Civilization of Arabs and Islam (Cr. 3)

Students are introduced to the Islamic world from the rise of Islam in the seventh century. Topics covered include the following: the Prophet Muhammad and the Islamic faith; the period of “Al-Rashidum” caliphs; the rise and fall of the Umayyads; the rise of the universal Muslim state, the Abbasids; the flowering of Islamic civilization; the disintegration of the Caliphate; the rise of the Buwayhids, the Fatimids, the Seljuk Turks and the Mamluks of Egypt and Syria.

HIST 400 The Modern History of the World (Cr. 3)

This course surveys major developments in the modern world from the outbreak of the French Revolution in 1789 until the present. Topics include the rise of nationalism and imperialism, the industrial and technological revolution, World War I and World War II, the Cold War, non-alignment, the Japanese experience, American hegemony in the world and the era of globalization.

HIST 413 The Arab World under the Ottomans (Cr. 3)

This course involves a study of social and political developments in the Arab regions of the Ottoman Empire from 1514 to the outbreak of the First World War in 1914. Emphasis is on economic and social transformation in the 19th century, the advent of European imperialism and the beginning of the Arab national awakening.

HIST 414 The Modern History of the Arab World (Cr. 3)

This is a continuation of the Arab World under the Ottomans. It involves a study of the region from 1914 to the present. It includes World War I and post war developments, partition of the Arab World, the rise of nation-states and their independence in both the Arab East and the Arab West, the Arab-Israeli conflict and the effects of globalization on the Modern Arab World.

HUMR 300 Democracy, Human Rights and International Law (Cr. 3)

The course deals with concepts and basic issues related to democracy, human rights and international Law. It aims to raise the awareness of students toward these concepts and urges them to participate effectively in the framework of the limits and problems of their rights, to engage in critical interaction especially in the issues related to the application of human rights and international law.

PHILOSOPHY

PHIL 104 Medical Ethics (Cr. 2)

This course examines the principles of medical ethics pertinent to professional relationships and responsibilities. It teaches how to apply these principles in practical situations.

Required for Nursing, Physiotherapy and Occupational Therapy students

PHIL 201 Logic (Cr. 3)

This course is an introduction to formal Logic, which includes both a survey of the history of logic and exercises in problem solving.

PHIL 202 General Ethics (Cr. 3)

The course focuses on the nature of human values and personal choice, and establishes general principles underlying proper human conduct.

PHIL 301 Special Ethics (Cr. 3)

The course analyzes specific problems involving human values and decisions. In both the General Ethics and the Special Ethics courses, emphasis is given to mutual respect in human relationships with an analysis of the rights and obligations inherent in those relationships. Since the approach is philosophical, the investigation is restricted to what can be deduced by the use of reason alone.

PHIL 302 Issues in Philosophy and Ethics (Cr. 3)

The course aims at introducing students to various issues in philosophy and ethics, including a variety of philosophical and ethical approaches to these issues. Texts are used to present the thought of various philosophical schools and periods.

PHIL 303 Ethics of Life (Cr. 3)

This course focuses on the nature of human values and personal choices; it establishes the general principles underlying proper human conduct in different social realms. The course addresses current ethical debates regarding

the world of communication and media as well as the dynamics of gender relations. The course also examines the different aspects of technological and scientific development and analyzes the ethical problems and dilemmas that can emerge in this context.

ANTH 301 Anthropology of Religions (Cr. 3)

This course examines the range of anthropology approaches to the study of religion that have been developed and refined over the past hundred years. Students explore a variety of issues as ritual, myth, magic, witchcraft, healing, superstition, and taboo that anthropologists have addressed in the study of religion. The purpose of this course is to deepen understanding of similarities and differences among religions and the importance of religion in understanding human life. The course employs a variety of materials including visual aids and lectures.

POLITICAL SCIENCE

POLS 300 Themes in Political Science (Cr. 3)

This course is an introduction to major themes in political science, which involves the following subjects: political philosophy, sovereignty, democracy, civil society, human rights and interrelationships between political science and social sciences.

POLS 310 Contemporary Political Arab Thought (Cr. 3)

This course covers the impact of several contemporary occurrences on political Arab thought as: European enlightenment, contact with Western civilization, the advent of modern religious reform, political and social reform, scientific and nationalist events, and current Palestinian Arab affairs. Basic readings and texts are chosen to represent and illustrate these aspects.

SPANISH LANGUAGE

SPAN 101 Elementary Spanish I (Cr. 3)

This basic course in Spanish for beginners introduces the fundamental structures of the language and emphasizes vocabulary building through conversational techniques. Comprehension and oral ability are developed through audio-visual aids.

SPAN 102 Elementary Spanish II (Cr. 3)

This course provides students with a working knowledge of the basic

grammatical structures of the Spanish language. Continued emphasis is placed on vocabulary building and correct use of grammar through written exercises and drills. Aural comprehension and oral ability are developed through audio-visual aids.

Prerequisite: SPAN 101

SPAN 103 Intermediate Spanish I (Cr. 3)

This course incorporates more advanced studies in the Spanish language. Emphasis is placed on a continuation of exercises to perfect the grasp of grammatical structures. Readings for this course are texts selected from Spanish literature.

Prerequisite: SPAN 102

SPAN 104 Intermediate Spanish II (Cr. 3)

This course continues the advanced work begun in SPAN 103. Students are expected to be conversant with all tenses and structures in Spanish. More advanced work is undertaken in the areas of writing, speaking and reading.

Prerequisite: SPAN 103

SPAN 201 Advanced Spanish I (Cr.3)

In the advanced course students are expected to improve self capability of learning the language, using the skills provided in the previous courses. Readings of literary texts, compositions according to level and oral expositions in class are used in this course.

Prerequisite: Span 104

SPAN 202 Advanced Spanish II (Cr.3)

The course continues the advanced work of SPAN 201 on a higher level. Readings, compositions and oral expositions are integral to this course. Cultural activities are integrated into the course during the semester.

Prerequisite: Span 201

DEPARTMENT OF RELIGIOUS STUDIES

Description of the program of the Department of Religious Studies

The Department of Religious Studies offers a Bachelor Degree in Religious Studies that concentrates on the study of Christianity from a Catholic and ecumenical point of view. It seeks to meet the spiritual and academic needs of all its students, and promotes the study of religion at university level. The program aims at promoting an appreciation of the religious culture of the Holy Land in an ecumenical and interfaith atmosphere. The language of instruction is Arabic, with English as a second language.

Credits needed towards the degree

A student majoring in Religious Studies needs to earn a total of 125 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	64
Minor	24
University Requirements	34
Electives	3
<i>Total</i>	125

The Religious Studies **Major** consists of 64 credits as in the following table.

MAJOR IN RELIGIOUS STUDIES

RELS 101	Introduction to Theology (3)	RELS 274	Curriculum Formation (2)
RELS 102	Foundations in Philosophy (3)	RELS 301	The Johannine Writings (3)
RELS 104	Old Testament I (3)	RELS 302	Islam: Faith & Practice (2)
RELS 200	Synoptic Gospels (4)	RELS 304	Church History II (2)
RELS 206	Liturgy (3)	RELS 305	St. Paul's Writings (3)
RELS 208	Old Testament II (3)	RELS 306	Judaism: Faith & Practice (2)
RELS 209	Ethics I (Moral Theology) (3)	RELS 307	Ethics II: Special Problems (2)
RELS 220	Christian Doctrine (4)	RELS 401	Christology (4)
RELS 221	Church History I (3)	RELS 403	Selected Topics (3)
RELS 222	Christian Spirituality (2)	RELS 405	Found. in Pastoral Theology (2)
RELS 226	Arab Christian Patristic (2)	RELS 406	The Church (3)
RELS 227	The Holy Land (3)		

Students majoring in Religious Studies are provided the opportunity **to Minor** in a discipline other than their major field. A student may take a Minor program consisting of 24 credits from among the Minor programs offered in the Faculties of Arts, Sciences, and Business Administration. A student may also take a Minor offered by the Religious Studies Department.

The **University Requirements** for all Religious Studies students total 34 credits. PHIL 302 requirement is met by RELS 102 and the RELS 300 requirement is met by RELS 220, RELS 302 or RELS 306.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF ARTS IN RELIGIOUS STUDIES

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
RELS 101	Introduction to Theology	3	RELS 104	Old Testament I	3
RELS 102	Foundations in Philosophy	3	RELS 220	Christian Doctrine	4
ENGL 120	English Lang. Skills I	3	ENGL 121	English Lang. Skills II	3
ARAB 120	Arabic Lang. Skills I	3	ARAB 121	Arabic Lang. Skills II	3
MATH 111	Fundamentals of Math.	3	SCIE 111	General Science	3
		15			16

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
RELS 227	The Holy Land	3	RELS 226	Arab Christian Patristics	2
RELS 301	The Johannine Writings	3	RELS 305	St. Paul's Writings	3
RELS 302	Islam: Faith & Practice	2	RELS 306	Judaism: Faith & Practice	2
HIST 120	Modern Palestine	3	RELS 209	Ethics I	3
ENG213	English Language Skills	3	ECON 300	Basic Economics	3
	Minor	3		Minor	3
		17			16

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
RELS 200	Synoptic Gospels	4	RELS 208	Old Testament II	3
RELS 206	Liturgy	3	RELS 304	Church History II	2
RELS 221	Church History I	3	RELS 307	Ethics II: Special Prob.	2
	Minor	3		General Elective	3
	Minor	3		Fine Arts Requirement	2
		16		Minor	3
					15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
RELS 222	Christian Spirituality	2	RELS 274	Curriculum Formation	2
RELS 401	Christology	4	RELS 405	Found. in Past. Theology	2
RELS 403	Selected Topics	3	RELS 406	The Church	3
POLS 300	Themes in Political Sc.	3	PSED 101	Physical Education	1
CMSR 101	Community Service	1		Minor	3
	Minor	3		Minor	3
		16			14

Minor offered by the Department of Religious Studies

In addition to the Major in Religious Studies, the Department provides the opportunity for all students to join the program towards a Minor in Catechetics.

To earn this *Minor*, students are required to successfully complete all of the following courses (a total of 24 credits). These courses are usually offered in the Summer.

MINOR IN CATECHETICS

RELS 207	Catechetics and Old Test. (3)	RELS 312	The Religious Educator (3)
RELS 214	School Dynamics (3)	RELS 380	Religious Education and
RELS 215	Christ. Educ. in Mission of the Church (3)		Different Stages of Life (3)
RELS 308	Catechetics and New Test. (3)	RELS 408	The Content of the Religious
RELS 311	The Education Triangle (3)		Education (3)

Diploma in Christian Education – Amman

The Religious Studies Department also makes available for those students in Amman, Jordan, the opportunity to earn a teaching Diploma in Christian Education. This is a two-year program with all of the courses taught in Amman under the capable direction of qualified and experienced teachers. The Diplomas are stamped and accepted by the Ministry of Education in Jordan. To earn this diploma, students are required to successfully complete all of the following courses, a total of 41 credits.

Paradigm of courses

DIPLOMA IN CHRISTIAN EDUCATION – AMMAN

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
RELS 103	Intro. To Religious Educ.	3	RELS 124	Methods in Religious Educ.	1
RELS 119	Christian Anthropology	1	RELS 223	Basic Christian Doctrine	3
RELS 212	Teaching Old Testament	3	RELS 224	Theology of the Church	3

SUMMER SEMESTER

CR

RELS 120	Psychological Foundations of Teaching	3
RELS 221	Church History	3

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
RELS 210	Teaching New Testament I	2	RELS 211	Teaching New Testament II	2
RELS 222	Christian Spirituality I	3	RELS 213	Teaching Moral Theology	3
RELS 274	Curriculum Formation	2	RELS 225	Christian Spirituality II	2
			RELS 373	Supervised Teaching	1

SUMMER SEMESTER

CR

RELS 272	Christian Social Teaching	1
RELS 275	Leadership and Ministry in Church	2
RELS 333	Teaching Liturgy	3

Description of Courses

RELS 101 Introduction to Theology (Cr. 3)

The course introduces students to the main areas of Christian theology. It encourages thinking in theology which does not separate theory and practice, nor academic and internalized theology. It also introduces students to the study of religion and to the methodology of such a study. It provides a basic knowledge and understanding of the specific characteristics and teachings of the major subsequent courses in Religious Studies.

RELS 102 Foundations in Philosophy (Cr. 3)

The course introduces students to Greek philosophy and its development in Arab and European philosophies. It examines the main currents of thought regarding the Christian faith through a historical outline of philosophical thinking from the Middle Ages to the present day. It discusses the relation of the Christian faith to philosophical systems and problems.

RELS 103 Introduction to Religious Education (Cr. 3)

This course presents an overall understanding of the meaning, objectives and necessity of religious education in an Arab setting. Dewey and Groome are sources.

RELS 104 Introduction to the Old Testament I (Cr. 3)

This introduction familiarizes the student with the Old Testament. In the introduction, historical and cultural background to the Old Testament as well as methods of interpretation will be presented. The course then focuses on a reading of the four parts of the Old Testament – the Pentateuch, the Historical Books, the Wisdom Books and the Prophets – emphasizing the coherency of the Old Testament as a primary witness to the history of salvation. Certain themes will receive special attention: election, covenant, the law, prophecy, wisdom, forgiveness, the Messiah, and the salvation of the nations.

RELS 119 Christian Anthropology (Cr. 1)

This course seeks to know the human person according to Christian theology, education and eschatology.

RELS 120 Psychological Foundations of Teaching (Cr. 3)

This course takes the form of a general introductory survey, presenting the fundamental concepts of psychology with emphasis on mental functions and personality. It also presents essentials in developmental theories.

RELS 124 Methods in Religious Education (Cr. 1)

This course presents various methods for religious education: memorization, lecture, questions, problem solving, etc. It aims at students' evaluation of these methods and objectives.

RELS 200 Synoptic Gospels (Cr. 4)

This course offers a careful reading of the Synoptic Gospel and presents the different methods of Biblical criticism: critical-historical and literary methods, psychological and sociological approaches, philosophical and theological approaches. This course ensures that students understand the relationship between the one Gospel and the four expressions of it. It explores some of the major themes of the Gospels and the particular perspective of each Gospel writer in his time.

RELS 206 Liturgy (Cr. 3)

This course explores the origin and meaning of the central Christian rituals which are rooted in and expressive of the nature of the human person and the

nature and purpose of the Christian community. It provides the foundations for answering questions on symbols and rituals, sacraments, sacred space and time. It discusses contemporary issues such as baptism of infants, the real presence of Christ in the Eucharist, mixed marriages and re-baptism, etc..

RELS 207 Catechetics and Old Testament (Cr. 3)

This course focuses on questions raised in the parish, the home, and the school by the stories of creation, sin and violence, the history of salvation, the election of the Jewish people, the Messianic promises, the covenants, and the role of prophecy and prayer. The course aims at helping the religious educators to deal with contemporary problems raised by the Scriptures.

RELS 208 Old Testament II (Cr. 3)

This course will help the student continue his/her discovery of the Old Testament, building on the course "Introduction to the Old Testament". Three specific issues will be dealt with in the reading of the Old Testament. The first issue is that of the relationship between the Old Testament and the New Testament and the fundamental unity of the Christian Bible. A second issue is that of the relationship between the Christian reading of the Old Testament and the Jewish reading on the one hand, and the Old Testament heritage as it appears in the Quran and Islamic tradition on the other hand. Finally, a third issue will be the contemporary debate about reading the Old Testament within the context of the Israeli-Palestinian conflict (understanding the Old Testament categories of election, covenant and land).

RELS 209 Ethics I (Moral Theology) (Cr. 3)

This course explores the nature of morality from a Christian perspective. It provides a basic introduction to the study of Christian ethics. This requires an examination of the sources used by Christians to inform their ethical thinking: the Bible, the tradition of the Christian Churches, and human reason.

RELS 210 Teaching New Testament I (Cr. 2)

This course is an overview of the books of the New Testament as well as a general view of the historical and social background of the New Testament. The four Gospels have special attention with an emphasis upon the theological interest of each of the authors.

RELS 211 Teaching New Testament II (Cr. 2)

This course presents an overview of the Acts of the Apostles and after a brief presentation of the life of Paul, a short review of Paul's letters. The themes to be developed are: who is Jesus, the Church, and the Christians.

RELS 212 Teaching Old Testament (Cr. 3)

This course is designed to introduce the student to the basic scholarly and theological concepts necessary for a Christian reading of the Old Testament in its historical and literary context.

RELS 213 Teaching Moral Theology (Cr. 3)

This course provides a basic introduction to the study of Christian ethics. Sources are the Bible, the traditions of the Christian Churches, and human reason.

RELS 214 School Dynamics (Cr. 3)

This course aims to provide students with necessary information and abilities for creating a positive atmosphere inside the classroom. This is to promote the student's ability to cooperate with others, and to face, confidently, the requirements of life. Consequently, this course answers the following questions: which elements do we need to promote for the development of the students personalities? How we do this? At the end this course provides training to achieve these aims in the school.

RELS 215 Christian Education in the Mission of the Church (Cr. 3)

This course aims to define the importance of Christian education in the general mission of the Church, and to clarify its nature, specifications, aims and goals, duties, means and instruments, and the organizational structures related to these. It seeks to relate Christian education with the education program of the school in general and the Christian school in particular. It aims to evaluate the different aspects of this educational reality in order to better specify new needs and obstacles. This course also studies the place of Christian education within the educational policy of the Palestinian Ministry of Education and Higher Education.

RELS 220 Christian Doctrine (Cr. 4)

This course introduces the students to the major truths of Christian teaching on God, creation, revelation, redemption, Christ, the Holy Spirit, the Church, the sacraments, Mary, and eschatology.

RELS 221 Church History I (Cr. 3)

East and West until 1400 A.D. This course aims to give students an understanding of the development of Christianity as it rooted itself in the Mediterranean world. It considers the interaction of ideas and particular historical settings in relation to the spread of Christianity. It investigates the events which shaped Christian life in the first fifteen centuries and examines Christian self-identity.

RELS 222 Christian Spirituality I (Cr. 2)

This course deals with the nature and definition of the spiritual life. Emphasis will be placed on an understanding of God as personal and one with whom a personal relationship is possible. Examples will be studied from the bible, e.g. Abraham, Mary, and the Apostles. Also living in the spirit as presented by Paul will be of central concern. The challenge for spirituality in today's world will be explored and the students will be challenged to develop a contemporary personal spirituality.

RELS 223 Basic Christian Doctrine (Cr. 3)

This course is a theological study of basic Christian doctrine with emphasis upon: God, the Trinity, Christ, the Holy Spirit, creation, and redemption.

RELS 225 Christian Spirituality II (Cr. 2)

This course presents the spirituality of Sts. Ephraim, Augustine, and Ignatius Loyola. Methods of prayer are particularly developed and attention paid to renewal of the spiritual life.

RELS 226 Arab Christian Patristic (Cr. 2)

The course aims at presenting the rich heritage of Arab Christian literature which began in the eighth century in Palestine. It reflects on the process of Arabization of theology in the Muslim context and reviews several of the original theological compositions that were written in Arabic.

RELS 227 The Holy Land (Cr. 3)

This course enables the students to know the Holy Places in connection with the Bible in order to include this experience in their lives and in their religious teaching. This course includes an introduction to the spirituality of the Holy Land (nature, dimension, and method of visit), and excursions to the Holy Places (mainly Jerusalem, Bethlehem and the Galilee).

RELS 272 Christian Social Teaching (Cr. 1)

The course provides a basic introduction to Christian social ethics, with particular emphasis given to issues of faith, peace and justice. Attention is given to significant social encyclicals.

RELS 274 Curriculum Formation (Cr. 2)

This course is concerned with developing the skills of the students to form curricula for catechesis in schools and parishes. General and specific educational goals and how to achieve them practically will be noted.

RELS 275 Leadership and Ministry in Church (Cr. 2)

This course aims to present and discuss leadership theories, helping the participants to develop their leadership abilities through study topics, such as, vision, goals, planning, organizing, performing, and assessing, etc.

RELS 300 Cultural Religious Studies (Cr. 3)

This is a University required course taken by students who choose it in their fourth year. It focuses on the three major religions in the area: Judaism, Christianity, and Islam. It presents their history, beliefs, moral precepts, feasts and rituals in view of reaching a deeper and unbiased appreciation of their roles in contemporary society.

RELS 301 The Johannine Writings (Cr. 3)

The course involves a careful reading of John's Gospel, and assesses the contribution of the Fourth Gospel to the development of Christian thought. It examines the Johannine Letters and the Book of Revelation with special attention to the teachings of these works and the contexts in which they were composed.

RELS 302 Islam: Faith and Practice (Cr. 2)

This course aims at developing the students' understanding of religion and their experience of the study of religion with reference to Islam. It helps students to explore the dimensions of Islam, especially the ritual and ethical dimension, to encounter study and evaluate important Islamic texts, and to understand Islam as a contemporary and historic phenomenon.

RELS 304 Church History II (East & West from 1500 until Today) (Cr. 2)

This course addresses the major historical and theological questions raised by certain periods after the Reform. It provides a framework of information about the events, personalities and movements associated with Christian theology in those periods, and it promotes a critical knowledge of the literature available on the relationship between Christian thought and practice, and the secular history of the period.

RELS 305 St. Paul's Writings (Cr. 3)

The course promotes an understanding of the contribution of Paul to Christianity. It enables students to appreciate the nature of Paul's sense of his apostolic authority, and to evaluate the significance of the epistolary communication between Paul and the recipients of the Letters.

RELS 306 Judaism: Faith & Practice (Cr. 2)

This course aims to introduce the student to the world of Judaism as both

religion and history. The first half of the course will help the student understand the historical development of Judaism from the Biblical period to the present day. The second half of the course will focus on basic issues in Jewish religious faith and practice as well as contemporary questions of identity and culture.

RELS 307 Ethics II: Special Problems (Cr. 2)

This course aims at presenting special contemporary social ethical problems. It explains the Church's social teaching and its theoretical, historical and practical dimensions, its characteristics and its identity. It helps students deal with the complex questions and the Church's teaching; these questions are: society, human rights, social justice, right of ownership, state and authority, its rights and obligations, concepts of war and peace. At the end it gives an idea about the three theological virtues.

RELS 308 Catechetics and New Testament (Cr. 3)

This course aims at showing the power and difficulties of Jesus, Paul, John and others as religious educators. It focuses on their ways of teaching and acting with various groups of different backgrounds and hopes. It thus deals with issues of faith and reason, methods of interpretation, respect for authentic traditions, and community building.

RELS 311 The Education Triangle: The Parish, the Family and the School (Cr. 3)

This course aims to deepen religious education in the three basic areas of Christian life: the parish, the family and the school. It studies the capabilities of each of these areas, defines their specifications, limits, and how they complement one another, by working together in coordination. It also aims to do research on other areas of religious education, such as Sunday schools, associations, and movements.

RELS 312 The Religious Educator (Cr. 3)

This course aims to demonstrate the role of the Church as a whole in the process of religious education, and to clarify the various roles of those concerned: bishops, priests, consecrated men and women, and lay people. It concentrates especially on the religious educator: his or her identity, qualifications, spirituality and role in the Church. This course aims at enabling the educators to perceive themselves in their specific roles and missions in the Church and the community. It also intends to develop their human, spiritual and ecclesial character so that they can take greater responsibility in this vital area as teachers, educators and witnesses.

RELS 333 Teaching Liturgy (Cr. 3)

This course begins with an introduction to the nature of liturgy and its place in God's plan for human salvation. Attention will be given to celebrating the sacraments, according to the positions of the Catholic, Orthodox and Protestant churches.

RELS 373 Supervised Teaching (Cr. 1)

Each student is expected to teach several topics to a class under the supervision of the teacher.

RELS 380: Religious Education and Different Stages of Life (Cr. 3)

This course aims to study the development theory. It focuses on the human development characterized (physically, mentally, emotionally, socially, and morally...) in the different stages of life (childhood in its different stages, before adolescence, adolescence period, and youth). It analyses the religious expressions' elements throughout the various stages. Observations inside classrooms compose one third of this course. Students will be asked to execute work, practically in any school, to know the development character of the students in their different stage of life.

RELS 401 Christology (Cr. 4)

This course aims at presenting the history of Christian understanding of Christ, through the issues underlying the major Christological councils, down to the problems and insights of contemporary Christology. It helps students to be aware of the diversity of opinion in contemporary Christologies against the background of the authoritative positions on Christ taken by the Church. It aims at helping the student to develop tools of analysis for evaluating different approaches to Christ, and to explore aspects of contemporary and traditional Christologies which relate to personal and social experience.

RELS 403 Selected Topics (Cr. 3)

Major students are required to do a dissertation in their fourth year. A student pursues a topic in Religious Studies under guided supervision. Evaluation is on a study of 5,000 words. The precise area to be investigated is arrived at by consultation between the student and an appropriate tutor.

RELS 405 Foundations in Pastoral Theology (Cr. 2)

The course introduces students to the basic theory, principles and attitudes necessary for effective pastoral ministry. By the conclusion of the course students should have a knowledge and understanding of pastoral ministry within an appropriate theological framework: of how social, economic and

cultural factors affect the practice of ministry, of the relationships between pastoral ministry and issues of social justice, and of recent literature on the subject.

RELS 406 The Church

(Cr. 3)

This course aims at exploring the various stages of the self-understanding of the Christian Church, as expressed by the different churches that we know today. It aims at helping the student to reflect critically on the relation between Christ and the Church, which he has sent into the world to preach and witness to the Kingdom of God. The course presents, from an ecumenical perspective, selected issues of ecclesiology that have a strong influence on the modern world and contemporary regional society. The course is concerned with local, regional and international initiatives and commitments in the ecumenical movement.

RELS 408 The Content of the Religious Education

(Cr. 3)

This course aims to study the religious curriculum (subjects, methods and goals) that are available, for example, Ministry of Education books, the various churches' books, and other curriculum in the Middle East. It focuses on the basic dimensions of the religious education: doctrine, liturgy, and culture, on the basis of the official curriculum.

DEPARTMENT OF SOCIAL SCIENCES

Description of the programs of the Department of Social Sciences

The Department of Social Sciences offers Baccalaureate Degrees in Sociology and in Social Work, in addition to minors in Psychology and in Sociology. The Department's aims are to qualify the student for employment in the various institutions that serve society and to enable the candidate to pursue higher studies.

Credits needed for the degrees

A student majoring in either Sociology or Social Work needs to earn a total of 128 credits in the Major of his/her choice distributed as follows.

<i>Category</i>	<i>Credits</i>	
	<i>Sociology</i>	<i>Social Work</i>
Major	61	64
Minor	24	24
University Requirements	40	40
Electives	3	0
<i>Total</i>	<i>128</i>	<i>128</i>

The Sociology ***Major*** consists of a total of 61 credits as in the following table

MAJOR IN SOCIOLOGY

SOCI 131	Introduction to Sociology (3)	SOCI 338	Displacement & Forced Migration (3)
SOCI 231	Sociology of the Family (3)	SOCI 343	Computer for Social Sciences (3)
SOCI 233	Classical Theory (3)	SOCI 389	Senior Seminar (1)
SOCI 235	Modern Sociological Theory (3)	SOCI 435	Social Movements (3)
SOCI 245	Statistics for Social Sciences (3)	SOCI 437	Sociology of Dev. & Soc. Service (3)
SOCI 331	Methods of Social Research (3)	SOCI 438	Israeli Society (3)
SOCI 333	Demography (3)	SOCI 439	Sociology of Media & Communication (3)
SOCI 334	Arab Society (3)	PSYC131	Introduction to Psychology (3)
SOCI 335	Social Stratification (3)	PSYC233	Social Psychology (3)
SOCI 336	Civil Society (3)	PSYC243	Psychosocial Problems (3)
SOCI 337	Application of Res. Methods (3)		

MAJOR IN SOCIAL WORK

The Social Work Major consists of a total of 61 credits in the following table.

SOCI 131	Introduction To Sociology (3)	SOWK 336	Field Work Practicum I (3)
SOWK 131	Intro. to Soc. Welfare & Soc. Work (3)	SOWK 337	Planning for Human Services (3)
SOWK 221	Fields of Social Work (3)	SOWK 338	Applica. of Research Methods (3)
SOWK 231	Human Behavior & Soc. Env. (3)	SOWK 389	Senior Seminar (1)
SOWK 235	Helping Skills in SW Practice (3)	SOWK 433	Brief SW Practice Modalities (3)
SOWK 245	Statistics for Social Sciences (3)	SOWK 434	Social Work Practice II (3)
SOWK 331	Group Work (3)	SOWK 436	Social Work Practice III (3)
SOWK 332	Methods of Soc. Research (3)	SOWK 437	Field Work Practicum II (3)
SOWK 333	Community Organization (3)	SOWK 439	Field Work Practicum III (3)
SOWK 334	Social Work Practice I (3)	SOWK 440	Field Work Practicum IV(3)
SOWK 335	Organization Theory (3)	PSYC 131	Introduction To Psychology (3)

Students majoring in either Sociology or Social Work are provided with the opportunity to minor in a discipline other than their Major field. A student may take a **Minor** program consisting of 24 credits in the Faculties of Arts, Sciences, and Business Administration.

For Acceptance to Major Criteria refer to #9 under Academic Regulations

Paradigm of courses

BACHELOR OF ARTS IN SOCIOLOGY

First Year

<i>FALL SEMEMSTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
SOCI 131	Intro. To Sociology	3	SOCI 231	Sociology of the Family	3
PSYC 131	Intro. To Psychology	3	ARAB 121	Arabic Lang. Skills II	3
ARAB 120	Arabic Lang. Skills I	3	ENGL 121	English Lang. Skills II	3
ENGL 120	English Lang. Skills I	3	HIST 120	History of Mod. Palestine	3
MATH 111	Fundamentals of Math	3	SCIE 111	General Science	3
LIBR 101	Library Skills	R			
		15			15

Second Year

<i>FALL SEMEMSTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
SOCI 233	Classical Theory	3	SOCI 235	Modern Sociol. Theory	3
SOCI 245	Statistics for Social Sc.	3	SOCI 343	Computers For Soc. Sc.	3
PSYC 233	Social Psychology	3	ENGL 213	English Lang. Skills III	3
CMSR 101	Community Service	1	PSYC 243	Psychosocial Problems	3
	Fine Arts Requirement	2	PSED 101	Physical Education	1
	Minor	3		Minor	3
		15			16

Third Year

<i>FALL SEMEMSTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
SOCI 331	Methods of Soc. Research	3	SOCI 337	Application of Res. Meth.	3
SOCI 334	Arab Society	3	SOCI 438	Israeli Society	3
SOCI 338	Displ. & Forced Migration	3	SOCI 439	Socio. of Media & Commun.	3
POLS 300	Themes in Political Science	3	PHIL 302	Issues in Phil. & Ethics	3
	Minor	3		Minor	3
	Minor	3			
		18			15

Fourth Year

<i>FALL SEMEMSTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
SOCI 335	Social Stratification	3	SOCI 333	Demography	3
SOCI 336	Civil Society	3	SOCI 389	Senior Seminar	1
SOCI 435	Social Movements	3	RELS 300	Cultural Religious Studies	3
SOCI 437	Soc. of Dev. and Soc. Serv.	3		General Elective	3
ECON 300	Basic Economics	3		Minor	3
	Minor	3		Minor	3
		18			16

BACHELOR OF ARTS IN SOCIAL WORK

First Year

<i>FALL SEMEMSTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
SOWK 131	Introduction to Soc. Work	3	SOWK 221	Fields of Social Work	3
SOCI 131	Introduction to Sociology	3	SOWK 235	Helping Skills	3
ARAB 120	Arabic Lang. Skills I	3	ARAB 121	Arabic Lang. Skills II	3
ENGL 120	English Lang. Skills I	3	ENGL 121	English Lang. Skills II	3
MATH 111	Fundamentals of Math	3	CMSR 101	Community Service	1
LIBR101	Library Skills	R	PSYC 131	Introduction to Psychology	3
		15			16

SUMMER SEMEMSTER

CR

HIST 120	History of Mod. Palestine	3
SCIE 111	General Science	3
		6

Second Year

<i>FALL SEMEMSTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
SOWK 231 Human Behav.& Soc. Envir.	3	SOWK 332 Methods of Soc. Sciences	3
SOWK 245 Statist. For Soc. Sciences	3	SOWK 336 Field Work Practicum (1)	3
SOWK 331 Group Work	3	SOWK 434 Direct Soc. Work Ind. & Family (2)	3
SOWK 334 Direct Soc. Work Ind. & Family	3	ENGL 213 English Lang. Skills III	3
Fine Arts Requirement	2	PSED 101 Physical Education	1
Minor	3	Minor	3
	17		16

Third Year

<i>FALL SEMEMSTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
SOWK 338 Apply Research Methods	3	SOWK 333 Community Organization	3
SOWK 436 Direct Soc. Work Ind. & Family (3)	3	SOWK 439 Field Work Practicum(3)	3
SOWK 437 Field Work Practicum (2)	3	PHIL 302 Issues in Phil. & Ethics	3
POLS 300 Themes in Political Sciences	3	Minor	3
Minor	3	Minor	3
	15		15

Fourth Year

<i>FALL SEMEMSTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
SOWK 335 Organization Theory	3	SOWK 337 Planning for Human Serv.	3
SOWK 433 Brief Social Work Modalities	3	SOWK 389 Senior Seminar	1
SOWK 440 Field Work Practicum (4)	3	RELS 300 Cultural Religious Studies	3
ECON 300 Basic Economics	3	Minor	3
Minor	3	Minor	3
	15		13

Minors offered by the Department of Social Sciences

In addition to the majors in Sociology and in Social Work, the Department of Social Sciences provides the opportunity for all students to join the program towards a Minor in Psychology or Sociology. The Department recommends that Social Work students opt for a Minor in Psychology. To earn a Minor, students are required to successfully complete 24 credits in the following courses.

MINOR IN PSYCHOLOGY

The **Minor** in Psychology requires the successful completion of the following courses, totaling 24 credits as described below.

Required Courses (15 Cr.)

PSYC 231	Developmental Psychology (3)	PSYC 341	Group Dynamics (3)
PSYC 333	Culture and Personality (3)	PSYC429	Clinical Psychology (3)
PSYC336	Introduction to Counseling (3)		

Elective Courses (9 Cr.)

PSYC 233	Social Psychology (3)	PSYC 343	Political Psychology (3)
PSYC 331	Psychology of Adjustment (3)	PSYC 431	Exceptional Children (3)
PSYC 335	Abnormal Psychology (3)	PSYC 432	Cognitive Psychology (3)

MINOR IN SOCIOLOGY

The **Minor** in Sociology requires the successful completion of the following courses, totaling 24 credits as described below.

SOCI 131	Introduction to Sociology (3)	SOCI 336	Civil Society (3)
SOCI 231	Sociology of the Family (3)	SOCI 435	Social Movement (3)
PSYC243	Psychosocial Problems (3)	SOCI 437	Sociol. for Dev. & Soc. Services (3)
SOCI 334	Arab Society (3)	SOCI 438	Israeli Society (3)

Description of courses

PSYCHOLOGY

PSYC 131 Introduction to Psychology (Cr. 3)

This course is a general introductory survey presenting the fundamental concepts in learning, developmental psychology, personality and other allied aspects such as motivation and emotion. Emphasis is placed on the essential differences between theory and fact.

PSYC 231 Developmental Psychology (Cr. 3)

This course includes the development of the physical, perceptual, emotional, social and cognitive aspects of the stages of childhood and adolescence. Focus is placed on their implications in relation to the educational and social processes.

Prerequisite: PSYC 131

PSYC 232 Psychology for Health Care (Cr. 3)

This course enables students to acquire the necessary appreciation of the theories of psychology as applied in health care. It includes an awareness of their own behavior and that of others, and its importance in patient-therapist relationships. Topics covered include: perception, motivation, and the development of personality and attitudes. Emphasis is placed on group discussion in order to develop problem-solving skills essential for a competent health care practitioner.

PSYC 233 Social Psychology (Cr. 3)

This course is designed to acquaint students with new directions in social psychology. Emphasis moves from theories and methods to applied topics, including ways in which social interaction affects the behavior and thought of the individual.

Prerequisite: PSYC 231

PSYC 234 Social Psychology for Health Care (Cr. 3)

This course introduces students to the effects of social groups on the behavior of the individual. The nature and effects of group pressure, relationships and hierarchical structures within social groups and development of attitudes are also studied. Particular attention is paid to the effects of disability, loss, aging, and bereavement.

Prerequisite: PSYC 231

PSYC 243 Psychosocial Problems (Cr. 3)

This course acquaints students with an in-depth analysis of major psychosocial problems as drug addiction, child maltreatment, juvenile delinquency, battered women, societal reactions to mental health problems. Interrelationship among psycho-social problems, policies, social norms and delivery of services in areas of mental health, social welfare and education are discussed. Special attention is given to the identification of and intervention in psycho-social problems.

Prerequisite: PSYC 234

PSYC 331 Psychology of Adjustment (Cr. 3)

This course reviews theory and research in the psychology of adjustment. Emphasis is placed on major areas in psycho-social adjustment as motives, stress, frustration, anxiety, and inner conflict. The course also acquaints students with psycho-social factors that may influence adjustment in various settings as family, classroom, workplace. Students study models of

prevention and intervention in order to facilitate the process of psychological adjustment.

Prerequisite: PSYC 233

PSYC 333 Culture and Personality (Cr. 3)

This course focuses on major approaches, methods, and findings in the field of culture and personality. It presents an overview of basic theories, strategies, issues and conclusions in the psychological study of personality. Attention is given to culture emphasizing the person-situation controversy.

Prerequisite: PSYC 233

PSYC 335 Abnormal Psychology (Cr. 3)

This course focuses on the concept that abnormal behaviors are no different from other behavior patterns in their development and maintenance. The aim is to acquaint students with a range of approaches to the concept of abnormality by giving a historical introduction to abnormal behavior and diagnostic methods. Students also study theories of abnormality, methods of formulating and measuring abnormal behavior, and its treatment.

Prerequisite: PSYC 233

PSYC 336 Introduction To Counseling (Cr. 3)

This is a basic course for students of social work and psychology. It provides students with a comprehensive survey of major theories and systems of counseling and stresses the relationship between theory and application with emphasis on counseling micro-skills.

PSYC 341 Group Dynamics (Cr. 3)

This course reviews theory and research in group processes while demonstrating the relevance of this work in applied Palestinian settings. Conceptual analyses of group processes is reviewed in depth when presenting ideas, evidence and viewpoints. Classic analyses of groups as leadership, reactions to deviance, determinants of group performance are integrated with contemporary topics. Emphasis is placed on group behavior in therapeutic, educational, organizational, industrial, judiciary and athletic contexts.

Prerequisite: PSYC 232/233

PSYC 343 Political Psychology (Cr. 3)

A critical examination of the psychological bases of political behavior is covered in this course. It includes an analysis of the concepts of attitudes, ideology, power, influence, consensus, group conflict and social identity. Areas covered include learning and political socialization, personality and

ideology, motivation in politics, public opinion and the media, political conflict and change.

PSYC 429 Clinical Psychology (Cr. 3)

Students are exposed to the history, theory and practice of clinical psychology and its relationship with abnormal psychology and counseling. Students are introduced to clinical practices used for individuals with psychological or clinical behavioral problems. Included in this course are an overview of psychotherapeutic procedures, community intervention, interview and assessment methods, and the use of personality inventories and intelligence tests. Research, ethical issues and professional relationships are also discussed.

Prerequisite: PSYC 335

PSYC 431 Exceptional Children (Cr. 3)

This course presents the characteristics of exceptional children and various ways in which they are educated, trained and treated. The focus is on traditional categories of special education, as learning disabilities, emotional disturbance, speech and language disorders, hearing, visual and physical impairment, and giftedness. Emphasis is placed on diagnosis, etiology, assessment and intervention.

PSYC 432 Cognitive Psychology (Cr. 3)

This course provides a critical overview of the theories and methods in social cognition. Application of theories and methods of research in therapy, health, politics, education, organizations, marketing and law are discussed. Emphasis is placed on social cognition theories of attribution, psychological control, social schemata, attention, personal memory and social inferences.

SOCIOLOGY

SOCI 131 Introduction to Sociology (Cr. 3)

The purpose of this course is to acquaint students with the development of modern sociology. Reference is made to the contributions of Ibn Khaldun and al-Farabi to sociology and social thought and to the input of some of the founding fathers. The course also includes the study of social institutions as the family, culture, socialization, intergroup relations, social aggregates and the methodology of sociology. Students are encouraged to reflect on the issues confronting their society through the use of sociological principles and guidelines.

SOCI 231 Sociology of the Family (Cr. 3)

The focus of this course is the family with its related systems. Forms and functions of the family are discussed as they have evolved historically together with the effects of social change on the family and the relationships that contribute to its integration. Kinship systems, marriage and divorce are studied with concentration on modern developments in the Arab family.

Prerequisite: SOCI 131

SOCI 233 Classical Theory (Cr. 3)

The objective of this course is to familiarize students with the theories of the founding fathers as Comte, Marx, Weber and Durkheim. This knowledge should enable students to understand how classical theories have contributed to the development of sociology and to discuss the relevance of some of these theories to Palestinian and Arab society.

Prerequisite: SOCI 131

SOCI 235 Modern Sociological Theory (Cr. 3)

Trends and theories of modern sociology are discussed with attention to structural-functionalism, conflict and psychosocial paradigms. Points of divergence and convergence among the various theories and trends are highlighted enabling students to apply this knowledge to their own society.

Prerequisite: SOCI 233

SOCI 245 Statistics for the Social Sciences (Cr. 3)

This course comprises a study of the rationale, application and interpretation of statistical concepts pertinent to social sciences. Frequency distribution and graphing, measures of central tendency, measures of relative standing, hypothesis testing, regression, correlation and probability are covered.

SOCI 331 Methods of Social Research (Cr. 3)

The nature of social research is studied with emphasis on the characteristics of

the social researcher and the scientific method in social studies. The steps involved in social research are clarified together with the tools used in gathering, classification and analysis of data. The outstanding methods and tools currently used in social studies are also discussed.

Prerequisite: SOCI 245

SOCI 333 Demography (Cr. 3)

The aim of this course is to introduce students to the science of population. Demographic terms, equations and theories are studied in order to understand the significance of vital statistics and the characteristics of the population as they relate to age-sex composition, spatial distribution and other specific indicators. Students are encouraged to focus on their own society and to compare its population data and figures with neighboring and other societies.

SOCI 334 Arab Society (Cr. 3)

The objective of this course is to introduce students to Arab society with emphasis on Palestinian society. Social, cultural and political systems and their manifestations in social structure, institutions and behavior of individuals are examined in the Arab and Palestinian contexts. Prospects and obstacles to development are also studied with focus on the challenges facing Palestinian society.

Prerequisite: SOCI 131

SOCI 335 Social Stratification (Cr. 3)

Students are introduced to the concepts of inequality and stratification. Slavery, the estate system, castes and classes are discussed. The Marxist and Weberian approaches to stratification are examined together with the theories expounded by Davis, Moore, Lenski, Dahrendorf and others. Attention is given to stratification in Palestinian society based on the theoretical knowledge gained in the course.

Prerequisite: SOCI 334

SOCI 336 Civil Society (Cr. 3)

The aim of this course is to focus on the inter- and intra-state relations and civil society. The conditions in which socioeconomic organizations and structures integrate and function are discussed. Some topics studied include social practice, influence, pluralism, democracy, independence in processes of power, leadership and administration.

SOCI 337 Application of Research Methods (Cr. 3)

This course provides students with the opportunity to practice the research methods and techniques that have been studied in SOCI 331.

Prerequisite: SOCI 331

SOCI 338 Displacement and Forced Migration (Cr. 2)

This course focuses on refugee status and displacement as a socio-political process of international and national dimensions. Attention is given to causes and effects of this phenomenon and to various proposed solutions in different contexts. Emphasis is placed on the Palestinian refugee experience in its various aspects.

SOCI 343 Computer for the Social Sciences (Cr. 3)

This course introduces students to the use of the computer and to programs applied in the social sciences. In addition they are introduced to basic knowledge of statistical packages for social sciences. At the completion of the course, students should be able to enter data into the computer and to organize and analyze it.

Prerequisite: SOCI 245

SOCI 389 Senior Seminar in Social Science (Cr. 1)

This course provides seniors with an opportunity to review, organize and integrate material from previous major courses. Seminar participants conduct research and present papers for open discussion and defense, with faculty members assisting as resource consultants. Seniors in Sociology are expected to make use of the basic skills they have acquired from the methodology and statistics courses. The seminar course is required for graduation.

SOCI 435 Social Movements (Cr. 3)

This course examines basic processes by which societies initiate, consolidate, transform and change their basic institutions and social structures. Anatomy of reform and revolutionary social movements, especially those affecting Arab and Third World countries are given special attention.

SOCI 437 Sociology of Development and Social Service (Cr. 3)

This course examines concepts of development and their relevance to Palestinian society. Theories of development are discussed together with a review of public and private social service organizations engaged in development work. Students are encouraged to familiarize themselves with development projects underway and to examine alternative models of development appropriate to the specific conditions of their society.

SOCI 438 Israeli Society (Cr. 3)

This course studies Israeli society and how it has blended heterogeneous groups who differ in customs, traditions, situations and cultures into one society. The course also focuses on the problems of creating a homogeneous society composed of different subgroups.

SOCI 439 Sociology of Media & Communication (Cr. 3)

The central topic of this course is: Interaction of historical and contemporary communication and media forms in social and cultural relations. The course examines the role of communication and media in everyday life through a variety of sociological perspectives. Emphasis is on “information society” and arguments raised not only from a technical perspective, but also from its sociological organization. Aspects of globalization, including dominance by global media conglomerates and their distinctive effects upon or resistance by national and local cultures are also considered.

SOCIAL WORK

SOWK 131 Introduction to Social Welfare and Social Work (Cr. 3)

This course introduces students to the history and nature of social welfare emphasizing social work as one of the major professions of this system. It overviews the nature and characteristics of social work, its functions and principles and some of basic concepts the social worker will be dealing with, as human needs, social problems, social services. These topics are discussed with special interest in their relationship to the Palestinian society.

SOWK 221 Fields of Social Work (Cr. 3)

This course introduces students to different fields of social work practice. It focuses on the following fields: family welfare, school social work; correctional social work; social work in health settings, psychiatric social work; social work with the elderly, and vocational social work.

***Prerequisite:* SOWK 131**

SOWK 231 Human Behavior and Social Environment (Cr. 3)

This course is designed to elucidate the range of human needs and behavior as related to various conditions of rural and urban scenes in Palestine. It examines social, political, economic and cultural factors which influence individual, group and community social functioning in contemporary Palestine and the function and mission of welfare institutions.

***Prerequisite:* SOWK 221**

SOWK 235 Helping Skills in Social Work Practice (Cr. 3)

This course is designed to provide students with basic skills in conducting an effective interview with a variety of clients. In addition, focus is on basic helping skills in social work practice, as verbal and nonverbal behaviors, different modes of continuing responses, leading responses, self-referent responses, identifying and understanding one's own needs in helping relationships. The course is both didactic and experiential.

***Prerequisite:* SOWK 131**

SOWK 245 Statistics for the Social Sciences (Cr. 3)

The objective of this course is to familiarize students with the basic concepts of statistics used in social work research, including descriptive statistics and measures of central tendency, t-test, and chi-square.

SOWK 331 Group Work (Cr. 3)

The aim of this course is to develop both a theoretical base for the practice of group work and a broader understanding of its contemporary forms from various theoretical perspectives. Issues of group composition including age, race and religion and "personality style" are examined. Group dynamics such as power and authority, group roles beginnings and endings, development phases and group sub-culture and cohesion are discussed.

Prerequisite: SOWK 131

SOWK 332 Methods of Social Research (Cr. 3)

This course acquaints students with the basics of research methods in social work. Emphasis is placed on sampling and research design, data collection, coding, and data analysis.

Prerequisite: SOWK 245

SOWK 333 Community Organization (Cr. 3)

This course introduces students to the macro practice of community work with emphasis on the organizing and advocacy skills needed to implement organizational and community change. Social work students learn how to identify these needs and mobilize agencies and communities to meet them. They learn how to advocate on behalf of clients and empower people at the grassroots level to participate in decisions that affect their lives. The course is both didactic and experiential.

Prerequisite: SOWK 331

SOWK 334 Social Work Practice with Individuals and Families I (Cr. 3)

This is the first in a sequence of three courses. It is designed to introduce the philosophy and principles of direct social practice and provide students with basic skills in developing and enhancing professional relationships. The course also explains the methods of case study, needs and problems identification and diagnosis. The course is both didactic and experiential.

Prerequisite: SOWK 221

SOWK 335 Organization Theory, Practice and Change (Cr. 3)

This is an introductory course in organization and administrative practice and theory. It covers classical theories of bureaucracy and scientific management, neoclassical human relations theories and their applications in organizations, contemporary concepts of contingency, open systems, organizational environments and interorganizational networks. Emphasis is given to the

application of theories to human and social services in contemporary Palestinian society.

***Prerequisite:* SOWK 333**

SOWK 336 Field Work Practicum I (Cr. 3)

This course enables students to apply theoretical content learned in class to real problem-solving activities in community agencies. Students are placed in a community agency in the second semester of their junior year and are expected to practice in the agency for two and a half days per week. Students will receive intensive individual and group supervision.

***Prerequisite:* SOWK 334**

SOWK 337 Strategic Planning for Human Services (Cr. 3)

This course focuses specifically and in depth on the early stages of the problem-solving process, namely exploration, assessment, goal formulation and planning. Under the general theme of "strategic planning," students examine key theoretical bases of social planning and the important issues, methodologies and technologies relating to both the strategic and technical aspects of planning, which are dealt with both as an early stage in the problem-solving process and as the setting for a field of practice.

***Prerequisite:* SOWK 335**

SOWK 338 Application of Research Methods (Cr. 3)

This course provides students with the opportunity to put into practice the research methods, techniques, and statistical analysis that have been studied in SOWK 332 and SOWK 245. Emphasis is placed on the use of statistical packages such as SAS or SPSS in data analysis.

***Prerequisite:* SOWK 332, SOWK 245**

SOWK 389 Senior Seminar in Social Work (Cr. 1)

This course is designed to provide seniors with an opportunity to review, organize and integrate material from previous major courses. Seminar participants conduct research and present a paper for open discussion and defense, with faculty members assisting as resource consultants. Seniors in Social Work are expected to make use of the basic skills they have acquired from the methodology and statistics courses. The seminar course is required for graduation.

SOWK 433 Brief Social Work Practice Modalities (Cr. 3)

This course examines the theory and application of brief practice modalities, as task-centered, crisis intervention, as they are used in a variety of settings. Strategies for contact, data collection, assessment, intervention, evaluation and termination are explored within the context of short-term models.

Students are asked to apply theory to specific systems, drawing upon knowledge of appropriate techniques, socio-cultural factors and types of problems presented. The course is both didactic and experiential.

***Prerequisite:* SOWK 436**

SOWK 434 Social Work Practice with Individuals & Families II (Cr. 3)

This is the second in a three-course sequence and it focuses on introducing students to diagnostic skills and on developing and building intervention strategies and plans. Focus is on the application of the following models in direct social work practice: the psychosocial model, the cognitive model, the task-centered model, the problem-solving model, the functional model and the ecological model. The course is both didactic and experiential.

***Prerequisite:* SOWK 334**

SOWK 436 Social Work Practice with Individuals & Families III (Cr. 3)

course sequence and it examines theory and research as they apply to direct practice with the family system. Differential use of theory provides a framework for intervention strategies in troubled families. Patterns of family functioning are examined and implications for intervention are discussed. Content, process and goals of all phases of practice from contact through termination are examined. Implications of practice with caring family constellations are addressed. The course is both didactic and experiential.

***Prerequisite:* SOWK 434**

SOWK 437 Field Work Practicum II (Cr. 3)

This course enables students to apply theoretical content learned in class to real problem-solving activities in community agencies. Students are placed in a community agency in the first semester of their senior year and are expected to practice in the agency three days per week. Students receive intensive individual and group supervision.

***Prerequisite:* SOWK 336**

SOWK 439 Field Work Practicum III (Cr. 3)

This course enables students to apply theoretical content learned in class to real problem-solving activities in community agencies. Students are placed in a community agency in the second semester of their senior year and are expected to practice in the agency three days per week. Students receive intensive individual and group supervision.

***Prerequisite:* SOWK 437**

SOWK 440 Field Work Practicum IV

This course enables students to apply theoretical content learned in class to real community needs. Student will learn the principles of critical thinking to

theories they have been learned. Through this course students will learn about services learning methods and apply it in the community. Student receive intensive and continues reflectors by using different types of reflection strategies.

FACULTY OF BUSINESS ADMINISTRATION

The Faculty of Business Administration offers a comprehensive undergraduate business curriculum that prepares students for business careers as well as graduate studies. The Faculty offers the degree of Bachelor of Business Administration with Majors in Accounting and Business Administration. Minors are ALSO offered in Accounting and Business Administration.

The Faculty of Business Administration has three purposes:

1. To help students understand the function of business in the development and stability of local, national and international societies;
2. To assist students in their mastery of the knowledge and skills necessary for careers in business;
3. To inspire business graduates with capabilities for quality decision-making and leadership with an ethical sensitivity and sense of justice and social responsibility.

DEPARTMENT OF ACCOUNTING

Description of the program of the Department of Accounting

The Faculty of Business Administration offers a baccalaureate degree in accounting that concentrates on financial and operational communications for business and non-profit organizations. The program prepares individuals for careers in public accounting, industrial or private accounting, or governmental and not for-profit accounting. The program also prepares individuals to sit for professional licensing exams such as the CPA, as well as to pursue for higher studies.

Credits needed for the degree

A student majoring in Accounting needs to earn a total of 128 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	62
Minor	24
University Requirements	34
Electives	8
<i>Total</i>	<i>128</i>

The Accounting ***Major*** consists of a total of 62 credits to include all the 47 credit required Major courses listed in the table below and a minimum of 15 credit courses to be selected from the major electives' list.

MAJOR IN ACCOUNTING

Required Accounting Major Courses (47Cr)

BUSM 101	Business Mathematics I (3)	ACCT 302	Intermediate Accounting II (3)
BUSM 102	Business Mathematics II (3)	ACCT 303	Cost Accounting (3)
ECON 101	Microeconomics (3)	ACCT 389	Senior Seminar (1)
ECON 102	Macroeconomics (3)	BUSA 210	Principles of Management (3)
ECON 234	Fund. Statistics for Business (3)	BUSA 227	Computers and Info. Systems (3)
ACCT 201	Principles of Accounting I (3)	BUSA 230	Principles of Marketing (3)

ACCT 202	Principles of Accounting II (3)	BUSA 232	Commercial Law (3)
ACCT 288	Internship I (1)	BUSA 312	Financial Management (3)
ACCT 301	Intermediate Accounting I (3)		

Elective Accounting Major Courses (15Cr)

ACCT 304	Principles of Auditing (3)	ACCT 312	International Acct. Standards (3)
ACCT 305	Managerial Accounting (3)	ACCT 314	Advanced Auditing (3)
ACCT 306	Taxation (3)	ACCT 318	Contemporary Issues in Acct. (3)
ACCT 307	Accounting Info. System (3)	BUSA 313	Corporate Finance (3)
ACCT 308	Advanced Financial Acct. (3)	BUSA 333	Advanced Financial Mgmt. (3)
ACCT 309	Government & Fund Accounting (3)	BUSA 340	Capital Budgeting (3)
ACCT 310	Internal Auditing (3)	ECON 313	Managerial Economics (3)
ACCT 311	Federal Taxation (3)		

Students majoring in Accounting are provided the opportunity to Minor in a discipline other than their Major field. A student may take a Minor program consisting of 24 credits in the humanities, sciences, or social sciences. A student majoring in Accounting may also take a Minor offered by the Business Department.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
BUSA 227	Computers & Info. Systems	3	BUSA 210	Principles of Management	3
BUSM 101	Business Mathematics I	3	BUSM 102	Business Mathematics II	3
ECON 101	Microeconomics	3	ECON 102	Macroeconomics	3
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
LIBR 101	Library Skills	R	PSED 101	Physical Education	1
		15			16

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ACCT 201	Principles of Accounting I	3	ACCT 202	Principles of Accounting II	3
BUSA 230	Principles of Marketing	3	ECON 234	Fund. Statistics for Business	3
ENGL 213	English Language Skills III	3	HIST 120	History of Modern Palestine	3

SCIE 111	General Science	3	CMSR 101	Community Service	1
	Fine Arts Requirement	2	PHIL 302	Philosophy and Ethics	3
	General Elective	3	Minor		3
		17			16

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ACCT 301	Intermediate Accounting I	3	ACCT 302	Intermediate Accounting II	3
ACCT 303	Cost Accounting	3	ACCT 305	Managerial Accounting	3
BUSA 312	Financial Management	3	ACCT 306	Taxation	3
	General Elective	2		Minor	3
	Minor	3		Minor	3
	Minor	3			
		17			15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ACCT 288	Internship	1	ACCT 389	Senior Seminar	1
ACCT 304	Principles of Auditing	3	ACCT 308	Advanced Financial Accounting	3
ACCT 307	Accounting Information System	3	BUSA 232	Commercial Law	3
RELS 300	Cultural Religious Studies	3	POLS 300	Themes in Political Science	3
	Minor	3		Minor	3
	General Elective	3		Minor	3
		16			16

Minors offered by the Department of Accounting

In addition to the Major in Accounting, the Department of Accounting provides the opportunity for students to join the program towards Minors in Accounting and Finance.

MINOR IN ACCOUNTING

To earn this Minor, students are required to successfully complete a total of 24 credit hours of courses in Accounting as described below:

Required Courses For:

Students Majoring in Business Administration:

ACCT301	Intermediate Accounting I (3)	ACCT305	Managerial Accounting (3)
ACCT302	Intermediate Accounting II (3)	ACCT306	Taxation (3)
ACCT303	Cost Accounting (3)		

In addition to 9 credit hours to be selected from other major elective courses in Accounting.

All Others:

ACCT 201	Principles of Accounting I (3)	ACCT302	Intermediate Accounting II (3)
ACCT 202	Principles of Accounting II (3)	ACCT303	Cost Accounting (3)
ACCT301	Intermediate Accounting I (3)	ACCT305	Managerial Accounting (3)

In addition to 6 credit hours to be selected from other major elective courses in Accounting.

MINOR IN FINANCE

The Faculty of Business Administration has recently received the accreditation of a new Minor in Finance to be offered by the Accounting department. This Minor is open to those students majoring in accounting starting January 2011.

The Minor in Finance requires the successful completion of the following courses, totaling 24 credits as described below:

Required Courses (21Cr.)

ECON 224	Money and Banking (3)	BUSF 317	International Financial Management (3)
BUSF 312	Financial Management (3)	BUSF 333	Principles of Investment(Financial Management) (3)
BUSF 313	Corporate Finance (3)	BUSF 334	Security Analysis and Portfolio

BUSF 315	Financial Institutions (3)	Management (3)
<i>Elective Courses (3Cr.)</i>		
ECON 316	Financial Institutions Management (3)	BUSF 340 Capital Budgeting (3)
BUSF 335	Speculative Markets (3)	

Description of courses

ACCT 201 Principles of Accounting I (Cr. 3)

This course is an introduction to financial accounting concepts and to techniques involved in the communication of relevant financial information. It provides a description of the uses of accounting information for decision-making purposes.

Prerequisite: BUSM 102

ACCT 202 Principles of Accounting II (Cr. 3)

This course is a continuation of the concepts and techniques covered in ACCT 201. In addition, some of the concepts and techniques that are used in accounting for manufacturing firms are introduced and applied.

Prerequisite: ACCT 201

ACCT 288 Internship I (Cr. 1)

The aim of this course is to give students a chance to practice in companies, to experience the realities of business life and to be trained in the accounting cycle in the local community. The practice will last for 6 weeks.

ACCT 301 Intermediate Accounting I (Cr. 3)

An in-depth study of the accounting theory underlying financial statements, the balance sheet, income statement and statement of cash flows, incorporating recent related professional pronouncements. This course concentrates on major balance sheet accounts including cash, receivables, marketable securities and inventories.

Prerequisite: ACCT 202

ACCT 302 Intermediate Accounting II (Cr. 3)

This course is a continuation of the study of balance sheet accounts, long-lived assets (acquisitions, disposal and valuation, depreciation and depletion), intangibles, liabilities, stockholders' equity, statement of cash flows, income tax allocation and other special topics in financial accounting.

Prerequisite: ACCT 301

ACCT 303 Cost Accounting (Cr. 3)

This course involves an introduction to the principles and practices of cost accounting, as related to the cost accounting cycle of a job-order-cost system and process cost accounting. Emphasis is also given to the analysis of budgets and standard costs.

Prerequisite: ACCT 202

ACCT 304 Principles of Auditing (Cr. 3)

This course includes generally accepted auditing standards, audit objectives and procedures, application to audit of major balance sheet accounts, professional ethics and responsibilities, internal control, audit programs, work paper and reports.

Prerequisite: ACCT 302

ACCT 305 Managerial Accounting (Cr. 3)

This course is concerned with introductory and problem materials designed to provide an understanding of accounting measurements and an appreciation of the ways in which managers use accounting data. Emphasis is placed on the analysis of cost-volume profit decisions, the use of standard costs and flexible budgets, and the evaluation of management to performance.

Prerequisite: ACCT 302

ACCT 306 Taxation (Cr. 3)

It consists of two phases: first, income tax problems and issues in the West Bank and East Jerusalem in addition to the calculation of the VAT and to the application of all related legislation and second, income tax planning so as to legally minimize the tax burden in the West Bank and East Jerusalem.

Prerequisite: ACCT 202

ACCT 307 Accounting Information System (Cr. 3)

This course includes transaction processing, reporting, and decision-making systems of most organizations as well as integration of data processing elements with the managerial activities within the decision-making and organizational framework of the organizations. The objective of this course is to expose students to the elements that constitute an accounting system and the theory upon which a system should be designed and organized.

Prerequisite: ACCT 202 and BUSA 227

ACCT 308 Advanced Financial Accounting (Cr. 3)

Accounting concepts for treating partnership formation and dissolution, (branch accounting, business combinations and consolidation of parent and subsidiary companies) are covered.

Prerequisite: ACCT 302

ACCT 309 Government and Fund Accounting (Cr. 3)

This course deals with accounting for non-business-organizations, concepts and procedures, adequate accounting and financial reporting practices by cities, other government units, as a basis for evaluating the extent of such problems and suggested solutions.

Prerequisite: ACCT 302

ACCT 310 Internal Auditing (Cr. 3)

This course focuses on the independent appraisal function established within an organization that is called internal auditing. The role and nature of internal auditing; intensive review of internal control; management effectiveness audits; and financial audits from the point of view of the internal auditor will be intensively discussed during the course.

Prerequisite: ACCT 302

ACCT 311 Federal Taxation (Cr. 3)

This course addresses a number of fundamental income tax concepts as identified by the American IRS code. It includes the computation of individual tax liability, statutory exclusions, deductions and gains. The course also deals with issues related to character and timing of recognition. Issues of taxation for entities other than individuals, including corporation, subchapter: corporations, partnerships, estates, and trusts. It also includes corporate distributions, liquidations, and reorganizations.

Prerequisite: ACCT 202

ACCT 312 International Accounting Standards (Cr. 3)

The objective of the course is to provide students with the essential knowledge of accounting under International Financial Reporting Standards (IFRS). The core of the course deals with the rules and techniques of financial accounting according to IFRS. It covers all major accounting issues (recognition, measurement and disclosure) which have to be dealt with when preparing and interpreting financial statements under IFRS. Main differences to US Generally Accepted Accounting Principles (US GAAP) are also discussed.

Prerequisite: ACCT 302

ACCT 314 Advanced Auditing**(Cr. 3)**

This course builds on the material covered in auditing principles (ACCT 304). It covers the design of audit programs and detailed substantive audit tests and procedures for financial statement accounts, audit sampling, auditors' legal responsibilities, and other assurance and non-assurance services.

Prerequisite: ACCT 304

ACCT 318 Contemporary Issues in Accounting**(Cr. 3)**

Accounting topics of current concern to faculty and students will be discussed in this course. This course is offered only when faculty are available and sufficient student interest exists. Course content will be announced in advance of scheduled offerings. Special topics include business valuation, contact and venture accounting, petroleum accounting, partnership and branch accounting, accounting for the environment, and segment and interim reporting.

ACCT 389 Senior Seminar**(Cr. 1)**

This course is designed to provide senior business students with an opportunity to conduct a seminar integrating two or three topics in the student's area of concentration. Each student must give an oral presentation. Faculty members will assist as coordinators or resource consultants. The written research paper must be presented to the Faculty of Business.

Required of and restricted to all accounting majors in the last term of their senior year.

DEPARTMENT OF BUSINESS ADMINISTRATION

Description of the program of the Department of Business Administration

The Department of Business Administration offers a baccalaureate degree in Business Administration that concentrates on financial and operational communications for business and non-profit organizations. The program prepares individuals for careers in managing industrial or private businesses, governmental and non-profit organizations. The program also prepares individuals to be able to continue their graduate study and provides them with the ability to work in different fields like selling, marketing, etc.

Credits needed for the degree

A student majoring in Business Administration needs to earn a total of 128 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	62
Minor	24
University Requirements	34
Electives	8
<i>Total</i>	<i>128</i>

The Business Administration Major consists of a total of 62 credits to include all the 50 credit required Major courses listed in the table below and a minimum of 12 credit courses to be selected from the electives' list.

MAJOR IN BUSINESS ADMINISTRATION

Required Business Administration Major Courses (47Cr)

BUSA 210	Principles of Management (3)	BUSM 101	Business Mathematics I (3)
BUSA 227	Computer and Info. Systems (3)	BUSM 102	Business Mathematics II (3)
BUSA 230	Principles of Marketing (3)	ECON 101	Microeconomics (3)
BUSA 232	Commercial Law (3)	ECON 102	Macroeconomics (3)
BUSA 288	Internship (1)	ECON 234	Fund. Statistics for Business (3)
BUSA 312	Financial Management (3)	ENGL 231	Engl. Business Communication (3)
BUSA 314	Human Resources Management (3)	ACCT 201	Principles of Accounting I (3)
BUSA 350	Strategic Management (3)	ACCT 202	Principles of Accounting II (3)
BUSA 389	Senior Seminar (1)		

Elective Business Administration Major Courses (15Cr)

BUSA 233	International Business (3)	BUSA 332	Marketing Research (3)
BUSA 234	International Marketing (3)	BUSA 333	Advanced Financial Mgmt (3)
BUSA 261	Intr. to Public Administration (3)	BUSA 334	Advertising (3)
BUSA 265	Quantitative Business Analysis (3)	BUSA 336	Salesmanship (3)
BUSA 266	E-Business (3)	BUSA 337	Consumer Behavior (3)
BUSA 311	Enterprise Development (3)	BUSA 375	Organizational Behavior (3)
BUSA 315	Industrial & Operational Mgmt (3)	ECON 224	Money and Banking (3)
BUSA 316	Methodology of Social Research in Business (3)	ECON 313	Managerial Economics (3)
BUSA 318	Contemporary Issues in Bus. (3)		

Students majoring in business are provided the opportunity to Minor in a discipline other than their major field. A student may take a minor program consisting of 24 credits in the humanities, sciences, or social sciences. A student may also pursue a minor in accounting.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

BACHELOR OF BUSINESS ADMINISTRATION

First Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
BUSA 227 Computer and Info. Systems	3	BUSA 210 Principles of Management	3
BUSM 101 Business Mathematics I	3	BUSM 102 Business Mathematics II	3
ECON 101 Microeconomics	3	ECON 102 Macroeconomics	3
ARAB 120 Arabic Language Skills I	3	ARAB 121 Arabic Language Skills II	3
ENGL 120 English Language Skills I	3	ENGL 121 English Language Skills II	3
LIBR 101 Library Skills	R	PSED 101 Physical Education	1
	15		16

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
BUSA 230 Principles of Marketing	3	ACCT 202 Principles of Accounting II	3
ACCT 201 Principles of Accounting I	3	HIST 120 History of Modern Palestine	3
ECON 234 Fund. Statistics for Business	3	SCIE 111 General Science	3
ENGL 213 English Language Skills III	3	CMSR 101 Community Service	1
Fine Arts Requirement	2	Major Elective	3
General Elective	3	Major Elective	3
	17		16

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
BUSA 312	Financial Management	3	Major Elective	3
BUSA 314	Human Resources Mgmt.	3	General Elective	3
	Major Elective	3	Minor	3
	Minor	3	Minor	3
	Minor	3	Minor	3
	General Elective	2		
		17		15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
BUSA 288	Internship	1	BUSA 232	Commercial Law	3
PHIL 302	Issues in Phil. & Ethics	3	BUSA 350	Strategic Management	3
ENGL 231	Business Communication	3	BUSA 389	Senior Seminar	1
	Major Elective	3	RELS 300	Cultural Religious Studies	3
	Minor	3	POLS 300	Political Science	3
	Minor	3		Minor	3
		16			16

Minors offered by the Business Administration Department

Bethlehem University students, other than those majoring in Business Administration follow a program that leads to a Minor in business. To earn this Minor, students are required to successfully complete a total of 24 credit hours of the courses listed in the business Major paradigm. In this case, the following criteria must be met:

1. A minor in Business Administration for non-business students must include ACCT 201, BUSA 210, BUSA 230.
2. Students majoring in Science are not permitted to take BUSM courses nor BUSA 227.
3. ECON 101 course will replace ECON 300
4. It is not permitted to count the same course twice.
5. In selecting major and minor courses, pre-requisites must be taken first.

Description of courses

BUSA 210 Principles of Management (Cr. 3)

This course involves a review of the principles of management. It aims to provide a framework for the orderly presentation of basic facts in business management, utilizing the functions of the manager with respect to planning, organizing, staffing, directing, and controlling.

BUSA 227 Computers and Information Systems (Cr. 3)

This course covers the fundamentals of computers and data processing. It is designed to give the student a background on computers themselves, what they do, and how they are put to work. The course is a practical one that gives the students hands-on experience on the use of commercially available software in word-processing, spreadsheets and presentation programs.

BUSA 230 Principles of Marketing (Cr. 3)

This course covers all aspects of modern marketing and the business environment, including marketing information, product distribution, promotion, pricing, and total marketing strategy.

Prerequisite: *BUSA 210*

BUSA 232 Commercial Law (Cr. 3)

This course is a study of commercial law dealing with the principles of the law of contract, export sales, export and import licenses, bankers' commercial credit, and principles of the law of partnership.

BUSA 233 International Business (Cr. 3)

This course focuses on providing students with a framework for formulating building and managing a new business venture in an international context. It helps reinforce international business concepts operations pertinent to business operating in the global market. The course develops students' ability to apply international business concepts to practical business situations.

Prerequisite: *BUSA 210*

BUSA 234 International Marketing (Cr. 3)

This course is designed to meet students and practitioners needs to know about contemporary environment problems and practices of international marketing. This course focuses on global issues that challenge today's international marketer. It expands on the strategic implications of marketing within different cultures, as well as identifies marketing management techniques necessary to accommodate cultural differences.

Prerequisite: *BUSA 210, BUSA 230*

BUSA 261 Introduction to Public Administration (Cr. 3)

This course is an introduction to modern concepts of public administration, the historical development of public administration as both an academic discipline and a professional occupation, the role of administration in modern society and its relation to the political process. In addition to the traditional emphasis given to the major problems of public administration, the student will be exposed to the contemporary issues in the field such as organization theory, personnel, budgeting and planning.

***Prerequisite:* BUSA 210**

BUSA 265 Quantitative Business Analysis (Cr. 3)

This course covers modern and classical quantitative business analysis. It includes decision-making, networks, inventory models, forecasting and linear programming. The course also includes a brief discussion on project planning. There will be extensive use of the computer lab in this course.

***Prerequisite:* BUSA 227, BUSA 210**

BUSA 266 E-Business (Cr. 3)

This course examines the fundamental technologies associated with business-to-business interaction and delivery of content via the Internet. Topics include examining the history, culture, and design of the Internet and the resulting impact on marketing; Web-based business models; consumer demographics; Web usage behavior; privacy issues; brand loyalty; virtual communities; and commercial Web site effectiveness metrics.

BUSA 276 Integrated Marketing Communications (Cr. 3)

The aim of this course is to equip students with the needed knowledge and skills in the field of marketing communications in a highly competitive environment. In addition, the course will help students in learning how to use the various methods of promotion, the comprehensive marketing communications concepts considering all possible media usage.

***Pre-requisite:* BUSA 337**

BUSA 288 Internship (Cr. 1)

The aim of this course is to give students a chance to practice in companies and to experience the realities of business life. This practice will last for 200 hours.

BUSA 311 Enterprise Development (Cr. 3)

This course focuses on small business and entrepreneurship. It introduces the student to the basic activities involved in starting and developing one's own

business venture. It provides a description of the successful entrepreneur and a comprehensive analysis of the functional areas of small business. The topic has acquired special significance in recent times in light of the vital role small business plays in driving the economies of many developed and developing countries.

Prerequisite: BUSA 210

BUSA 312 Financial Management (Cr. 3)

This course is a survey of financial management, incorporating an analysis of the important facets of financial management, investigating both the theory and practice of financial decision-making.

Prerequisite: BUSA 210 and ACCT 202

BUSA 313 Corporate Finance (Cr. 3)

This course includes topics such as financial analysis, financial forecasting, risk analysis, bankruptcy and reorganization, capital structure and leverage, working capital policy, short-term credit, receivables and inventory management.

Prerequisite: BUSA 312

BUSA 314 Human Resources Management (Cr. 3)

This course involves human resources administration, which examines contribution of the behavioral sciences in the context of human relations and problems in management. Topics to be discussed include: recruitment, selection, development, performance, evaluation, compensation, job design and motivation.

Prerequisite: BUSA 210

BUSA 315 Industrial and Operations Management (Cr. 3)

This course is designed to provide students with an applied and contemporary introduction to the field of operations management that is also well grounded in theory. This course covers different topics like operations in the global market, product and transformation system design, resource management and product supply processes.

Prerequisite: BUSA 210

BUSA 316 Methodology of Social Research in Business (Cr. 3)

This course considers alternative research approaches relevant to business students, such as simulations, and surveys, with data-gathering techniques appropriate for each approach. It is primarily concerned with developing alternative approaches to research problems and with discussing specific

applications. It builds upon a background of specific statistical tools and techniques and an understanding of theory development and research design.

BUSA 317 Supply Chain Management (Cr. 3)

The aim of this course is to examine the relationship between the organization and all other entities that support the organization in responding to the needs of its customers. This includes entities such as the suppliers of raw materials, distributors of final products and all other entities that provide support services. This course discusses the structure as well as the behavior of all those involved in the supply chain in order to help the marketer in developing the most effective and efficient chain.

Pre-requisite: BUSA 230, ECON 234 and BUSM 101

BUSA 318 Contemporary Issues in Business (Cr. 3)

Business topics of current concern to faculty and students will be discussed in this course. This course is offered only when faculty are available and sufficient students exist. Course content will be announced in advanced of scheduled offerings.

BUSA 322 Business Negotiations & Conflict Management (Cr. 3)

This course covers the basics of negotiations and conflict resolutions. By attending this course, a student will become able to describe the nature of effective negotiations as well as identifying the importance of negotiations in decision making. A student will develop his communication skills in resolving conflicts that may arise in a business environment.

Pre-requisite: BUSA 337

BUSA 331 Non-Profit Marketing (Cr. 3)

This course discusses the implementation of marketing concepts on not-for-profit organizations, both governmental and non-governmental. It covers the use of the marketing tools in a way that suits the needs and goals of not-for-profit organizations. Examples of topics to be covered include health care organizations, fund raising for charitable organizations, as well as educational institutions.

Pre-requisite: BUSA 337

BUSA 332 Marketing Research (Cr. 3)

The course is designed to provide the student with the basic skills necessary for conducting market research. In this course the student is introduced to the research process and learns how to utilize data collection methods, employ

sampling techniques and statistical tests, as well as prepare and present research reports.

Prerequisite: BUSA 230

BUSA 333 Advanced Financial Management (Cr. 3)

Classification and analysis of financial securities, mechanics of investment, portfolio management, role of financial manager, analysis and solution of problems, types of insurance in personal planning and in business are covered.

Prerequisite: BUSA 312

BUSA 334 Advertising (Cr. 3)

This course is designed to meet the needs of business students to understand and be able to use advertising as a marketing tool, which contributes to greater achieving the goals of profit organizations, government and social non-profit agencies. Essential issues to be covered will include why advertising is used, kinds of goals that are set for it, the way in which advertising programs are developed to achieve those goals, how and why advertising accomplishes its aims, and the interaction of advertising and society.

Prerequisite: BUSA 230

BUSA 336 Salesmanship (Cr. 3)

This course is designed to help students understand the dynamics of the selling/buying function and grasp the theory and practice of personal selling. It covers various dimensions of sales procedures and the interrelationships between selling and other marketing functions, understanding buyer behavior, various aspects of the sales call, different types of selling situations, telephone selling, legal and ethical aspects of selling.

Prerequisite: BUSA 230

BUSA 337 Consumer Behavior (Cr. 3)

This course covers concepts, methods and aims applicable to the study of consumer behavior. This course includes both quantitative approaches (experiments, surveys, statistical approaches) and interpretive approaches (qualitative approaches, humanistic studies) applicable at various levels, from the most micro (individual behavior) to the most macro (societal or cultural phenomena at the global level).

BUSA 340 Capital Budgeting (Cr. 3)

The objective of this course is to select, allocate and implement productive investments so as to maximize returns from limited sources of funds. Students in this course will study various evaluation aspects among investment proposals. Students will also examine certain organizational impacts of investment decisions.

Prerequisite: BUSA 312**BUSA 349 Marketing Management (Cr. 3)**

The aim of this course is to discuss contemporary marketing management concepts including decision making in strategic marketing issues as well as organizing the management of the marketing efforts and controlling all marketing activities. The course helps in solving marketing problems that face managers as well as developing alternative courses of action.

Pre-requisite: Required of, and restricted to all student with a minor in marketing. It is to be taken as the last course in the minor.

BUSA 350 Strategic Management (Cr. 3)

This is a capstone course. It reviews the state of the art in strategic management and policy, focusing on both research and concepts. The course is based on case studies. The cases are comprehensive and integrative, most deal with a broad range of issues across varying organizations in varying strategic circumstances.

Required of and restricted to all business majors in the last term of their senior year.

BUSA 375 Organizational Behavior (Cr. 3)

This course investigates the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge towards improving the effectiveness of an organization. Topics will include attitudes, job satisfaction, personality, perception, motivation, learning, job design, leadership, communication, conflicts, and group dynamics.

Prerequisite: BUSA 314

BUSA 389 Senior Seminar (Cr. 1)

This course is designed to provide senior business students with an opportunity to conduct a seminar integrating two or three topics in the student's area of concentration. Each student must give an oral presentation. Faculty members will assist as coordinators or resource consultants. The written research paper must be presented to the Faculty of Business.

Required of and restricted to all business majors in the last term of their senior year.

BUSF 312 Financial Management (Cr. 3)

This course is a survey of all facets financial management, including: securities valuation, risk and return analysis, financial statement analysis and financial capital project evaluation, capital structure decisions, and dividend policy.

Pre-requisite: BUSA 210 & ACCT 202

BUSF 313 Corporate Finance (Cr. 3)

This is a comprehensive terminal course that gives consideration to developing sound financial policies in the firm. The course will use lectures and cases to develop good understanding of concepts in such areas as financial analysis, capital budgeting, financial planning and forecasting, capital structure, dividends policy, bankruptcy and reorganization, and working capital policy.

Pre-requisite: BUSF 312

BUSF 315 Financial Institutions (Cr. 3)

This course focuses on the functions performed by financial markets and financial institutions. The fundamental of interest rate determination and their behavior, the term structure of interest rates, and the risks associated with interest rates changes, the characteristics and valuation of financial instruments and structure and operations of financial institutions.

Pre-requisite: BUSF 312 & ECON 224

BUSF 316 Financial Institutions Management (Cr. 3)

The course provides a comprehensive survey of the behavior and significance of money, credit and the financial system. Analyzed are operations of financial institutions and financial markets, the relationship between prices and interest rates, and the tools that are used to hedge against interest rate risk, and foreign exchange risk.

Pre-requisite: BUSF 315

BUSF 317 International Financial Management (Cr. 3)

This course deals with theoretical and operational issues of corporate financial management in an international environment. Emphasis is placed on decision-making by multinational firms in capital budgeting, working capital management, and the procurement of fund in international markets.

Pre-requisite: BUSF 312

**BUSF 333 Principles of Investment (Advanced Financial Management)
(Cr. 3)**

This course is a comprehensive survey of the investment settings, selections and management. Analyzed are the purposes and operations of financial markets in the United States and around the world, assets allocation decisions, evaluation of current investments and future opportunities and construction of investment portfolios that will satisfy the investors risk and return objectives.

Pre-requisite: BUSF 312

BUSF 334 Security Analysis and Portfolio Management (Cr. 3)

This course is an in-depth discussion of investment and portfolio management process, and the evaluation of the portfolio performance. The focus is on analysis of alternative economies, securities markets, industries and individual companies.

Pre-requisite: BUSF 333

BUSF 335 Speculative Markets (Cr. 3)

This course examines both practical and theoretical aspects of derivatives financial futures and options markets. Included will be discussions of theoretical models, hedging strategies and practical uses of these securities.

BUSF 340 Capital Budgeting (Cr. 3)

This is an applied course in a long-term financial decision-making process that focuses on the detail study of capital budgeting for business firms. The course will examine many features of the capital budgeting process such as capital budgeting with certainty and uncertainty, and capital budgeting applications and potential operational problems.

BUSM 101 Business Mathematics I (Cr. 3)

Emphasis is placed on ensuring that students understand basic concepts. Each topic is completely developed and no prior knowledge of Business Mathematics assumed. However, a fundamental knowledge of arithmetic and basic algebra is assumed. Topics to be covered are: ratio, proportion, percentage, mark-up, mark-down, simple and compound interest and relevant topics in economics such as supply and demand relations, breakeven, equilibrium, and basic (simple) functions.

BUSM 102 Business Mathematics II (Cr. 3)

Business Mathematics II focuses first on developing of mathematical skills and then on the applications of these skills into solving applied business problems. This course covers the following topics in depth: exponential and logarithmic functions, arithmetic and geometric progressions, matrices, linear

programming, derivatives, maxima, minima and other introductory topics in statistics to prepare students for ECON 234.

Prerequisite: *BUSM 101*

ECONOMIC COURSES

ECON 101 Microeconomics (Cr. 3)

This course is an introduction to price theory, which deals with the economic behavior of individual units such as consumers, firms and resource owners. Moreover it exposes the students to the nature of microeconomics and its relevance to today's world economic problems and teaches them how to use economic theory and how to analyze these problems.

ECON 102 Macroeconomics (Cr. 3)

This course provides the basic concepts of aggregate demand and aggregate supply of the market economy. It also provides the concept of national income and the recent problems facing the economy, inflation and unemployment. It includes the role of monetary and fiscal policy.

Prerequisite: *ECON 101*

ECON 224 Money and Banking (Cr. 3)

This course is a study of money and banking, concentrating on the functioning of the monetary and banking system as a whole. It treats the most challenging problems facing the economy: inflation, unemployment, balance of payments fluctuations, economic growth, and welfare. It also analyzes the impact and significance of monetary policy, as well as fiscal and income policies on the economy.

Prerequisite: *ECON 102*

ECON 234 Fundamental Statistics for Business (Cr. 3)

This is an introductory course in statistics, incorporating a study of statistical concepts and methods of organizing and interpreting data. Topics to be discussed include statistical inferences, probabilities, testing hypotheses, estimation, normal and binomial distribution, linear regression and correlation analysis.

Prerequisite: *BUSM 102*

ECON 300 Basic Economics (Cr. 3)

This course attempts to equip the students with the economic tools needed to explain and understand today's crucial issues in world problems such as, inflation, poverty and development. This course is designed to help the

students develop their ways of thinking by integrating economics into analysis of other fields of studies.

University Requirement. Waived for Business and Accounting students.

ECON 313 Managerial Economics (Cr. 3)

This is a survey of managerial economics, integrating various principles and concepts of management and economics, and relating them to the problems of economic decision-making and policy formulation at the level of the firm.

Prerequisite: BUSA 210, ECON 102

ECON 322 Intermediate Macroeconomics (Cr. 3)

This course is concerned with the determination and behavior of certain aggregates, the total output of the economy and the price level. The basic objective of the course is to understand the nature and organization of our society and the arguments underlying many of the great public issues of the day such as unemployment, inflation, growth, etc.

Prerequisite: ECON 102

ECON 324 Economic Development (Cr. 3)

This course presents alternative theories of economic development and their application in formulating growth strategies for underdeveloped countries.

Prerequisite: ECON 102

ECON 328 Public Finance (Cr. 3)

This course is an analysis of the role of government and of the criteria to be employed in raising the revenues for financing government expenditure. Economic and financial aspects of public revenue generation via various types of taxes will be analyzed and a study of the role of fiscal budgets will be conducted.

Prerequisite: ECON 102

ECON 342 International Trade (Cr. 3)

This course includes traditional and contemporary theories as to why nations trade, analysis of commercial policy including tariffs, trade restrictions and economic integration, causes and impacts of international resource movements, including the role of direct foreign investment and of multinational corporations.

Prerequisite: ECON 102

ENGL 231 English Business Communication (Cr. 3)

This course is intended for business students. It aims to improve their business communication skills. Students engage in a number of written and oral business communication tasks.

FACULTY OF EDUCATION

Description of the programs of the Faculty of Education

The Faculty of Education offers a variety of programs designed to meet the teacher preparation needs of particular groups. The programs offered are as follows:

Bachelor of Education Major in:

- Teaching Arabic
- Teaching English
- Teaching History and Geography
- Teaching Mathematics
- Primary Level
- Kindergarten

Higher Education Diploma in Methods of Teaching:

- Arabic for Secondary Level
- English for Secondary Level
- Civics for Primary Level
- Mathematics
- Science for Primary Level
- Christian Religion

The program of the Faculty of Education at Bethlehem University is designed to help students move from rote-based learning to active learning. It proposes education as development.

The Faculty runs the Teachers Resource Center (TRC) which acts as an interface between the outreach programs offered by the Faculty, and its academic programs.

The Faculty of Education serves both in-service, and pre-service students.

PRIMARY LEVEL AND KINDERGARTEN PROGRAMS:

Credits needed for the degree

A student majoring in *Education Primary Level or Kindergarten* needs to earn a total of 125 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	54
Specialist	25
University Requirements	40
Electives	6
<i>Total</i>	<i>125</i>

The Primary Level *Major* and the Kindergarten *Major* consist of a total of 54 credits each as outlined in the following table.

BACHELORS OF EDUCATION MAJORS IN: PRIMARY LEVEL AND KINDERGARTEN

Required Major Courses

EDUC 151	Psychology of Learning (3)	EDUC 351	P. of Guiding Young Child. (3)
EDUC 152	Drama For Teachers of Y. Child. (3)	EDUC 352	Arts & Crafts in E. Child. Educ. (3)
EDUC 153	Palestinian Family (3)	EDUC 389	Seminar in Elem. Education (1)
EDUC 161	Develop. & Growth of Children (3)	EDUC 451	Instructional Materials & Equip. in ECE (3)
EDUC 162	Intro. to Early Child. Education (3)	EDUC 452	Working with Parents (3)
EDUC 163	Creativity and Play (3)	EDUC 461	Children with Special Needs (3)
EDUC 251	Thought and Lang. Acquisition (3)	EDUC 462	Computer in E. Child. Educ. (2)
EDUC 252	Music in Early Child. Education (3)	ARAB 251	Introduction to Grammar I (3)
EDUC 260	Research in Early Child. Educ. (3)	ARAB 310	Language Skills (3)
EDUC 263	Storytelling (3)		

Specialist Courses for Primary Level

EDUC 269	Practicum in Grades 1-4 I (1)	EDUC 362	Teaching Child. Math and Sc. (3)
EDUC 325	Teaching Language Arts (3)	EDUC 363	Teaching Child. Sec. Lang. (3)
EDUC 353	Teaching Child. Physical Educ. (2)	EDUC 364	Teaching Child. Rel. Educ. (2)
EDUC 354	Teaching Children Environment and Social Studies (2)	EDUC 369	Practicum for Grades 1-4 III (1)
EDUC 359	Practicum for Grades 1-4 II (1)	EDUC 453	Integrated Curriculum (2)
EDUC 361	Test. & Evaluation in Child. Educ. (3)	EDUC 459	Practicum for Grades 1-4 IV (1)
		EDUC 469	Practicum for Grades 1-4 V (1)

Specialist Courses for Kindergarten

EDUC 267	Practicum in Pre-School I (1)	EDUC 366	Movement Ed. in Pre-School (3)
EDUC 355	Children's Literature (3)	EDUC 367	Practicum in Pre-School III (1)
EDUC 356	Comm. Educ. in Pre-School (3)	EDUC 368	Science & Math in Pre-School (3)
EDUC 357	Practicum in Pre-School II (1)	EDUC 454	The Pre-School Curriculum (3)
EDUC 360	Moral Education in Pre-School (3)	EDUC 457	Practicum in Pre-School IV (1)
EDUC 365	Pre-School Administration (2)	EDUC 467	Practicum in Pre-School V (1)

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF EDUCATION MAJOR IN: KINDERGARTEN

First Year					
<i>FALL SEMESTER</i>			<i>SPRING SEMESTER</i>		
		<i>CR</i>			<i>CR</i>
EDUC 151	Psychology of Learning	3	PSED 101	Physical Education	1
EDUC 152	Drama For Teachers of Y. Child	3	EDUC 161	Development and Growth	3
EDUC 153	Palestinian Family	3	EDUC 162	Intro. to Childhood Educ.	3
ARAB 120	Arabic Language Skills I	3	EDUC 163	Creativity and Play	3
ENGL 120	English Language Skills I	3	ARAB 121	Arabic Language Skills II	3
			ENGL 121	English Language Skills II	3
		15			16

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 251 Thought & Lang. Acquisition	3	EDUC 260 Research in Childhood Educ.	3
EDUC 252 Music in Early Childhood Ed	3	EDUC 263 Storytelling	3
ARAB 251 Introduction to Grammar I	3	EDUC 267 Practicum in Pre-School I	1
HIST 120 History of Modern Palestine	3	ARAB 310 Language Skills	3
MATH 111 Fundamentals of Mathematics	3	ENGL 213 English Language Skills III	3
		SCIE 111 General Science	3
	15		16

Third Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 351 P. of Guiding Young Child	3	EDUC 365 Pre-School Administration	2
EDUC 352 Arts & Crafts in E. Child. Educ	3	EDUC 366 Movement Ed. in Pre-School	3
EDUC 355 Children's Literature	3	EDUC 367 Practicum in Pre-School III	1
EDUC 356 Comm. Educ. in Pre-School	3	EDUC 368 Science & Math in Pre-School	3
EDUC 357 Practicum in Pre-School II	1	EDUC 461 Children with Special Needs	3
POLS 300 Themes in Political Science	3	ART 101 Fine Arts Requirement	2
		CMSR 101 Community Service	1
	16		15

Fourth Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 451 Inst. Materials & Equip. ECE	3	EDUC 360 Moral Educ. in the Pre-School	3
EDUC 452 Working with Parents	3	EDUC 389 Seminar	1
EDUC 454 The Pre-School Curriculum	3	EDUC 462 Computer in E. Child. Educ.	2
EDUC 457 Practicum in Pre-School IV	1	EDUC 467 Practicum in Pre-School V	1
ECON 300 Basic Economics	3	PHIL 302 Issues in Phil. & Ethics	3
General Elective	3	RELS 300 Cultural	3
		Religious Studies	
		General Elective	3
	16		16

BACHELORS OF EDUCATION MAJOR IN: PRIMARY LEVEL**First Year**

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 151 Psychology of Learning	3	EDUC 161 Development and Growth	3
EDUC 152 Drama For Teachers of Y. Child	3	EDUC 162 Intro. to Early Child. Educ	3
EDUC 153 Palestinian Family	3	EDUC 163 Creativity and Play	3
ARAB 120 Arabic Language Skills I	3	ARAB 121 Arabic Language Skills II	3
ENGL 120 English Language Skills I	3	ENGL 121 English Language Skills II	3
		PSED 101 Physical Education	1
	15		16

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 251 Thought & Lang. Acquisition	3	EDUC 260 Research in Childhood Educ.	3
EDUC 252 Music in Early Childhood Ed	3	EDUC 263 Storytelling	3
ARAB 251 Introduction to Grammar I	3	EDUC 269 Practicum in Grades 1-4 I	1
HIST 120 History of Modern Palestine	3	ARAB 310 Language Skills	3
MATH 111 Fundamentals of Math.	3	ENGL 213 English Language Skills III	3
EDUC 354 Teach. Child. Social Studies	2	SCIE 111 General Science	3
	17		16

Third Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 325 Teaching Language Arts	3	EDUC 361 Test. & Evaluation in Child. Educ	3
EDUC 351 P. of Guiding Young Child	3	EDUC 362 Teach. Child. Math and Sci.	3
EDUC 352 Arts & Crafts in E. Child. Educ	3	EDUC 369 Practicum in Grades 1-4 III	1
EDUC 353 Teach. Child. Physical Educ.	2	EDUC 461 Children with Special Needs	3
EDUC 359 Practicum in Grades 1-4 II	1	RELS 300 Cultural Religious Studies	3
POLS 300 Themes in Political Science	3	CMSR 101 Community Service	1
		ART 101 Fine Arts Requirement	2
	15		16

Fourth Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 451 Inst. Materials & Equip. ECE	3	EDUC 363 Teach. Child. Second Lang.	3
EDUC 452 Working with Parents	3	EDUC 364 Teach. Children Religious Ed.	2
EDUC 453 Integrated Curriculum	2	EDUC 389 Seminar	1
EDUC 459 Practicum in Grades 1-4 IV	1	EDUC 462 Computer in E. Child. Educ.	2
ECON 300 Basic Economics	3	EDUC 469 Practicum in Grades 1-4 V	1
General Elective	3	PHIL 302 Issues in Phil. & Ethics	3
		General Elective	3
	15		15

SUBJECT AREA TEACHING PROGRAMS

Bachelor of Education Programs majoring in Teaching Arabic, Teaching English, Teaching History-Geography, and Teaching Mathematics are designed to train teachers for grades 5 to10.

Credits needed for the degree

A student majoring in *Teaching-Arabic, Teaching-English, Teaching History/ Geography, and Teaching Mathematics* needs to earn a total of 125 to 129 credits distributed as follows.

<i>Category</i>	<i>Teaching-Arabic</i>	<i>Teaching-English</i>	<i>Teaching-History/Geography</i>	<i>Teaching-Mathematics</i>
Major	40	40	40	40
Specialist courses	45	45	43	52
University Requirements	40	37	40	37
Electives	0	3	2	0
Total	125	125	125	129

The Teaching *Major* consists of a total of 40 credits as described below.

MAJOR IN TEACHING ARABIC, ENGLISH, HISTORY/GEOGRAPHY, AND MATHEMATICS

EDUC 131	Psychology of Teach. & Learn. (3)	EDUC 326	Research Methods in Educ. I (3)
EDUC 200	Foundations of Education (3)	EDUC 327	Research Methods in Educ. II (1)
EDUC 202	Educational Psychology (3)	EDUC 337	Classroom Observation (1)
EDUC 205	Measurement and Eval. in Educ. (3)	EDUC 338	Participating in Teaching (2)
EDUC 212	Initial School Experience (1)	EDUC 389	Senior Seminar (1)
EDUC 213	Instructional Materials (3)	EDUC 409	Special Meth. in Grades 5-10 (3)
EDUC 302	General Methods Grades 5-10 (3)	EDUC 413	Teaching in Schools (2)
EDUC 305	Guidance and Counseling (3)	EDUC 414	E-learning in Education (2)
EDUC 313	Computer and Statistics (3)		

Teaching Arabic specialist courses:

ARAB 105	Arabic Handwriting (1)	EDAR 251	Teach. Classical Arabic Lit. (3)
ARAB 142	Prosody (3)	EDAR 351	Applied Linguistics (3)
ARAB 213	Texts Analysis (2)	EDAR 352	Language Skills (3)
ARAB 251	Introduction to Grammar I (3)	EDAR 361	M. of Teach. Read. & Oral Skills (3)
ARAB 252	Introduction to Grammar II (3)	EDAR 362	Methods of Teaching Grammar (3)
ARAB 311	Abbasid Literature (3)	EDAR 451	Methods of Teaching Writing (3)
ARAB 315	Palestinian Literature (3)	EDAR 452	Testing (3)
ARAB 331	Arabic Criticism (3)	EDAR 461	Teaching Literary Criticism (3)

Teaching English specialist courses:

ENGL 203	English Writing Skills I (3)	ENGL 336	Literature of the Modern Period and the Post Modern Period (3)
ENGL 204	English Writing Skills II (3)	EDEN 261	English Literature (3)
ENGL 205	Oral Communication (3)	EDEN 361	Teach. Listening and Speaking (3)
ENGL 206	English Grammar I (3)	EDEN 451	Topics in Prof. Self-Develop. (3)
ENGL 214	Prose Fiction (3)	EDEN 452	Teach. Read. Writ. and Gram. (3)
ENGL 301	Introduction to Linguistics (3)	EDEN 453	Teaching Literature (3)
ENGL 305	Second Language Acquisition (3)	EDEN 461	Testing (3)
ENGL 322	Advanced Oral Communication (3)		

Teaching History / Geography specialist courses:

HIST 200	Historiography & Hist. Meth.(3)	GEOG 223	Economic Geography (2)
HIST 201	Pre-history of the Mid. East (3)	GEOG 311	Historical and Political Geog. (2)
HIST 302	Ancient Hist. of the Mid East (3)	GEOG 322	Geography of the Arab World (3)
HIST 312	Hist. & Civil. of Arabs & Islam(3)	GEOG 411	Geography of Palestine (3)
HIST 400	Modern Hist. of the World (3)	EDGH 222	Teaching and Reading Maps (3)
HIST 413	The Arab under Ottomans (3)	EDGH 312	Critique of Geographical Texts (1)
HIST 414	Modern. Hist. of Arab World (3)	EDGH 422	Field Trips (2)
GEOG 211	Intro. to Phys. and Hum. Geog. (3)	EDGH 415	Teaching Oral History (3)

Teaching Mathematics specialist courses:

MATH 141	Calculus and Analytic Geometry I (4)	MATH 371	Applied Mathematics (3)
MATH 142	Calculus and Analytic Geometry II (4)	EDMA 100	Pre-calculus (Algebra and Trigonometry) (4)
MATH 232	History of Mathematics (or any MATH course) (3)	EDMA 239	Geometry for Teachers (3)
MATH 234	Differential Equations (3)	EDMA 241	Calculus III and Complex Variables for Teachers (4)
MATH 235	Introduction to Linear Algebra (3)	EDMA 333	Advanced Statistics for SAT (3)
MATH 238	Discrete Mathematics (3)	EDMA 334	Real Analysis for Teachers (3)
MATH 331	Probability (3)	EDMA 431	Algebra for Teachers (3)
MATH 332	Theory of Numbers (3)	CAIS 131	Introduction to Programming (3)

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses**BACHELOR OF EDUCATION TEACHING ARABIC****First Year**

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
EDUC131	Psych. of Teach. and Learning	3	EDUC 200	Foundations of Education	3
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
MATH 111	Fundamentals of Math.	3	SCIE 111	General Science	3
HIST 120	History of Modern Palestine	3	POLS 300	Political Science	3

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 202 Educational Psychology	3	EDUC 205 Measurement & Evaluation	3
ARAB 251 Introduction to Grammar I	3	EDUC 212 Initial School Experience	1
ENGL 213 English Language Skills III	3	EDUC 305 Guidance and Counseling	3
EDAR 251 Teach. Classical Arabic Lit.	3	ARAB 105 Arabic Calligraphy	1
RELS 300 Cultural Religious Studies	3	ARAB 142 Prosody	3
		ARAB 252 Introduction to Grammar II	3
		ECON 300 Basic Economics	3
	15		17

Third Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 213 Instructional Materials	3	EDUC 302 Gen. Methods Grades 5-10	3
EDUC 313 Computer & Statistics	3	EDUC 327 Research Methods II	1
EDUC 326 Research Methods I	3	EDUC 338 Participating in Teaching	2
EDUC 337 Classroom Observation	1	ARAB 213 Texts Analysis	2
ARAB 311 Abbasid Literature	3	ARAB 315 Palestinian Literature	3
EDAR 351 Applied Linguistics	3	EDAR 355 Language Skills	3
		EDAR 361 M.Teach. Read. & Oral Skills	3
	16		17

Fourth Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 409 Special Methods Grades 5-10	3	EDUC 389 Senior Seminar	1
EDUC 413 Teaching in Schools	2	EDUC 414 E-learning in Education	2
EDAR 362 Methods of Teach. Grammar	3	ARAB 331 Arabic Criticism	3
EDAR 451 Methods of Teaching Writing	3	EDAR 461 Teaching Literary Criticism	3
EDAR 452 Testing	3	PHIL 302 Issues in Phil. & Ethics	3
CMSR 101 Community Service	1	PSED 101 Physical Education	1
		Fine Arts Requirement	2
	15		15

BACHELOR OF EDUCATION TEACHING ENGLISH**First Year**

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 131 Psych. of Teach. and Learning	3	EDUC 200 Foundations of Education	3
ENGL 120 English Language Skills I	3	ENGL 121 English Language Skills II	3
ARAB 120 Arabic Language Skills I	3	ARAB 121 Arabic Language Skills II	3
MATH111 Fundamentals of Math.	3	SCIE 111 General Science	3
HIST 120 History of Modern Palestine	3	General Elective	3
	15		15

Second Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 202	Educational Psychology	3		EDUC 205	Measurement and Evaluation	3	
ENGL 203	English Writing Skills	3		EDUC 212	Initial School Experience	1	
ENGL 205	Oral Communication	3		EDUC 305	Guidance and Counseling	3	
ENGL 214	Prose Fiction	3		ENGL 204	English Writing Skills II	3	
POLS 300	Political Science	3		ENGL 206	English Grammar I	3	
PSED 101	Physical Education	1		EDEN 261	English Literature	3	
			16				16

Third Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 213	Instructional Materials	3		EDUC 302	Gen. Methods Grades 5-10	3	
EDUC 313	Computer and Statistics	3		EDUC 327	Research Methods II	1	
EDUC 326	Research Methods I	3		EDUC 338	Participating in Teaching	2	
EDUC 337	Classroom Observation	1		ENGL 322	Advanced Oral Communication	3	
ENGL 301	Introduction to Linguistics	3		ENGL 336	Literature of Modern Period and the Post Modern Period	3	
PHIL 302	Issues in Phil. & Ethics	3		EDEN 361	Teach. Listening & Speaking	3	
			16	Fine Arts Requirement			2
							17

Fourth Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 409	Special Methods Grades 5-10	3		EDUC 389	Senior Seminar	1	
EDUC 413	Teaching in Schools	2		EDUC 414	E-learning in Education	2	
EDEN 451	Professional Self-Develop.	3		ENGL 305	Second Language Acquisition	3	
EDEN 452	Teach., Read., Writ. & Gram.	3		ECON 300	Basic Economics	3	
EDEN 453	Teaching Literature	3		RELS 300	Cultural Religious Studies	3	
CMSR 101	Community Service	1		EDEN 461	Testing	3	
			15				15

BACHELOR OF EDUCATION TEACHING HISTORY/GEOGRAPHY**First Year**

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 131	Psych. of Teach. and Learning	3		EDUC 200	Foundations of Education	3	
HIST 120	History of Modern Palestine	3		HIST 200	Historiography & Hist. Meth	3	
ENGL 120	English Language Skills I	3		ENGL 121	English Language Skills II	3	
ARAB 120	Arabic Language Skills I	3		ARAB 121	Arabic Language Skills II	3	
MATH111	Fundamentals of Math.	3		SCIE 111	General Science	3	
			15				15

Second Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
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EDUC 202	Educational Psychology	3	EDUC 205	Measurement & Evaluation	3
GEOG 211	Intro. of Phys. & Hum.Geog.	3	EDUC 212	Initial School Experience	1
ENGL 213	English Language Skills III	3	EDUC 305	Guidance and Counseling	3
POLS 300	Political Science	3	HIST 201	Pre-history of Middle East	3
	General Elective	2	GEOG 223	Economic Geography	2
	Fine Arts Requirement	2	EDGH 222	Teaching & Reading Maps	3
		16			15

Third Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 213	Instructional Materials	3		EDUC 302	General Methods grade 5-10	3	
EDUC 313	Computer and Statistics	3		EDUC 327	Research Methods II	1	
EDUC 326	Research Methods I	3		EDUC 338	Participating in Teaching	2	
EDUC 337	Classroom Observation	1		GEOG 322	Geography of the Arab World	3	
GEOG 311	Historical & Political Geog.	2		HIST 312	Hist.&Civil. of Arabs &Islam	3	
HIST 302	Ancient Hist. of Mid. East	3		RELS 300	Cultural Religious Studies	3	
ECON 300	Basic Economics	3		EDGH 312	Critique of Geog. Texts	1	
			18				16

Fourth Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 409	Special Methods Grades 5-10	3	EDUC 414	E-learning in Education	2		
EDUC 413	Teaching in Schools	2	EDUC 389	Senior Seminar	1		
GEOG 411	Geography of Palestine	3	HIST 414	Modern Hist. of Arab World	3		
HIST 400	Modern History of the World	3	EDGH 415	Teaching Oral History	3		
HIST 413	Arabs under the Ottomans	3	EDGH 422	Field Trips	2		
PSED 101	Physical Education	1	PHIL 302	Issues in Phil. & Ethics	3		
			CMSR 101	Community Service	1		
		15					15

BACHELOR OF EDUCATION TEACHING MATHEMATICS

First Year

FALL SEMESTER			CR	SPRING SEMESTER			CR
EDUC 131	Psych. of Teach. and Learning	3	EDUC 200	Foundations of Education	3		
EDMA 100	Pre-calculus (Algebra and Trigonometry)	4	MATH 141	Calculus and Analytic Geometry I	4		
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3		
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3		
HIST 120	History of Modern Palestine	3	SCIE 111	General Science	3		
		16					16

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 202 Educational Psychology	3	EDUC 205 Measurement & Evaluation	3
EDUC 313 Computer and Statistics	3	EDUC 212 Initial School Experience	1
MATH 142 Calculus and Analytic Geometry II	4	EDUC 305 Guidance and Counseling	3
MATH 238 Discrete Mathematics	3	EDMA 239 Geometry for Teachers	3
ENGL 213 English Language Skills III	3	EDMA 241 Calculus III and Complex Variables for Teachers	4
CMSR 101 Community Service	1	ECON 300 Basic Economics	3
	17		17

Third Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 213 Instructional Materials	3	EDUC 302 General Methods grade 5-10	3
EDUC 326 Research Methods I	3	EDUC 327 Research Methods II	1
EDUC 337 Classroom Observation	1	EDUC 338 Participating in Teaching	2
MATH 234 Differential Equations	3	MATH 235 Introduction to Linear Algebra	3
MATH 331 Probability	3	EDMA 333 Advanced Statistics for SAT	3
CAIS 131 Introduction to Programming	3	EDMA 334 Real Analysis for Teachers	3
	16	PSED 101 Physical Education	1
			16

Fourth Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EDUC 409 Special Methods Grades 5-10	3	EDUC 414 E-learning in Education	2
EDUC 413 Teaching in Schools	2	EDUC 389 Senior Seminar	1
MATH 332 Theory of Numbers	3	MATH 232 History of Mathematics	3
MATH 371 Applied Mathematics	3	EDMA 431 Algebra for Teachers	3
POLS 300 Political Science	3	RELS 300 Cultural Religious Studies	3
FINE ARTS	2	PHIL 302 Issues in Phil. & Ethics	3
	16		15

HIGHER EDUCATION DIPLOMA PROGRAMS

Teachers who have previously earned a Bachelor of Arts or Bachelor of Science Degree from Bethlehem University, or any other institution of higher education, may enroll in a relevant Higher Education Diploma in Methods of Teaching: Arabic, English, Math, Science, History and Geography, and Christian Education. All 30 credits required must be earned at Bethlehem University; no transfer credits are accepted.

Paradigm of courses**HIGHER EDUCATION DIPLOMA IN TEACHING:
MATHEMATICS****First Year***SUMMER SEMESTER* *CR*

EDUC 201	Developmental Psychology	3
EDUC 200	Foundation of Education	3

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 202	Educational Psychology	3		EDUC 314	School Curriculum		3
EDUC 326	Research Methods in Educ.	3		EDUC213MT	Instructional Materials (Math)		3

Second Year

<i>SUMMER SEMESTER</i>			<i>CR</i>	<i>FALL SEMESTER</i>			<i>CR</i>
EDUC 205	Measurement & Evaluation	3		EDUC 305	School Guidance & Counseling		3
EDUC 315	Special Methods of Teaching I (Math)	3		EDUC 316	Special Methods of Teaching II (Math)		3

**HIGHER EDUCATION DIPLOMA IN TEACHING:
SCIENCE****First Year***SUMMER SEMESTER* *CR*

EDUC 201	Developmental Psychology	3
EDUC 200	Foundation of Education	3

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 202	Educational Psychology	3		EDUC 314	School Curriculum		3
EDUC 326	Research Methods in Educ.	3		EDUC 213SC	Instructional Materials (Science)		3

Second Year

<i>SUMMER SEMESTER</i>			<i>CR</i>	<i>FALL SEMESTER</i>			<i>CR</i>
EDUC 205	Measurement and Evaluation	3		EDUC 305	School Guidance and Counseling		3
EDUC 317	Special Methods of Teaching I (Science)	3		EDUC 318	Special Methods of Teaching II (Science)		3

**HIGHER EDUCATION DIPLOMA IN TEACHING:
ARABIC**

HIGHER EDUCATION DIPLOMA IN TEACHING: ARABIC

First Year

<i>SUMMER SEMESTER</i>			<i>CR</i>		
EDUC 201	Developmental Psychology	3			
EDUC 200	Foundation of Education	3			
<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
EDUC 202	Educational Psychology	3	EDUC 213A	Instructional Materials (Arabic)	3
EDUC 326	Research Methods in Educ.	3	EDUC 314	School Curriculum	3

Second Year

<i>SUMMER SEMESTER</i>			<i>CR</i>		
EDUC 205	Measurement and Evaluation	3	EDUC 305	School Guidance and Counseling	3
EDUC 319	Special Methods of Teaching I (Arabic)	3	EDUC 320	Special Methods of Teaching II (Arabic)	3

HIGHER EDUCATION DIPLOMA IN TEACHING: ENGLISH

First Year

<i>SUMMER SEMESTER</i>			<i>CR</i>		
EDUC 200	Foundation of Education	3			
EDUC 201	Developmental Psychology	3			
<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
EDUC 202	Educational Psychology	3	EDUC 213E	Instructional Materials (English)	3
EDUC 326	Research Methods in Educ.	3	EDUC 314	School Curriculum	3

Second Year

<i>SUMMER SEMESTER</i>			<i>CR</i>		
EDUC 205	Measurement and Evaluation	3	EDUC 305	School Guidance and Counseling	3
EDUC 321	Special Methods of Teaching I (English)	3	EDUC 322	Special Methods of Teaching II (English)	3

HIGHER EDUCATION DIPLOMA IN TEACHING: CIVICS

First Year

<i>SUMMER SEMESTER</i>	<i>CR</i>
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EDUC 200	Foundation of Education	3
EDUC 201	Developmental Psychology	3

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 202	Educational Psychology	3		EDUC 213HG	Instructional Materials (History and Geography)	3	
EDUC 326	Research Methods in Educ.	3		EDUC 314	School Curriculum	3	

Second Year

<i>SUMMER SEMESTER</i>			<i>CR</i>	<i>FALL SEMESTER</i>			<i>CR</i>
EDUC 205	Measurement & Evaluation	3		EDUC 305	Sch. Guidance & Counseling	3	
EDUC 323	Special Methods of Teaching I (History and Geography)	3		EDUC 324	Special Methods of Teaching II (History and Geography)	3	

Paradigm # 1 – Bachelor of Arts in Religious Studies

HIGHER EDUCATION DIPLOMA IN TEACHING: CHRISTIAN RELIGION

First Year

<i>SUMMER SEMESTER</i>			<i>CR</i>				
EDUC 200	Foundation of Education	3					
EDUC 201	Developmental Psychology	3					
<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
EDUC 202	Educational Psychology	3		EDUC 213CR	Instructional Materials (Christian Religion)	3	
EDUC 326	Research Methods in Educ.	3		EDUC 314	School Curriculum	3	

Second Year

<i>SUMMER SEMESTER</i>			<i>CR</i>	<i>FALL SEMESTER</i>			<i>CR</i>
EDUC 205	Measurement and Evaluation	3		EDUC 305	School Guidance and Counseling	3	
EDUC 328	Special Methods of Teaching I (Christian Religion)	3		EDUC 329	Special Methods of Teaching II (Christian Religion)	3	

Paradigm # 2 – Other Bachelor Degrees

HIGHER EDUCATION DIPLOMA IN TEACHING: CHRISTIAN RELIGION

First Year

<i>SUMMER SEMESTER</i>			<i>CR</i>		
EDUC 200	Foundation of Education				3
EDUC 201	Developmental Psychology				3
<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
EDUC 202	Educational Psychology	3	EDUC 213A	Instructional Materials (Arabic)	3
EDUC 326	Research Methods in Educ.	3	EDUC 314	School Curriculum	3

Second Year

SUMMER SEMESTER			CR		
EDUC 205	Measurement and Evaluation	3			
EDUC 328	Special Methods of Teaching I (Christian Religion)	3			
FALL SEMESTER		CR	SPRING SEMESTER		CR
EDUC 305	School Guidance and Counseling	3	RELS 200	Synoptic Gospels	4
EDUC 329	Special Methods of Teaching II (Christian Religion)	3	RELS 209	Ethics (Moral Theology)	3
			RELS 220	Christian Doctrine	4

Description of Courses

EDUC 131 Psychological Foundations of Teaching and Learning (Cr. 3)

This course is a general introductory survey, presenting fundamental concepts in psychology with emphasis on mental functions and personality. It also deals with essentials in developmental theories.

EDUC 151 Psychology of Learning (Cr. 3)

This is a fundamental course in the early childhood education programs at Bethlehem University. It discusses the theoretical background of the learning process in terms of its psychological components. Focus is placed upon the different theories of learning and their application to the students' own learning process.

EDUC 152 Drama for Teachers of Young Children (Cr. 3)

This is a fundamental course in the early childhood education programs at Bethlehem University. It attempts to develop the students' perceptions of themselves as teachers of young children. The course consists of a series of drama exercises for the teachers of young children so as to enhance creative self-expression and to develop an understanding of the children's environment.

EDUC 153 Palestinian Family (Cr. 3)

This course discusses the family as a social institution and a connection between a person and social ambiance to which he is related. Emphasis is placed on the importance of socialization, politicization and enculturation within the context of the Palestinian family and society.

EDUC 161 Development and Growth of Young Children (Cr. 3)

This course discusses the growth and development characteristics of the early childhood stage in the context of the overall human development. It is based on the various theories of child development.

EDUC 162 Introduction to Early Childhood Education (Cr. 3)

This is one of the central courses in the early childhood programs. It contributes to the development of the student's vision of the educational philosophy which is adopted by the early childhood programs at Bethlehem University. This course presents basic and common principles of Early Childhood Education Care and Development and the convention of the Rights of the Child and the possibility of its implementation in the local society.

EDUC 163 Creativity and Play (Cr. 3)

This course illustrates the importance of play in enhancing the child's self-concept and in promoting his/her latent ability to learn. It discusses the role of play in developing: the sensory motor skills, expressive language, cognitive and intellectual skills, social skills, imagination and creativity.

EDUC 200 Foundations of Education (Cr. 3)

This course introduces students to the concept, principles and historical development of education. It also covers the development of education through the ages and a group of educational philosophies, and a study of significant modern and old educational philosophies.

EDUC 201 Developmental Psychology (Cr. 3)

This course introduces fundamental concepts in psychology and developmental psychology with greater emphasis on mental functions and personality, developmental stages and theories. Focus is placed on their implications in relation to educational process.

EDUC 202 Educational Psychology (Cr. 3)

The course includes the application of the behaviorist, gestalt, and humanist theories of the cognitive and affective factors in the teaching-learning process and their applications to classroom management, active learning, motivation, creativity, and discipline.

EDUC 205 Measurement and Evaluation in Education (Cr. 3)

The course studies the theory of testing and measurement in the school. Emphasis is given to construction, administration, evaluation, and interpretation of teacher-made tests. Study is made of the techniques for measuring intelligence and achievement.

EDUC 212 Initial School Experience (Cr. 1)

This course offers students the opportunity to understand school environment, laws and regulations, curricula and extra-curricula activities. Students learn the role and duties of school principals, teachers and various school committees, the relationship between school and its local community. Students learn teaching ethics, the educational context of the school, how decisions are made, methods of resolving conflict and ways of internal and external communication. This course helps students test their aptitudes, readiness and desire to be a teacher.

EDUC 213A Arabic Instructional Materials (Cr. 3)

This course deals with practical experiences in locating, adapting, and constructing inexpensive materials for classroom use to increase the skills and comprehension and retention of cognitive information. Attention is given to the efficient and effective use of audiovisual materials.

EDUC 213E English Instructional Materials (Cr. 3)

This course deals with practical experiences in locating, adapting, and constructing inexpensive materials for classroom use to increase the skills and comprehension and retention of cognitive information. Attention is given to the efficient and effective use of audiovisual materials.

EDUC 213HG History and Geography Instructional Materials (Cr. 3)

This course deals with practical experiences in locating, adapting, and constructing inexpensive materials to use in the classroom to increase the skills and the comprehension and retention of cognitive information. Attention is given to the efficient and effective use of audiovisual materials.

EDUC 213CR Christian Religion Instructional Materials (Cr. 3)

This course deals with practical experiences in locating, adapting, and constructing inexpensive materials for classroom use to increase the skills and comprehension and retention of cognitive information. Attention is given to the efficient and effective use of audiovisual materials.

EDUC 213MT Mathematics Instructional Materials (Cr. 3)

The course studies various procedures used in designing, producing and evaluating materials used in Math instruction. It includes the production of locally made instructional materials used in teaching Math.

EDUC 213SC Science Instructional Materials (Cr. 3)

The course studies various procedures used in designing, producing and evaluating materials used in Science instruction. It includes the production of locally made instructional materials used in teaching Science.

EDUC 250 Learning Theories (Cr. 3)

This course introduces students of Occupational Therapy and Physiotherapy to the cognitive, psychomotor, and affective aspects of human learning. Focus is placed upon the various theories of learning and their application to both the student's own learning processes, and also to enable patients and relatives to learn in a therapeutic situation.

EDUC 251 Thought and Language Acquisition (Cr. 3)

This course discusses the nature of the relation between language and thought in early childhood. It gives students practical experiences contributing to the discovery of developing factors of language as a thinking tool which effects and is affected by thought. It also develops the students' understanding for the basic role of the child's language environment and its effect on his/her perceptions, thinking abilities and skills in addition to academic readiness. It also discusses the role of the teacher of early childhood in developing the child's language and thought.

EDUC 252 Music in Early Childhood Education (Cr. 3)

This course provides students with various musical experiences in developing their musical appreciation, understanding basic principles of movement, auditory skills and listening, folklore movement and creating stories with music and movement.

EDUC 260 Research in Early Childhood Education (Cr. 3)

This course develops the student's ability to use organized scientific methods of research in the field of Early Childhood Education as well as solving problems they face inside and outside the school. Various methods of collecting valid, reliable and objective data are explored. Data analysis and interpretation are discussed in view of communicating relevant information to parents and administration as well as using it for the maximal benefit of the child.

EDUC 263 Storytelling (Cr. 3)

Storytelling is a fundamental, experiential course in the development of the speaking voice of teachers of young children. Students study the physiology of the voice and breathing mechanism while simultaneously experimenting with their own vocal development. The process includes experiences in oral interpretation (individual, group and platform), storytelling (literary, cultural and imaginary), and creative dramatics.

EDUC 267 Practicum in the Pre-School I (Cr. 1)

This course develops observation skills of students through their presence in the classroom. It gives them an opportunity to live and notice the educational environment of the pre-school and the first grade. The observation includes out-door and in-door physical space, educational materials, number of children in comparison to adults, schedule, curriculum and teaching learning practices.

EDUC 269 Practicum in Grades 1-4 I (Cr. 1)

This course develops skills of students through their presence in the classroom. It gives them an opportunity to live and notice the educational environment of the preparatory class (Tamhidi), first and second grades. The observation includes out-door and in-door physical space, educational materials, number of children in comparison to adults, schedule, curriculum and teaching learning practices.

EDUC 301 Counseling (Cr. 2)

This course aims to introduce students of Occupational and Physiotherapy to general counseling principles and gives an overview of the different counseling techniques. Emphasis is placed upon the development of appropriate counseling skills for therapists.

EDUC 302 General Methods Grades 5-10 (Cr. 3)

This course includes the study of the school curriculum grades 5-10 in the students' major field of study. Students develop educational goals and objectives, establish long-range and daily plans, prepare and practice various presentation skills and develop materials and aids to enhance the learning process.

EDUC 305 Guidance and Counseling (Cr. 3)

This is a practical course for students with a strong interest in psychology and education. It acquaints students with fundamentals of modern guidance programs and general counseling principles and techniques. Students develop psychological foundations for the counseling setting on the West Bank.

EDUC 313 Computer and Statistics (Cr. 3)

This course introduces descriptive and inferential statistics, different statistical techniques and how to use them in the students/teachers' related fields and work. The course also includes an introduction to the computer and how to use it in statistical work.

EDUC 314 School Curriculum (Cr. 3)

This course qualifies prospective student teachers through acquainting them with the characteristics of the subject curriculum and analyzing it. It also trains them how to identify and formulate instructional objectives in all their

cognitive, affective and psycho-motor domains. Moreover, the course helps them prepare daily, term and annual plans.

EDUC 315 Special Methods of Teaching I (Math) (Cr.3)

This course deals with basics and principles of teaching and skills that are consistent with the nature of the specialization and modern teaching approaches. This includes surveying teaching methods and various skills, analyzing the content, deriving objectives and specifying the appropriate activities.

EDUC 316 Special Methods of Teaching II (Math) (Cr.3)

This course develops skills in lesson planning and application of various instructional methods, skills and technology in the subject through the use of inductive and deductive approaches and problem solving in teaching facts, curricula, principles and self-learning. The course also includes a practicum to develop teaching skills.

EDUC 317 Special Methods of Teaching I (Science) (Cr.3)

This course deals with the basics and principles of teaching and skills that are consistent with the nature of the specialization and the modern teaching approaches. This includes surveying teaching methods and various skills, analyzing content, deriving objectives and specifying appropriate activities.

EDUC 318 Special Methods of Teaching II (Science) (Cr.3)

This course develops skills in lesson planning and application of various instructional methods, skills and technology in the subject through the use of inductive and deductive approaches and problem solving in teaching facts, curricula, principles and self-learning. The course also includes a practicum to develop the teaching skills.

EDUC 319 Special Methods of Teaching I (Arabic) (Cr.3)

This course deals with basics and principles of teaching and skills that are consistent with the nature of the specialization and the modern teaching approaches. This includes surveying teaching methods and various skills, analyzing content, deriving objectives and specifying appropriate activities.

EDUC 320 Special Methods of Teaching II (Arabic) (Cr.3)

This course develops skills in lesson planning and application of various instructional methods, skills and technology in the subject through the use of inductive and deductive approaches and problem solving in teaching facts, curricula, principles and self-learning. The course also includes a practicum to develop the teaching skills.

EDUC 321 Special Methods of Teaching I (English) (Cr.3)

This course deals with basics and principles of teaching and skills that are consistent with the nature of the specialization and modern teaching approaches. This includes surveying teaching methods and various skills, analyzing content, deriving objectives and specifying appropriate activities.

EDUC 322 Special Methods of Teaching II (English) (Cr.3)

This course develops skills in lesson planning and application of various instructional methods, skills and technology in the subject through the use of inductive and deductive approaches and problem solving in teaching facts, curricula, principles and self-learning. The course also includes a practicum to develop teaching skills.

EDUC 323 Special Methods of Teaching I (Civics) (Cr.3)

This course deals with basics and principles of teaching and skills that are consistent with the nature of the specialization and modern teaching approaches. This includes surveying teaching methods and various skills, analyzing content, deriving objectives and specifying appropriate activities.

EDUC 324 Special Methods of Teaching II (Civics) (Cr.3)

This course develops skills in lesson planning and application of various instructional methods, skills and technology in the subject through the use of inductive and deductive approaches and problem solving in teaching facts, curricula, principles and self-learning. The course also includes a practicum to develop the teaching skills.

EDUC 325 Teaching Language Arts (Cr. 3)

This course studies the nature of language and the psycho- and socio-linguistic aspects of language acquisition. Emphasis is placed on teaching language arts skills (reading, writing, spelling, listening, speaking) and children's literature. Alternative methods of teaching language arts are presented and discussed in the light of existing primary grade curricula.

Prerequisite: ARAB 310.

EDUC 326 Research Methods in Education I (Cr. 3)

This course acquaints students with the significance of educational research with respect to their role as an educator. It also enables students to acquire skills of planning and conducting educational research, to design and use tools of research, and to analyze and interpret the results.

EDUC 327 Research Methods in Education II (Cr. 1)

This course is a continuation of EDUC 326. It emphasizes data analysis, interpretation of results and conclusions.

EDUC 328 Special Methods of Teaching I (Christian Religion) (Cr.3)

This course deals with basics and principles of teaching and skills that are consistent with the nature of the specialization and modern teaching

approaches. This includes surveying teaching methods and various skills, analyzing content, deriving objectives and specifying appropriate activities.

EDUC 329 Special Methods of Teaching II (Christian Religion) (Cr.3)

This course develops skills in lesson planning and application of various instructional methods, skills and technology in the subject through the use of inductive and deductive approaches and problem solving in teaching facts, curricula, principles and self-learning. The course also includes a practicum to develop the teaching skills.

EDUC 337 Classroom Observation (Cr. 1)

In this course students observe classes in their major in grades 5 – 10, to experience the classroom environment, teaching methods, educational activities, education methods and teaching aids. This course acquaints students with the roles of the teachers and pupils and the nature of the relationship between them.

EDUC 338 Participating in Teaching (Cr. 2)

In this course, students plan, implement, evaluate and follow-up teaching/ learning sessions in their major for grades 5–10 under the full supervision, guidance, follow-up and presence of cooperative school teachers to learn from their advice and consultation. Students are expected to attend and participate in school meetings, activities, programs, committees and take on any task assigned from the principal and/or cooperative teacher.

EDUC 351 Principles of Guiding Young Children (Cr. 3)

This course discusses educational approaches and teachers behavior in Palestinian schools and the outcome of these approaches on children's personality development. The emphasis, in this course, is on alternative guidance and educational skills, which preserve the natural development of children. This course helps educators to understand and to fulfill the needs of children by providing healthy educational settings in schools and to realize the effect of their behavior on the children's mental health.

EDUC 352 Arts and Crafts in Early Childhood Education (Cr. 3)

This course discusses the importance of arts and crafts in the development of the young child. The arts and crafts curriculum in the pre-school and the first four grades, extra-curriculum activities, as well as activities appropriate for youth and children's clubs, are included.

EDUC 353 Teaching Children Physical Education (Cr. 2)

This course provides concepts related to physical education philosophy and its significance to this period. It also outlines the curriculum used at this

stage, methods of designing the annual plan, lesson plans, and evaluation. The course also helps students understand characteristics of children's movement and activities appropriate for this stage.

EDUC 354 Teaching Children Environment & Social Studies (Cr. 2)

This course focuses on social and environment subjects in grades 1 to 4 as integrated and interrelated subjects based on active learning experiences. Analysis of content of social studies school texts and relevance to the lives of the pupil, planning, conducting, supervising and evaluating teaching sessions and meetings are included.

EDUC 355 Children's Literature (Cr. 3)

The course introduces the importance of children's literature in bringing joy to children as well as developing their linguistic abilities both orally and in writing. Children's literature also plays a significant role in developing the readers' cognition and the necessary steps for reading and writing readiness. The course introduces various kinds of children's literature and tests their validity in both content and form for pre-school and elementary school children.

EDUC 356 Community Education in Pre-School (Cr. 3)

This course deals with the social science curriculum in the pre-school. It discusses the importance of the hidden curriculum in the development of the cultural and social identity of the child.

EDUC 357 Practicum in the Pre-School II (Cr. 1)

This course provides experiences to help students discover their own abilities and skills as teachers of the pre-school stage. It concentrates on developing classroom interaction between teachers and children as well as children with each other. In addition, their interaction with children in the non-curricular activities of daily life and their participation in the activities of the early childhood continuous campaign "New Dawn" furthers their experience.

EDUC 359 Practicum for Grades 1-4 II (Cr. 1)

This course provides experiences to help students discover their own abilities and skills as teachers of grades 1-4. It concentrates on developing classroom interaction between teachers and children as well as among children. In addition their interaction with children in the non-curricular activities of daily life and their participation in the activities of the early childhood continuous campaign "New Dawn" furthers their experience.

EDUC 360 Moral Education in the Pre-School (Cr. 3)

This course deals with moral education and its importance in shaping and creating human character in the pre-school stage. It discusses stages of moral and spiritual growth which children go through during the early childhood years. In addition it increases the students' understanding the nature of

children as well as planning and implementing activities that develop moral values within the child.

EDUC 361 Testing and Evaluation in Early Childhood Education (Cr. 3)

This course assists students to acquire skills required to prepare and use tests as educational tools in order to promote individualized teaching. Furthermore, meeting individual needs of learners in view of their personal circumstances and abilities are also acquired.

EDUC 362 Teaching Children Mathematics and Science (Cr. 3)

This course exposes students to a variety of teaching techniques in math and science. Emphasis is on developing abilities and skills to teach mathematical and scientific concepts by means of hands-on activities in the classroom. Moreover, students are trained how to design math and science activities by using the “Discovery Method”.

EDUC 363 Teaching Children a Second Language (Cr. 3)

The course is divided into two parts. In the first part important issues in language, learning and teaching are addressed. The following questions are raised: What is the nature of the language? How is it acquired? What are the skills and instincts that young children bring to learning a foreign language? What is the teacher’s role in promoting second language development? The second part of the course is practical. Aspects of the methodology relevant to teaching children a second language are observed and discussed. The merits and practicalities of topic-centered and activity-based language teaching are highlighted.

EDUC 364 Teaching Children Religious Education (Cr. 2)

This course deals with moral and religious education and its importance in shaping and creating human character in the early stages. It discusses various theories of moral and spiritual growth which children experience. It also presents various methods and styles in teaching religious education in the first four years of schooling which concentrate on the child as the active agent in the learning process.

EDUC 365 Pre-School Administration (Cr. 2)

This course focuses on educational administration skills in kindergartens. It includes concepts and processes of leadership as supports of learning experiences. It also includes the leadership role in enhancing and developing activities as well as cooperation of children, parents, and the local community with kindergartens.

EDUC 366 Movement Education in the Pre-School (Cr. 3)

This course introduces the concept of movement education and its significance in the development of children's character. It focuses on children at the 3-5 year stage and on the significance and variety of movement activities as well as teaching methods that are suitable for children at this stage.

EDUC 367 Practicum in the Pre-School III (Cr. 1)

This course provides experiences that help students develop communication skills, verbal and non-verbal. It concentrates on students' interaction with children, teachers and other adults who work in kindergartens.

EDUC 368 Science and Math in Pre-School (Cr. 3)

This course equips students with a variety of teaching techniques in math and science. Emphasis is on developing abilities and skills to teach mathematical and scientific concepts through hands-on activities in the classroom. Moreover, students are trained to design math and science activities by using the "Discovery Method."

EDUC 369 Practicum Teach. In Grades 1-4 III (Cr. 1)

This course provides experiences that help students develop communication skills, verbal and non-verbal. It concentrates on students' interaction with children, teachers and other adult who work in grades 1-4.

EDUC 389 Senior Seminar in Elementary Education (Cr. 1)

This course provides seniors an opportunity to review, organize and integrate material from previous major courses. Seminar participants present papers for open discussion and response of students and faculty members, assisting as coordinators or resource consultants, at seminar sessions. The seminar meets weekly and attendance is required for graduation.

EDUC 409 Special Methods in Grades 5-10 (Cr. 3)

The course helps students develop skills in planning and presenting effective teaching for grades 5-10 in the specialty field, such as Arabic Language, English Language or science and mathematics. Topics included in this course are: a model for instruction, individualized instruction, and improving creative and critical thinking skills.

EDUC 413 Teaching in School (Cr. 2)

Students take the full role and responsibility of the cooperative teacher in their major for grades 5–10. Practicing students are required to present and discuss their teaching plans with the cooperative teacher, listen to his/her comments and advice to improve performance as a teacher.

EDUC 414 E-learning in Education (Cr. 2)

This course focuses on the status of the computer and internet in the teaching and learning process as a tool and as a source of information. It focuses as

well on the role and areas of using computers and internets in classroom teaching and in various educational activities.

EDUC 451 Instructional Materials and Equipment in Early Childhood

Education

(Cr. 3)

This course is an advanced course where students implement active learning principles in producing and evaluating a wide range of educational materials. Students are encouraged to explore various types of equipment and materials that promote the learner's creative and critical thinking.

EDUC 452 Working with Parents

(Cr. 3)

This course discusses the importance of the positive and strong relationship between the different partners who are working with the child such as: the home, the school, cultural center etc... It introduces the various ways and methods used to strengthen the partnership between them which is needed to improve and develop early childhood.

EDUC 453 Integrated Curriculum

(Cr. 2)

This course emphasizes the concept of the “Comprehensive Teacher.” Based on the analysis of the prescribed curricula students are encouraged to plan cross-subject themes in grades 1-4. This enables the teacher to comprehensively teach all subjects to a particular class or grade level.

EDUC 454 The Pre-School Curriculum

(Cr. 3)

This course deals with the curriculum in the pre-school stage as a general framework based on needs and characteristics of children at this stage, which focuses on the nature of the educational environment. It concentrates on principles of the planning process focusing on children as a center of the learning process. It provides students with various experiences related to types, aspects and components of the planning process whether activities, experiences, materials and equipment used in the continuous evaluation of children to achieve individualization. The course also deals with teachers' self-evaluation and that of all partners participating in the educational process in order to develop themselves

EDUC 457 Practicum in the Pre-School IV

(Cr. 1)

The course provides students with various experiences in planning and implementing activities with pre-school children concerning various topics such as: arts and crafts, children's literature, music and movement. Students also work on their graduation seminar proposal.

EDUC 459 Practicum in Grades 1-4 IV

(Cr. 1)

This course provides the students with different experiences in planning and implementing activities with the first grade children concerning various topics such as: arts, crafts, math and science, environment, language and religion. Students also work on their graduation seminar proposal.

EDUC 461 Children with Special Needs (Cr. 3)

This course provides students with a foundation of knowledge about children with special educational needs. This applies to the talented, the slow learner, and those who deviate from the so-called normal because of physical or sensory impairment, degree of mental endowment, or problems of emotional adjustment. Teachers need to be able to recognize these needs, and to be aware of what can be done in ordinary schools to enhance the development of children's potentials within their individualities and differences.

EDUC 462 Computer in Early Childhood Education (Cr. 2)

This course is divided into three main sections. The first is computer literacy, where basics of information technology, with emphasis on using computers, are covered. The second is basics of computer-based education, starting from curriculum design to computer education requirements, assessing the needs of teaching software and the quality and characteristics of such programs. The third part is a practical and research component where the students apply skills learned in the first two parts to a case study.

EDUC 467 Practicum in the Pre-School V (Cr. 1)

This course provides students with an opportunity to take the complete role of the teacher in pre-school. Students plan a weekly program based on the integrated curriculum course, with co-ordination of the classroom teacher and the practicum supervisor. This program includes educational objectives, various activities, educational materials, games, and evaluation tools. In addition students implement the program with the children and evaluate it with the teacher and the practicum supervisor.

EDUC 469 Practicum in Grades 1-4 V (Cr. 1)

This course provides students with an opportunity to take the complete role of the teacher in the first four grades. Students plan a weekly program based on the integrated curriculum course, with co-ordination of the classroom teacher and the practice supervisor. This program includes educational objectives, various activities, educational materials, games and evaluation tools. In addition students implement the program with children and evaluate it with the teacher and the practicum supervisor.

TEACHING OF THE ARABIC LANGUAGE

EDAR 251 Teaching Classical Arabic Literature (Cr. 3)

This course involves the study of outstanding aspects of the Jahilite age (diction, poetry, writing) in the context of the social structure of Jahilite

society. It also deals with Islamic literature represented in the early period of the Umayyad period. Texts from the Qur'an, Hadith and poetry are included.

EDAR 351 Applied Linguistics (Cr. 3)

This course emphasizes phonetics, Arabic sounds, morphology, structure, the Arabic word, stems, phonology, semantics and transformational generative grammar as it applies to the language arts curriculum in the grades 5-10.

EDAR 352 Language Skills (Cr. 3)

This course is designed to enhance the students' writing ability using various techniques of paragraph development and expository writing at the essay level.

EDAR 361 Methods of Teaching Reading and Oral Skills (Cr. 3)

This course introduces the subject area teacher to the methodology of teaching reading skills, formulation of behavioral objectives and the basis of oral and spoken reading of poems.

EDAR 362 Methods of Teaching Grammar (Cr. 3)

In this course, students learn methods of teaching Arab grammar skills from the fifth to the tenth grade. Major problems in teaching grammar, formulating teaching objectives, and class applications are addressed.

EDAR 451 Methods of Teaching Writing (Cr. 3)

This course introduces the methodology in teaching writing skills within the following main areas:

- Types of Arab Calligraphy and the formulation of its objectives and pedagogy.
- Dictation types and the behavioral objectives for teaching them. The obstacles and issues related to teaching this vital area are also addressed.
- Writing skills include: problems, the formulation of objectives, the sources of improvement and the ways of teaching.

EDAR 452 Testing (Cr. 2)

This course guides students in procedures for planning, writing, administering and analyzing classroom language tests. Testing of specific skills is addressed: reading, listening, writing, speaking, grammar and vocabulary. Emphasis is not only on understanding principles of language testing but also on how these principles are applied in practice.

EDAR 461 Teaching Literary Criticism (Cr. 3)

Students, in this course, are exposed to the nature of literary criticism and the nature of critical work of Arabic literature in its various periods. Emphasis is based on literary texts drawn from the curriculum of grades 5-10.

TEACHING OF THE ENGLISH LANGUAGE

EDEN 261 English Literature (Cr. 3)

This is a survey course of the most significant works and authors of English literature beginning from Shakespeare till the present. It examines these works within their cultural contexts and emphasizes the intellectual and literary development from one age to another. It aims at giving the student a general view of English literature as a whole.

EDEN 361 Teaching Listening and Speaking (Cr. 3)

This course introduces students to the latest methods and techniques used in teaching listening and speaking skills and sub-skills. Students are offered the opportunity to analyze, evaluate and design listening and speaking activities and tasks for the English class at the grade school level.

EDEN 451 Topics in Professional Self-Development (Cr. 3)

This course offers students the opportunity to utilize reflection, self-inquiry and self-evaluation as a way of professional development. It adopts an action-research component to teacher education. The following topics are covered: lesson planning, classroom management, approaches to classroom investigation in testing, classroom talk (teacher questions, error correction, giving feedback, instructions), and materials evaluation and adaptation. Students engage in action-research oriented tasks and activities that help them acquire some basic professional skills that a reflective, self-directed teacher should possess.

EDEN 452 Teaching Reading, Writing and Grammar (Cr. 3)

This course introduces students to the latest methods and techniques used in teaching reading and writing skills and sub-skills as well as grammar. Reading and writing are approached as creative processes that involve interaction between reader and text and writer and audience. Students are offered the opportunity to analyze, evaluate and design reading and writing activities and tasks for an English class at the grade school level. They are also introduced to a variety of techniques and resources they are used in teaching grammar in a meaningful context with emphasis on the use of dramatic activities, role-playing, pictures, songs, games and problem-solving and text-based activities.

EDEN 453 Teaching Literature (Cr. 3)

This course explores the important role that literature plays in the English language classroom. This course aims to instruct students how to approach texts of various literary genres in the grade school classroom.

The course also examines the various difficulties of teaching/learning literature within the English language school syllabus and proposes ways for overcoming these difficulties.

EDEN 461 Testing (Cr. 3)

This course guides students in procedures for planning, writing, administering and analyzing classroom language tests. Testing of specific skills is addressed: reading, listening, writing, speaking, grammar and vocabulary. Emphasis of the course is not only on understanding the principles of language testing but also on how these principles are applied in practice.

TEACHING OF THE HISTORY/GEOGRAPHY

EDGH 222 Teaching and Reading Maps (Cr.3)

This course defines maps and their basic characteristics, the study and teaching of kinds of maps, basic elements in a map or map projections, scales and helping elements such as color and contour lines, reading and analyzing detailed topographic and geological tourist maps, aerial photos, satellite photos and their use in geographical aspects. Making maps by computer and studying the Geographic Information System (GIS) are included.

EDGH 312 Critique of the Geographical Text (Cr. 1)

This course promotes students critical analysis and thinking in the literature of geography. It develops their ability to analyze facts and realities as well as reading them objectively. The historical and geographical narration, especially in our region, was subject to modification, falsification, and denial of the facts in order to serve the interest of the colonial powers. A critical study of the texts enables students to identify the reality and to criticize the forged version.

EDGH 415 Teaching Oral History (Cr. 3)

This course involves both theoretical and field studies. Students are introduced to oral history methods and literature on the subject. This is followed by step by step instructions on how to make interviews, collect data and teach oral history in grade schools.

EDGH 422 Field Trips (Cr. 2)

In this course, offered during the spring semester, senior students take six trips to geographical, historical, archeological sites as well as ancient settlements in Palestine. Students have the opportunity to visually observe what they have studied throughout the years. They are accompanied by specialists who prepare them for guiding their schools in the future.

TEACHING OF THE MATHEMATICS

EDMA 100 Pre-Calculus (Algebra and Trigonometry) (Cr. 4)

Mathematical reasoning and Problem Solving strategies , functions with emphasis on polynomials, rational, absolute value and trigonometric functions. Solving quadratic equations, inequalities, and absolute value. Translation and rotation of axis. Right triangle trigonometry and applications. Mathematics of finance.

EDMA 239 Geometry for Teachers (Cr. 3)

Inductive and deductive study of Euclidean geometry; includes transformations, tessellations, polyhedra, classical theorems, introduction to non-Euclidean Geometry. Review of the middle school Geometry and its teaching strategies.

EDMA 241 Calculus III and Complex Variables (Cr. 4)

Vectors and the Geometry of Space, vector functions, functions of several variables, partial derivatives, double integrals, basic properties of complex numbers, geometric representation of complex numbers and operations on the complex numbers, Euler's formula, De Moivre's Theorem, finding roots of complex numbers and the fundamental theorem of algebra.

EDMA 333 Statistics for teachers (Cr. 3)

Introduction to Sampling Theory, the student t and F distributions, estimation theory, testing hypothesis for means, proportions, variance and some regression. Applications using a software package will be heavily stressed.

EDMA 334 Real Analysis for Teachers (Cr. 3)

Careful examination of the theory of calculus through the study of the real line. Rigorous development of the concepts and methods of calculus ,the real number system and its topology, theory of limits, continuity, differentiability, Riemann integrals, infinite series .

EDMA 431 Algebra for Teachers (Cr. 3)

Introduction to Algebraic Structures: basic concepts of groups, rings of polynomials, rings of matrices and fields.

Physical Education Courses

PSED 101 Physical Education (Cr. 1)

This course provides opportunities for creative expression and efficient large muscle body movements through team sports and physical fitness equipment. The theory emphasizes physical fitness concepts and sports injuries.

PSED 103 Lawn Tennis (Cr. 1)

This course includes a study of the history, development, and rules of tennis. It offers participants the opportunity to practice basic skills of tennis as well as to experience, under guidance, the concept of team play. This course develops personal physical fitness and provides enjoyable recreation time.

PSED 110 Sports and Health**(Cr. 3)**

This course deals with the development of sports and its role in the prevention from diseases of modern age. It focuses on the ways for weight control, upgrading of physical fitness and practicing the sports activities available on campus. It is a 3 credit course, 2 fifty minutes of theory and two fifty minutes of practice. The theoretical part is offered for both male and female together, but the practical part is separated

*Community Service Course***CMSR 101 Community Service****(Cr. 1)**

This course requires students to spend 60 hours in community service activities that aid the needy and marginalized members of the local Palestinian society. Through this program, students learn about community development needs and various programs designed to meet those needs. Service work is done on an individual or small group basis under faculty supervision. In addition, the course raises the awareness of students towards voluntary work.

Grading for this course is on a pass/fail basis.

FACULTY OF NURSING AND HEALTH SCIENCES

Description of the programs of the Faculty of Nursing and Health Sciences

The Faculty of Nursing and Health Sciences offers four distinct programs leading to a Bachelor of Science degree in Nursing, Midwifery, Physiotherapy, Occupational Therapy. The Nursing program is also offered on the University's off campus site in Qubeibeh. These programs prepare professional graduates who can work with a multidisciplinary health team, clients, and their families to meet the client's health needs and to upgrade the quality of health care in various health settings. For further specialization the Faculty offers Higher Diploma Programs in Midwifery, Neonatal Nursing, and Emergency Nursing. These programs provide students with advance knowledge, and skills in these specialized nursing fields to meet the health institutions demand and to improve the health status of the Palestinian people.

NURSING PROGRAMS

BACHELOR DEGREE OF SCIENCE IN NURSING

Credits needed for the Bachelor of Science in Nursing

A student majoring in Nursing needs to earn a total of 131 credits distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	65
Faculty Requirements	33
University Requirements	33
<i>Total</i>	<i>131</i>

The Nursing *Major* consists of a total of 65 credits as in the following table:

MAJOR IN NURSING

NURS 200	Introduction to Nursing (3)	NURS338*	Community Health Nursing (5)
NURS 251*	Fundamentals of Nursing I (5)	NURS 341*	Psychiatric Mental H. Nursing (5)
NURS 252*	Fundamentals of Nursing II (5)	NURS 350	Nursing Management (3)
NURS 332*	Maternity Nursing (5)	NURS 351	Pharmacology I (2)
NURS 333*	Pediatric Nursing (5)	NURS 352	Pharmacology II (2)
NURS 334*	Medical Surgical Nursing I (5)	NURS 354	Nursing Research (2)
NURS 335*	Medical Surgical Nursing II (5)	NURS 355	Professional Foundations (2)
NURS 336*	Medical Surgical Nursing III (5)	NURS 389	Nursing Seminar (1)
NURS 337*	Advanced Medical Surgical (5)		

* This course includes 105 un-credited clinical practice hours.

Faculty of Nursing Requirement Courses (33 Cr):

BIOL 141	Introduction to Biology (4)	MATH 352	Statistics (3)
BIOL 251	Anatomy & Physiology I (3)	SOCI 131	Sociology I (3)
BIOL 252	Anatomy & Physiology II (3)	SOCI 231	Sociology of the Family (3)
BIOL 253	Nutrition (3)	PHIL 104	Medical Ethics (2)
BIOL 254	Microbiology (3)	PSYC 231	Growth & Development (3)
CHEM 121	Chemistry I (3)		

The **University Requirements** for Nursing Students total 33 credits. The PHIL 302 is met by PHIL 104, SCIE 111 is met by BIOL 141. CMSR 101 is exempt.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Special Criteria

- Failure to obtain a C in any of the major courses means repeating the course.
- Students should pass a comprehensive exam at the end of the fourth year

Paradigm of courses

BACHELOR OF SCIENCE IN NURSING

First Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
NURS 200 Introduction to Nursing	3	NURS 251 Fundamentals of Nursing I	5
ARAB 120 Arabic Language Skills I	3	ARAB 121 Arabic Language Skills II	3
ENGL 120 English Language Skills I	3	CHEM 121 Introduction to Chemistry	3
BIOL 001 Biology Lab	R	BIOL 251 Anatomy & Physiology I	3
BIOL 141 Introduction to Biology	4	LIBR 101 Library Skills	R
SOCI 131 Introduction to Sociology	3	MATH 111 Fundamentals of Math.	3
PSED 101 Physical Education	1		
	17		17

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
NURS 252 Fundamentals of Nursing II	5	NURS 334 Medical Surgical I	5
NURS 351 Pharmacology I	2	NURS 335 Medical Surgical II	5
ENGL121 English Language Skills II	3	NURS 352 Pharmacology II	2
BIOL 252 Anatomy & Physiology II	3	BIOL 008 Microbiology Lab	R
BIOL 253 Nutrition	3	BIOL 254 Microbiology	3
		PSYC 231 Growth and Development	3
	16		18

Third Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
NURS 332 Maternity Nursing	5	NURS 338 Community Health Nursing	5
NURS 333 Pediatric Nursing	5	NURS 354 Nursing Research	2
ENGL 213 English Language Skills III	3	PHIL 104 Medical Ethics	2

MATH 352	Statistics	3	HIST 120	History of Modern Palestine	3
			SOCI 231	Sociology of the Family	3
		16			15

Fourth Year

FALL SEMESTER		CR	SPRING SEMESTER		CR
NURS 336	Medical Surgical III	5	NURS 341	Psychiatric M. H. Nursing	5
NURS 337	Adv. Medical Surgical	5	NURS 350	Nursing Management	3
NURS 389	Nursing Seminar	1	NURS 355	Professional Foundation	2
ECON 300	Basic Economics	3	RELS 300	Cultural Religions Studies	3
ARTS 101	Fine Arts	2	POLS 300	Themes in Political Science	3
		16			16

BACHELOR DEGREE OF SCIENCE IN MIDWIFERY

“Midwifery is the art and science which provides holistic care to child bearing women, babies and their families from preconception until the end of child bearing period and even throughout the life stage of women’s life”, (Palestinian Council of Health, 1998). This program is designed to meet the need of the Palestinian community through preparing independent qualified professional midwives. It is made of 131 credit hours and is designed to enable the midwife to fulfill the wide, and varied scope of practice, and to graduate students who can achieve the competency level which facilitates them to be skillful, and autonomous professionals.

Credits needed for the Bachelor of Science in Midwifery

A student majoring in Midwifery needs to earn a total of 131 credits distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	81
Faculty Requirements	20
University Requirements	30
Total	131

The Midwifery **Major** consists of a total of 81 credits as in the following table:

MAJOR IN MIDWIFERY

MDWF 011	Practicum: Basic Nursing (2)	MDWF 212	Advance Adult Health (2)
MDWF 012	Practicum: Adult Health (1)	MDWF 213	Patho-physiology (2)
MDWF 013	Practicum: Adv. Adult Health (1)	MDWF 214	Heath Promotion (2)
MDWF 014	Practicum: Pediatrics (1)	MDWF 221	Applied Anatomy & Physiology (3)
MDWF 015	Practicum: Neonatology (1)	MDWF 222	Pediatrics (3)
MDWF 016	Practicum: Antenatal (1)	MDWF 223	Neonatology (2)
MDWF 017	Practicum: Comm. Health (1)	MDWF 311	Women’s Health-Antenatal (4)
MDWF 018	Practicum: Labor (2)	MDWF 312	Community Health (4)
MDWF 019	Practicum: Postnatal (1)	MDWF 313	Genetics (1)
MDWF 020	Practicum: Gynecology (1)	MDWF 314	Preceptorship (2)
MDWF 021	Adv. Prac: Labor & Delivery (3)	MDWF 321	Woman’s Health-Labor (4)

MDWF 022	Adv. Prac: Antenatal (1)	MDWF 322	Obstetric Emergency (2)
MDWF 023	Adv. Prac: Postnatal (1)	MDWF 323	Mid. Ethics & Profess. Issues (2)
MDWF 024	Practicum: Management (1)	MDWF 389	Midwifery Seminar (1)
MDWF 111	Basic Anatomy & Physiology (3)	MDWF 411	Woman's Health-Postnatal (3)
MDWF 112	Introduction to Midwifery (3)	MDWF 412	Gynecology (2)
MDWF 121	Basic Nursing (4)	MDWF 413	Mental Health (3)
MDWF 123	Pharmacology (3)	MDWF 414	Research (2)
MDWF 211	Adult Health (4)	MDWF 421	Midwifery Management (2)

Faculty Requirement Courses (20 Cr)

BIOL 253	Nutrition (3)	MATH 352	Statistics (3)
BIOL 254	Microbiology (3)	PSYC 131	Intro. to psychology (3)
SOCI 231	Sociology of the Family (3)	PSYC 231	Growth & Develop. (3)
CAIS 252	Intro. to data Processing (2)		

The **University Requirements** for Midwifery Students total 30 credits. The MATH 111 is met by MATH 352, PHIL 302 is met by MDWF 323, SCIE 111 is met by MDWF 111. CMSR 101 is exempt.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Special Criteria

- Failure to obtain a C in any of the Major courses means repeating the course.
- Students should pass a comprehensive exam at the end of the program.

Paradigm of courses

BACHELOR OF SCIENCE IN MIDWIFERY

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MDWF 111	Anatomy and Physiology I	3	MDWF 121	Basic Nursing	4
MDWF 112	Introduction to Midwifery	3	MDWF 123	Pharmacology	3
ARAB 120	Arabic Language Skills I	3	MDWF 213	Patho-physiology	2
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
PSYC 131	Introduction to Psychology	3	ARAB 121	Arabic Language Skills II	3
PSED 101	Physical Education	1	CAIS 252	Intro. to Data Processing	2
		16			17

SUMMER SEMESTER

CR

MDWF 011	Practicum: Basic Nursing	2
ARAB 121	Arabic Language Skills II	3

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MDWF 012	Practicum: Adult Health	1	MDWF 014	Practicum: Pediatrics	1
MDWF 211	Adult Health	4	MDWF 016	Practicum: Antenatal	1
MDWF 214	Health Promotion	2	MDWF 222	Pediatrics	3
MDWF 221	Appl. Anatomy & Physiology	3	MDWF 311	Women's Health- Antenatal	4
BIOL 253	Nutrition	3	MDWF 313	Genetics	1
PSYC 231	Growth & Development	3	BIOL 254	Microbiology	3
			SOCI 231	Sociology of the Family	3
		16			16

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MDWF 015	Practicum: Neonatology	1	MDWF 013	Practicum: Adv. Adult Health	1
MDWF 018	Practicum: Labor	2	MDWF 017	Practicum: Comm. Health	1
MDWF 223	Neonatology	2	MDWF 212	Advance Adult Health	3
MDWF 321	Woman's Health-Labor	4	MDWF 312	Community Health	4
MDWF 323	Mid. Ethics & Prof. Issues	2	MDWF 322	Obstetric Emergencies	2
HIST 120	History of Modern Palestine	3	ECON 300	Basic Economics	3
ENGL 213	Communication Skills	3	MATH 352	Statistics	3
		17			17

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MDWF 019	Practicum Postnatal	1	MDWF 021	Adv. Prac. Labor & Delivery	3
MDWF 020	Practicum: Gynecology	1	MDWF 022	Adv. Prac. Antenatal	1
MDWF 314	Preceptor- ship	2	MDWF 023	Adv. Prac. Postnatal	1
MDWF 411	Woman's Health-Postnatal	3	MDWF 024	Practicum: Management	1
MDWF 412	Gynecology	2	MDWF 389	Midwifery Seminar	1
MDWF 413	Mental Health	3	MDWF 421	Midwifery Management	2
MDWF 414	Research	2	RELS 300	Religious Studies	3
POLS 300	Political Science	3	Art 101	Fine Arts Requirement	2
		17			14

HIGHER DIPLOMA PROGRAMS

Criteria for Admission

1. Tawjihi 65% or above.
2. Baccalaureate Degree in Nursing.
3. At least two years of clinical experience in the relevant field.
4. Satisfactory knowledge of English.
5. Passing an interview.

Admission Process

Advertising for this program is done in the local newspapers. Institutions also are invited to nominate suitable candidates for the program. Each candidate will be interviewed by a selection panel, which requires evidence of the candidate's educational and professional qualifications. A short statement in English will be completed by each candidate indicating the reasons for

wishing to be admitted to the program, and how they may be of benefit to the local community.

Special Criteria

- a. Failure to obtain a C in any of the major courses means repeating the course.
- b. Students should pass a comprehensive exam at the end of the program.

HIGHER DIPLOMA IN MIDWIFERY PROGRAM

Description of the Higher Diploma in Midwifery Program

This program is designed to meet the need of the Palestinian community through preparing independent qualified professional midwives, as pregnancy and childbirth are seen as a major life event in the broader context of family and community. This program made of 38 credit hours is for part time students who have current experience in maternity community services. To earn the diploma the student must achieve a minimum Grade Point Average (GPA) of 2.00 in all courses, and the objectives of each practicum to be able to earn the graduate diploma in midwifery certificate.

Paradigm of courses

HIGHER DIPLOMA IN MIDWIFERY

First Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
MDWF 515 Applied Anatomy & Physiology	3	MDWF 514 Scope of Professional P. I	4
MDWF 532 Women's Health. & Normal Childbearing I	4	MDWF 516 Women's Health & Abnormal Childbirth I	4
		MDWF 530 Practicum: Labor & Delivery I	2

SUMMER SEMESTER

CR

MDWF 509 Neonatology	2
MDWF 521 Practicum: Antenatal Care I	1
MDWF 525 Practicum: Post Partum Care	1
MDWF 531 Practicum: Neonatal	1

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
MDWF 517 Scope of Professional Pract. II	4	MDWF 519 Midwifery Research	2
MDWF 518 Midwifery Management	1	MDWF 520 Preceptorship	2
MDWF 527 Practicum: Labor & Delivery II	2	MDWF 529 Extended Practicum	3
MDWF 528 Practicum: Antenatal Care II	2		

EMERGENCY NURSING PEROGRAM

Description of the Higher Diploma Program in Emergency Nursing

The Higher Diploma Program in Emergency Nursing started in 2003. It is the first program of its kind in Palestine. The main goal of this program is to develop the nursing personnel in the advanced clinical field of emergency nursing in order to improve the quality of nursing care for patients.

Paradigm of courses

HIGHER DIPLOMA IN EMERGENCY NURSING

First Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EMER 500 Foundation of E.N.	2	EMER 550 Clinical Emergencies	5
EMER 510 Pre-hospital Care Mgmt.	2	EMER 555 Prac.: Clinical Emergencies	3
EMER 515 Practicum: Pre- Hosp. Care	2		
EMER 520 Physical Examination	2		

Second Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
EMER 530 Triage	3	EMER 560 E.N. Research	2
EMER 535 Practicum: Triage & Trauma	2	EMER 570 Teach. & Mgmt in E.N.	4
EMER 540 Trauma Nursing	3	EMER 575 Practicum: Teach. & Mgmt.	2
		EMER 585 Clinical Residency	R

NEONATAL NURSING PROGRAM

Description of the Higher Diploma Program in Neonatal Nursing

Neonatal Nursing is a relatively new specialty in comparison with adult health, midwifery, or other areas of nursing. It aims to provide staff nurses with advanced level of knowledge and skills needed to provide comprehensive nursing care to special and critically ill newborns and their families.

Paradigm of courses

HIGHER DIPLOMA IN NEONATAL NURSING

First Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
NENU 001 Cl. Prac.: Labor & Normal	1	NENU 002 Cl. Prac.: Neo.Intermed Care	2
NENU 500 Intro. to Neonatal Nursing	3	NENU 503 Neonatal Pharmacology	1
NENU 501 Neonatal Nursing I	3	NENU 504 Neonatal Nursing II	6
NENU 502 Neonatal Resuscitation	1		

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
NENU 003	Cl. Prac.: Neo. Inten. Care	2	NENU 000	Clinical Residency	R
NENU 505	Nursing Ethics	1	NENU 004	Cl. Prac.: Teach & Mgt.	2
NENU 506	Neonatal Nursing III	6	NENU 507	Neonatal Nurs. Research	2
			NENU 508	Teaching & Management	3

Description of courses

NURSING

NURS 131 First Aid and Personal Safety (Cr. 3)

This course is designed to provide the student with the first aid principles and skills necessary to help victims of accidents, emergencies, and disaster situations.

NURS 200 Introduction to Nursing (Cr. 3)

This course is designed to provide the student with various health and nursing concepts. It also provides the student with a wide body of knowledge of the principles governing health maintenance and promotion, as well as illness prevention.

NURS 251 Fundamentals of Nursing I (Cr. 5)

The course is designed to provide concepts basic to the practice of clinical nursing. The nursing process is presented as a frame of reference in meeting the human needs of people and in the delivery of health care in a variety of settings.

Prerequisite: NURS 200

NURS 252 Fundamentals of Nursing II (Cr. 5)

The course provides continued emphasis on nursing concepts, principles and techniques that are basic to the practice of nursing. It emphasizes the acquisition of knowledge and skills required in the delivery of quality nursing care for clients in the hospital, their homes and in the community.

Prerequisite: NURS 251

NURS 332 Maternity Nursing (Cr. 5)

The course gives information for students about women's health issues and reproductive health, caring for the women during pregnancy, labor and after delivery. It presents also specific measures in the prevention of disease and the promotion of health.

Prerequisite: NURS 334 or NURS 335

NURS 333 Pediatric Nursing (Cr. 5)

The course helps the students to develop an awareness of the importance of current child and infant care. It stresses health problems of the infant and

child and the nursing care necessary in restoring health to the child and family. Content mainly focuses on the development and health issues of the infants and children as well as their physical, psychosocial and spiritual needs. Clinical experience complements the theories that are presented.

Prerequisite: PSYC 231, NURS 334, or NURS 335

NURS 334, 335, 336 Medical Surgical Nursing I, II and III (Cr. 5, 5, 5)

The course presents an integrated approach to the study of health and illness. It is designed to give a broad general background in the care of adults who have medical & surgical problems. Emphasis is placed upon the nursing intervention involved in the maintenance and restoration of physiological equilibrium.

Prerequisite: NURS 252

NURS 337 Advanced Medical Surgical Nursing (Cr. 5)

Nursing concepts current to clinical practice in critical care nursing are included. Emergency, coronary care, intensive care and operating room nursing are especially emphasized. Clinical experience will complement the theories that are presented.

Prerequisite: NURS 334, NURS 335, NURS 336

NURS 338 Community Health Nursing (Cr. 5)

This course helps the students to address the community as client and focuses on the facilitation of the health of families and groups in the community through health promotion, disease prevention restoration and support processes. Students implement the role of Community Health Nurse and learn skills such as assessment, situation analysis and health education for community groups at risk.

Prerequisite: NURS 332, NURS 333

NURS 341 Psychiatric Mental Health Nursing (Cr. 5)

This course emphasizes mental health and psychiatric nursing concepts, constructs, and skills pertinent to nursing practice in selected psychiatric and community mental health settings.

Prerequisite: PSYC 231

NURS 350 Nursing Management (Cr. 3)

The primary goal of this course is to present the leader and manager roles as challenging and rewarding and to provide information, skill and tools that enable one to develop effective leadership and management skills. Students acquire knowledge related to concepts and principle of nursing management as well as learn the role and function of manager in clinical practice.

NURS 351, 352 Pharmacology I, II (Cr. 2,2)

These courses are designed to give the students information about medicine including generic and trade names for the common drugs in use, administration, actions, interactions, doses, uses, side effects, contraindications and special focus on nursing considerations.

NURS 354 Nursing Research**(Cr. 2)**

The course explores skills essential to the research process through critical analysis of research studies, and the application of principles of research methodology to selected projects.

Prerequisite: MATH 352

NURS 355 Professional Foundations**(Cr. 2)**

The course is a study of relationships and responsibilities of professional nursing with emphasis on current issues and professional organizations, as well as the planning and the discussing of career development. The course is required and is restricted to the last semester senior nursing students.

NURS 388 Clinical Practicum**(Cr. 0)**

This is a non-credit program designed to provide the Nursing student with an additional 300 clinical hours in a hospital setting for the mastery of nursing skills under the guidance of the nursing staff where the student is assigned. It has to be completed in the summer session after the third year of study.

Prerequisite: NURS 251, NURS 252, NURS 333, NURS 334 or NURS 335

NURS 389 Nursing Seminar**(Cr. 1)**

This course is designed to give the senior nursing student an opportunity to study in depth an area of specific interest. Faculty members assist and coordinate the student's work. It gives the student the chance to present their topic or finding of a written research paper, it is required and restricted to last semester senior nursing students.

MIDWIFERY**MDWF 011 Practicum: Basic Nursing****(Cr. 2)**

This course is designed to prepare student midwives with basic Nursing skills that are needed during their work in addition to practicing their ability in applying nursing processes.

MDWF 012 Practicum: Adult Health**(Cr.1)**

This course enables students to apply theory into practice and to improve their ability to deal with different cases, acute and chronic, in both medical and surgical units.

MDWF 013 Practicum: Advanced Adult Health**(Cr.1)**

This course enables students to apply theory into practice. It improves their ability to deal with critical cases and to work in critical care units as well as provide life support and appropriate help in a variety of emergency situations.

MDWF 014 Practicum: Pediatrics**(Cr.1)**

This course gives the opportunity for students to apply the theory presented in MDWF 312, which facilitates dealing with this age group and awareness of problems faced by a woman in her childbearing period.

MDWF 015 Practicum: Neonatology (Cr.1)

This course provides the opportunity for students to differentiate between the healthy and the unhealthy neonate and working with high risk neonates by spending a period of time in normal nurseries as well as neonatal intensive care units.

MDWF 016 Practicum: Antenatal (Cr. 1)

This course offers students the opportunity to apply theory and skills previously studied. Emphasis is placed on assisting pregnant mothers during antenatal period, following up the progress of mothers and the ability to diagnose and manage high risk cases. Students practice their role as health educator by arranging for ante-natal classes.

MDWF 017 Practicum: Community Health (Cr. 1)

This course gives the opportunity to apply theories learned independently. It assists students to gain skills related to community institutions that concern women's health. Students practice their role as counselor for women and deal with certain psychological problems, in addition to broadening their experience in practicing their role as community midwives.

MDWF 018 Practicum: Labor (Cr. 2)

This course offers the opportunity for students to apply the theory studied, and to manage normal labor and delivery as well as complicated ones.

MDWF 019, 020 Practicum: Post Natal & Gynecology (Cr. 1,1)

This course presents the opportunity for students to practice their role as care giver, educator and councilor in the postpartum unit as well as providing the opportunity to practice their role in the gynecological unit.

MDWF 024 Practicum: Management (Cr.1)

This course gives students the opportunity to apply the theory presented and to practice their role as managers and supervisors.

MDWF 021, 022, 023 Advanced Practicum: Labor and Delivery, Antenatal & Postnatal (Cr. 3, 1, 1)

These courses provide the opportunity for students to reach a competency level through practicing independently. They apply clinical judgment and decision making when providing care for low risk mothers before taking action in high risk situations. Students are given more practice opportunities

to manage the total care of mothers throughout pregnancy, labor and post-natal.

MDWF 111 Basic Anatomy and Physiology (Cr. 3)

This course is designed to provide the midwifery students with knowledge about human anatomy and physiology. It introduces students to the human body systems which include skeletal, muscular, neurosensory, respiratory, cardiovascular, digestive, and hepatobiliary. Emphasis is on detailed anatomy and functional physiology.

MDWF 112 Introduction to Midwifery (Cr. 3)

This course aims to provide students with a cultural and historical context for midwifery practice and provide them with various health, nursing and midwifery concepts. It stressed the need of women within Palestinian society to explore the scope of midwifery practice as well as to introduce students to midwifery terminology.

MDWF 121 Basic Nursing (Cr. 4)

This course provides concepts basic to the practice of clinical nursing with emphasis on basic principles and techniques that the midwife needs in her practice and emphasizes the acquisition of knowledge and skills required in the delivery of quality nursing care for clients in hospitals, homes and in the community. In addition emphasis is placed on the nursing process as a frame of reference in meeting human needs and the delivery of health care in a variety of settings.

MDWF 123 Pharmacology (Cr. 3)

This course is designed to give general information about medicine including generic and trade names for common drugs in use. Emphasis is on issues surrounding the prescription, administration, action, interaction, doses, uses, side effect and contraindication of medication use within the context of normal child birth.

MDWF 211 Adult Nursing (Cr. 4)

This is a comprehensive course that is designed to provide students with the knowledge of various medical and surgical health-related diseases. Special consideration is placed upon the introduction of medical and surgical health and illness concepts by the utilization of the nursing process module. It also focuses on the care, counseling and education of adults affected by acute and chronic alterations in their physical health. It provides nursing practice opportunities in health promotion, restoration and support of adults in acute

care. Further emphasis is placed on the psychological, patho-physiological and socio-spiritual needs and problems of patients.

MDWF 212 Advanced Adult Health (Cr. 2)

This course introduces students to critical care nursing concepts by the utilization of the nursing process. It focuses on proper and timely nursing assessment in order to implement effective nursing interventions for critically ill patients and to prevent additional injury. It also provides nursing practice opportunities in health promotion, restoration and support for patients in critical care units. Further emphasis is placed on the psychological, patho-physiological and socio-spiritual needs and problems of critically ill patients and their families.

MDWF 213 Patho-physiology (Cr. 2)

This course builds on student's knowledge of physiology so that the development of patho-physiological symptoms is recognized promptly and to develop decision-making and diagnostic skills in the utilization of support and preventive measures.

MDWF 214 Health Promotion (Cr. 2)

This course emphasizes the model and approaches used in health education and promotion philosophies, through reinforcing the positive behaviors where modification is necessary.

MDWF 221 Applied Anatomy & Physiology (Cr. 3)

This course emphasizes male and female reproductive systems. Related system structures are also examined in detail with more emphasis on the female. Embryology is explored in this course with a focus on fetal development and factors that contribute to fetal malformation and inherited factors. It also encourages midwifery students to explore issues concerning sexuality and sexual health and that sexual development and sexual health are influenced not just by physiological changes but also by psychological factors, cultural and gender issues.

MDWF 222 Pediatrics (Cr. 3)

The course helps the students to develop an awareness of the importance of current child and infant health care. It will stress the health problems of the infant and child and the care necessary in restoring health to the child and family. Content will mainly focus on the development and health issues of the infants and children as well as their physical, psychosocial and spiritual needs.

MDWF 223 Neonatology (Cr. 2)

This course is structured to provide students with necessary knowledge about the assessment, immediate and continuous care of the newborn. It also

provides students with the knowledge and skills necessary to identify the newborn at risk and to recognize abnormalities and birth traumas in the newborn. It emphasizes factors that place the fetus-newborn at risk.

MDWF 311 Women's Health - Antenatal (Cr. 4)

This course emphasizes the role of the midwife towards women before and during pregnancy, and the care that should be provided for mothers from the initial contact with the client through the onset of labor. Emphasis is on normal and high risk pregnancy, and on maternal and fetal risk factors that negatively affect the pregnancy outcome. Students are able to differentiate between normal and abnormal pregnancy. Antenatal preparation is a major concern in this course.

MDWF 312 Community Health (Cr. 4)

This course emphasizes sexuality and reproductive health and provides a broad overview of issues affecting women's reproductive health throughout life. Issues that impinge upon or are a direct result of pregnancy are examined. Issues concerning midwifery practice are a major focus as well as knowledge and other concepts involved in primary health care in order to deal with health and disease. It also emphasizes women's health epidemiology and other concepts involved in Public Health that are a major concern of students.

MDWF 313 Genetics (Cr. 1)

This course is designed to give basic understanding of genetics including cell division, modes of inheritance and chromosomal influences on reproduction. It also encourages students to learn methods used in diagnosing fetal genetic abnormalities in addition to appreciating the significance of genetic engineering for midwifery practice.

MDWF 314 Preceptorship (Cr. 2)

This course is designed to enable students to play an effective role in the clinical area and to participate in the orientation program for newly employed midwives or students. With advanced technology used in health institutions, particularly in hospitals, as well as the level of intensity required in the client and community care, a structured orientation program is essential for new staff members to help them adjust to the new system.

MDWF 321 Women's Health – Labor (Cr. 4)

This course emphasizes the role of the midwife in the intrapartum period and the ability to deal with normal labor as well as to manage abnormal labor and to deal with critical cases. Emphasis is on managing normal labor independently in various settings in the community clinics, home and hospital.

MDWF 322 Obstetric Emergencies (Cr. 2)

This course introduces midwifery students to the complexity of midwifery practice and provides them with the necessary knowledge and skills to provide life support and midwifery support and to obtain appropriate help in a variety of emergency situations.

MDWF 323 Midwifery Ethics & Professional Issues (Cr. 2)

This course prepares students to practice in a manner that upholds ethical principles. It also covers concepts of informed choices, advocacy and consent matters that are fundamental to midwifery practice.

MDWF 389 Midwifery Seminar (Cr. 1)

This course aims to address issues arising out of the students extended practicum and review the issues in the light of current research and deal with current issues in midwifery practice.

MDWF 411 Women's Health – Postnatal (Cr. 3)

This course is designed to provide students with information concerning after birth. Emphasis is on the ability of midwives to give the necessary supervision, care and advice to women during the postnatal period. Physiological and psychological changes and adaptation are discussed, issues of self care and baby care are identified, and emphasis is on complications that affect women during this period and the management of each abnormality. The role of the midwife in following up the women in their homes is a major concern.

MDWF 412 Gynecology (Cr. 2)

This course is designed to provide students with various aspects of management from individual woman's care to that of the workload. Students also learn about styles, theories of management and time management.

MDWF 413 Mental Health (Cr. 3)

This course introduces midwifery students to major concepts and theories in mental health and their relevance to midwifery practice. Major emphasis is placed on developmental psychology and major mental disorders. It provides explanations of some behavior, in addition to introducing methods of psychological adjustment for women with a variety of conditions.

MDWF 414 Midwifery Research (Cr. 2)

This course introduces students to essential concepts upon which midwifery is based, research processes, theories, methodological analysis, and the ability to critique information available internationally and nationally.

MDWF 421 Midwifery Management (Cr. 2)

This course introduces students to concepts of human resource management and the ability to utilize the management process. Emphasis is placed on learning their role in effecting and managing change in clinical areas as well as learning styles, theories of management and time management.

MDWF 509 Neonatology (Cr. 3)

This course provides students with necessary knowledge about assessment, immediate and continuous care of the newborn, knowledge and skills necessary to identify the newborn at risk, recognize abnormalities and birth trauma of the newborn and in addition to emphasize factors that place fetus newborn at risk.

MDWF 514 Scope of Professional Practice I (Cr. 4)

This course provides students with essential concepts and theoretical development of midwifery in various models of midwifery practice. Emphasis is given to gynecological problems and concern for women during their life stages, health issues associated with infertility and fertility, genetic disorders, sexuality concerns, violence against women and compromising behavior. It also emphasizes health promotion strategies, health education and screening programs that are available locally, nationally and internationally.

MDWF 515 Applied Anatomy & Physiology (Cr. 3)

This course is designed to broaden students previously acquired knowledge of human reproduction. Major concepts include anatomy and physiology of the female and male reproductive systems with emphasis on the female. Embryology and genetics are explored with a focus on fetal development and factors that contribute to fetal malformation and inherited disorders.

MDWF 516 Women's Health & Abnormal Child Birth (Cr. 4)

This course presents students necessary knowledge about high risk pregnancy, diseases and disorders associated with pregnancy, labor and postnatal with its complications. It explores the role of the midwife in planning and offering care based on the women's condition, in addition it provides students with necessary skills to practice independently or with joint care of women who are at risk or experiencing complications during delivery and the knowledge to seek medical help when necessary or use emergency measures in the absence of medical help.

MDWF 517 Scope of Professional Practice II (Cr. 4)

This course is designed to provide students with insight into women's health issues. Midwifery practice issues are a major focus along with ethics and moral dilemmas encountered by the practitioner in gynecology and midwifery,

concepts of practice related to accountability, standards adopted by the international confederation of midwives and an overview of maternal health care services and issues. To develop reflective practice, critical incidence in practice and concepts that can be applied to the role of midwife and the care of the mother are also discussed.

MDWF 518 Midwifery Management (Cr. 1)

This course introduces students to concepts of human resource management. Emphasis is placed on the ability to utilize the management process. Midwifery students also learn about their role in effecting and managing change in their clinical areas.

MDWF 519 Midwifery Research (Cr. 2)

This course is designed to broaden existing information and knowledge about the research process, theories, methodology analysis and its application in midwifery practice.

MDWF 520 Preceptorship (Cr. 2)

This course enables midwifery students to play an effective role in the clinical setting and participate in the orientation program for newly employed midwives or students. With advanced technology used in health institutions, particularly in hospitals, as well as the level of intensity required in the client and community care, a structured orientation program is essential for new staff members to help them adjust to the new system.

MDWF 521 Practicum: Antenatal Care I (Cr.1)

This course gives students the opportunity to apply theory learned while emphasizing management of pregnant women during the antenatal period and to differentiate between normal and high risk cases and to practice the role of health educator by means of antenatal classes.

MDWF 525 Practicum: Post Partum Care (Cr. 1)

This course gives students the opportunity to apply theories learned and to practice the role independently, to work with the women and baby after birth, to be aware of any post partum complications and to practice the role in caring for gynecological patients.

MDWF 527 Practicum Labor & Delivery II (Cr. 2)

This advanced course gives students the chance to work in the delivery room independently with normal deliveries, to increase self confidence in deliveries, to differentiate between normal and abnormal deliveries and to manage normal labor and neonatal care as well as to assist in abnormal labor.

MDWF 528 Practicum: Antenatal Care II (Cr. 2)

This course gives the chance for students to apply the theory learned, to

practice the role of community midwife, to broaden experience, to facilitate working with women independently during pregnancy, to give the chance to differentiate between normal and abnormal pregnancy, to deal with gynecological problems, to implement screening tests that are necessary for women from different age groups and to practice the role of counselor for postnatal women.

MDWF 529 Extended Practicum (Cr. 3)

This period of practicum strengthens clinical skills of the midwifery students and encourages them to develop more independent use of clinical judgment and decision-making when caring for the mothers.

MDWF 530 Practicum Labor and Delivery I (Cr. 2)

The course gives students the chance to observe deliveries and apply theory learned and to know how to manage normal labor when following up the women.

MDWF 531 Practicum: Neonatal (Cr. 1)

This course gives students the opportunity to apply theory learned. The focus is on working with healthy neonate as well as high risk by spending a period of time in normal nurseries and neonatal Intensive Care Units.

MDWF 532 Women's Health and Normal Childbearing (Cr. 4)

This course focuses on behavioral and sociological aspects of pregnancy, childbirth, motherhood and parenting. It explores in depth the role of the midwife in antenatal, intra-partum and post partum care, in addition to concepts related to well women, health education, health promotion and family spacing.

EMERGENCY NURSING

EMER 500 Foundations of Emergency Nursing (Cr. 2)

This course introduces students to the history of emergency nursing, emergency care team, legal and ethical issues related to this field. Emphasis is on nursing roles. Students are introduced to professional nursing emergency associations.

EMER 510 Pre-hospital Care Management (Cr. 2)

This course concentrates on emergency medical service systems related to

stabilization of patients with injuries, methods of transfer both air and ground, preparation of patients and medico legal responsibility. Emphasis is placed on disaster planning and management.

Clinical needed: EMER 515 (2 cr.)

EMER 515 Practicum: Pre-hospital Care (Cr. 2)

This course provide students with opportunities to practice their knowledge about stabilizations and transfer of the victims. This practice takes place in institutions that provide this kind of ambulatory care.

EMER 520 Physical Examination (Cr. 2)

The emphasis of this course is to promote students skills in the physical assessment process of the patient from head to toe. A thorough examination of specific systems including special maneuvers used for patients receiving care in emergency care facilities.

EMER 530 Triage (Cr. 3)

This course helps students in the classification of patients for the purpose of determining treatment priorities. It also exposes students to the responsibilities of triage nurses and proficiency of several skills, including assessment, communication, organization and decision making.

Clinical needed: EMER 535

EMER 535 Practicum: Triage and Trauma Nursing (Cr. 2)

Students apply their knowledge and skills about trauma nursing in emergency departments. They practice their assessment planning, interventions and evaluation skills by sorting out their priorities.

EMER 540 Trauma Nursing (Cr. 3)

This course focuses on mechanisms of trauma, patterns of injury, trauma protocols, primary survey interventions and the nursing process in advanced trauma life support.

Clinical needed: EMER 535

EMER 550 Clinical Emergencies (Cr. 5)

This course is designated to help students deal effectively with medical and surgical emergencies of all body systems: nervous, cardio pulmonary, hematology, gastrointestinal, musculoskeletal genitourinary and obstetrics. It covers emergency care for both children and adults.

Clinical needed: EMER 555

EMER 555 Practicum: Clinical Emergencies (Cr. 3)

The main focus of this course is to provide students with experience in

dealing with children and adults who are exposed to medical and or surgical emergency treatments that involve different body systems.

EMER 560 Emergency Nursing Research (Cr. 2)

This course aims to expand students' knowledge and skills in the area of nursing research particularly in the emergency field. It also improves the students' awareness of the particular research evidence that is related to their emergency practice.

EMER 570 Teaching and Management in Emergency Nursing (Cr. 4)

This course exposes students to areas of nursing clinical supervision, preceptorship and mentoring in the emergency departments. It also emphasizes human resources management, planning and organization of health services. Students learn about their role in effecting and managing change in their clinical areas.

Clinical needed: EMER 575

EMER 575 Practicum: Teaching and management (Cr. 2)

Students practice their role as clinical preceptor or mentor in dealing with newly employed nurses or with students who are practicing in the emergency department. In addition, they assume the role of nursing manager in such a department.

EMER 585 Clinical Residency (Cr. R)

This an extended practicum course where students practice autonomy in the emergency department in a base hospital. To ensure competence and autonomy in practice when making judgments and decisions, students keep a journal of critical incidents during practice from the outset of the program. The personal journal is an important aspect of the evaluation strategy of the program. To pass this course, students must complete 400 hours in the emergency department.

NEONATAL NURSING

NENU 000 Clinical Residency (Cr. R)

The purpose of the extended practicum is to provide students with an opportunity to practice autonomy in neonatal clinical setting level II and III and to ensure competence in practice when making patient management, special and advanced technical skills, judgments and decisions, teaching and

management in neonatal clinical setting. To pass this course students have to complete 400 hours in neonatal units.

NENU 001 Clinical Practicum: Labor and Normal Nursery (Cr. 1)

This period of the practicum in labor and level I, a healthy newborn nursery, provides students with the opportunity to apply the knowledge and the skills that are learned in NENU 500, 501, 503 to meet the needs of the healthy newborn and their family.

NENU 002 Clinical Practicum: Neonatal Intermediate Care (Cr. 2)

The major focus of this period of the practicum is to enable students to work in level II, intermediate neonatal clinical setting, to apply the knowledge and skills that are presented in theory classes and to develop competency in nursing skills specified for special newborns and their family.

NENU 003 Clinical Practicum: Neonatal Intensive Care (Cr. 2)

This period of practicum provides the opportunity for students to work with a preceptor in level III, neonatal intensive care clinical setting, to consolidate material presented in theory classes and to develop competency at advanced level skills to meet the needs of the critically ill newborns and their families.

NENU 004 Clinical Practicum: Teaching & Management (Cr. 2)

Students practice their role as clinical preceptor or mentor in dealing with newly employed nurses or with students who are practicing in the neonatal units. In addition, they assume the role of nursing manager in such a unit. Students have an opportunity in this course to continue their clinical practice in order to enrich their skills and promote their competency.

NENU 500 Introduction to Neonatal Nursing (Cr. 3)

This course focuses on many aspects beginning with the effect of the historical and societal context of neonatal nursing as a discipline, the developmental aspects of neonatal nursing roles, collaborative practice and communication skills. Changing family unit, parenting and siblings reaction to admission and grieving process are also aspects to be focused on.

NENU 501 Neonatal Nursing I: Neonatal Physical and Developmental Health Assessment (Cr. 3)

Emphasis in this course is placed on health promotion maintenance and ill prevention. This course concentrates on the healthy neonate, which focuses on fetal growth and development and influencing factors. It also presents the nursing assessment of the neonate from birth to transfer or discharge. Assessment is addressed from many perspectives within the context of a family which include pre and postnatal risk factors, assessment of gestational age, physical and developmental assessment, family and cultural assessment along with diagnostic analysis and monitoring as a basis for planning, implementing and evaluating an appropriate routine nursing care at birth and on admission to neonatal unit. Mother/baby relationship and influencing

factors are also a focus. Topics address developmental care of a healthy newborn, family interaction, health education and discharge planning.

Clinical needed: NENU 001 (1cr.)

NENU 502 Neonatal Resuscitation (Cr. 1)

This is a structured educational program that introduces concepts and basic skills of neonatal resuscitation. This course aims at providing opportunities to acquire special knowledge and skills in neonatal resuscitation. Students utilize the American Academy of Neonatal Resuscitation Text. Students must complete the text prior to the classroom test date.

NENU 503 Neonatal Pharmacology (Cr. 1)

This course helps students acquire a broad knowledge of neonatal medicine. General pharmacological principles that influence drug actions in the newborn are outlined. Nursing responsibilities including accuracy of dosage calculation, preparation, administration and monitoring for the therapeutic effect and the side effects of specific medication to the newborn as well as teaching parents are crucial in the care of the neonate.

NENU 504 Neonatal Nursing II: Intermediate Neonatal Nursing (Cr. 6)

This course helps students recognize and understand the most common neonatal disorders that affect at risk neonates in level II, intermediate neonatal care. Content focuses on pathophysiology clinical manifestations, diagnostic and therapeutic measures, comprehensive nursing care, discharge planning as well as preventive measures. This course also focuses on knowledge, attitude and skills required to begin practicing neonatal nursing care specific to the needs of at risk neonates and family in level II. Family interaction and teaching are also an essential component. These are essential for students to provide holistic competent care.

Clinical needed: NENU 002 (2 cr.)

NENU 505 Nursing Ethics (Cr. 1)

This course provides students insight into neonatal nursing practice issues. An overview of ethical principles, an awareness of recurring ethical issues in neonatal care, moral dilemmas and tools in order to approach decision making are a major focus of this course along with legal aspects.

NENU 506 Neonatal Nursing III: Critical Care Neonatal Nursing (Cr. 6)

Advanced concepts in neonatal nursing are studied. This course focuses on the less common and more serious health challenges that the critically ill newborn experience. Neonatal pathophysiology therapeutic care nursing management and discharge planning along with family teaching are discussed because these conditions commonly result in admission to neonatal intensive care unit. Discussion utilizes case studies based on current research in nursing and related field. This course also provides students with specialized

knowledge and technical skills required for practicing advanced neonatal nursing skills in intensive care unit. This is essential to enable students to provide a holistic and competent care to meet the needs of the critically ill neonates and their families.

Clinical needed: NENU 003 (2 cr.)

NENU 507 Neonatal Nursing Research (Cr. 2)

This course focuses on research methods and design needed for systemic investigation and expansion of neonatal nursing knowledge. Students improve their knowledge and skills needed for conducting a research and become aware of specific research evidence that relates to practice.

NENU 508 Teaching and Management in Neonatal Nursing (Cr. 3)

This course explores areas of nursing clinical supervision, preceptorship and mentoring in the neonatal units. It also emphasizes human resources management, planning and organization of health services. Students learn their role in effecting and managing change in their clinical areas.

PROGRAMS IN HEALTH SCIENCES

Description for the Programs in Health Sciences

The faculty offers programs leading to baccalaureate degrees in Occupational Therapy, and Physiotherapy. The Faculty also offers a part time program for physiotherapists with a two year diploma to upgrade to baccalaureate level. The aim of these programs is to graduate therapists who are competent, reflective practitioners, aware of the needs of the whole community and able to fulfill the role of health and disability educator and researcher in addition to the role of therapist.

PHYSIOTHERAPY PROGRAM

Description of the Bachelor's Degree Program in Physiotherapy

Credits needed for the degree

A student majoring in physiotherapy needs to earn a total of 130 credits distributed as follows:

<i>Category</i>	<i>Cr</i>
Major	95
Department Requirements	32
General Elective	3
<i>Total</i>	<i>130</i>

MAJOR IN PHYSIOTHERAPY

Required Physiotherapy Major Courses (95 Cr)

PHTH 110	Introduction to Physiotherapy (3)	PHTH 312	Physiotherapy Skills 3 (4)
PHTH 112	Principles of Physiotherapy (4)	PHTH 313	Community-Based Rehabilitation (4)
PHTH 120	Introduction to Health Care (3)	PHTH 314	Adaptive Equipment Workshop (3)
PHTH 121	Intro. to Anatomy & Physiology (4)	PHTH 330	Teaching & Presentation Skills (3)
PHTH 122	Introduction to Neuroanatomy (2)	PHTH 353	Health Services Management (3)
PHTH 210	Physiotherapy Theory 1 (4)	PHTH 355	Research and Evaluation (5)
PHTH 211	Physiotherapy Skills 1 (5)	PHTH 401	Clinical Field Work 1 (3)
PHTH 212	Physiotherapy Skills 2 (5)	PHTH 402	Clinical Field Work 2 (5)
PHTH 220	Human growth and development (4)	PHTH 403	Clinical Field Work 3 (5)
PHTH 221	General Pathology (3)	PHTH 404	Clinical Field Work 4 (5)
PHTH 310	Physiotherapy Theory 2 (4)	PHTH 405	Clinical Field Work 5 (5)
PHTH 311	Physiotherapy Theory 3 (4)	PHTH 406	Clinical Field Work 6 (5)

Department Requirements (32 Cr)

ENGL 120	English Language Skill I (3)	EDUC 301	Counseling (2)
ENGL 121	English Language Skill II (3)	PSED 101	Physical Education (1)
ENGL 213	English Language Skill III (3)	PHYS 121	Physics of Physiotherapy (2)
PSYC 232	Psychology for Health Care (3)	NURS 351	Pharmacology I (2)
PSYC 234	Social Psychology for H. Care (3)	PHIL 104	Medical Ethics (2)
SOCI 131	Introduction to Sociology (3)	CAIS 252	Computer use for Health Care (2)
SOCI 231	Sociology of the Family (3)		

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses**BACHELOR OF SCIENCE IN PHYSIOTHERAPY****First Year**

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
PHTH 110	Intro. To Physiotherapy	3	PHTH 112	Principles of Physiotherapy	4
PHTH 120	Intro. To Health Care	3	PHTH 122	Introduction to Neuroanatomy	2
PHTH 121	Intro. To Anatomy & Physiology	4	PHTH 221	General Pathology	3
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
CAIS 252	Computer use for H. Care	2	PSYC 232	Psychology for Health Care	3
		15			15

SUMMER SEMESTER *CR*

PHTH 401	Clinical Field Work I	3
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Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
PHYS 121	Physics for Physiotherapy	2	PHTH 211	Physiotherapy Skills 1	5
PHTH 210	Physiotherapy Theory 1	4	PHTH 310	Physiotherapy Theory 2	4
PHTH 220	Human Growth & Dev.	4	PSYC 234	Social Psychology for H. Care	3
ENGL 213	English Language Skills III	3	PHIL 104	Medical Ethics	2
SOCI 131	Introduction to Sociology	3	EDUC 301	Counseling	2
		16			16

SUMMER SEMESTER *CR*

PHTH 402	Clinical Field Work 2	5
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Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
PHTH 212	Physiotherapy Skills 2	5	PHTH 311	Physiotherapy Theory 3	4
PHTH 403	Clinical Field Work 3	5	PHTH 312	Physiotherapy Skills 3	4
NURS 351	Pharmacology I	2	PHTH 313	Community Based Rehabilitation	4
SOCI 231	Sociology of the Family	3	PHTH 314	Adaptive Equip. Workshop	3
		15			15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
PHTH 330	Teaching & Pres. Skills	3	PHTH 355	Research and Evaluation	5
PHTH 353	Health Services Management	3	PHTH 405	Clinical Field Work 5	5
PHTH 404	Clinical Field Work 4	5	PHTH 406	Clinical Field Work 6	5
PSED 101	Physical Education	1			
	General Elective	3			
		15			15

Description of courses

PHTH 110 Introduction to Physiotherapy (Cr. 3)

This course includes the history and development of physiotherapy as a profession. The role of physiotherapy is discussed within the context of total health care, emphasizing the importance of community-based rehabilitation.

PHTH 112 Principles of Physiotherapy (Cr. 4)

The course provides a theoretical basis for therapeutic use of manipulation movement and thermal and electrical techniques. Students are introduced to the fundamentals of patient care, with practice of some of the “caring skills”, provided to complement the theory. Students discuss the professional relationships and responsibilities of physiotherapists. Included in the course is an orientation to clinical field work.

Prerequisite: PHTH 110, ENGL 120

PHTH 120 Introduction of Health Care (Cr. 3)

This course emphasizes the development of an understanding of local health care systems, particularly as they relate to the Palestinian National Health Plan. Topics include primary health care, public health and rehabilitation. Clinical observation of different aspects of health care is included in this course.

PHTH 121 Introduction to Anatomy and Physiology (Cr. 4)

This course develops an understanding of normal movement and function. Students are introduced to the study of the musculo-skeletal, neurological, circulatory and respiratory systems. Laboratory sessions in living anatomy are included.

Prerequisite: PHTH 220

PHTH 122 Introduction to Neuroanatomy (Cr. 2)

This course introduces students to the structures and function of the nervous system. Central, peripheral and autonomic systems are studied and the material integrated with PHTH 121.

PHTH 210 Physiotherapy Theory 1 (Cr. 4)

This course involves the study of pathological conditions affecting upper and lower limbs of the body. Further study of anatomy and physiology needed to understand the disease process are included. Topics include soft tissue injuries, trauma and orthopedics, rheumatology, peripheral vascular disease, peripheral nerve lesions and arthritis in relation to limb problems.

Prerequisite: PHTH 121

PHTH 211 Physiotherapy Skills 1 (Cr. 5)

This course expands some of the concepts introduced in PHTH 112 in order to integrate them into the physiotherapy process. Students learn to examine and assess patients, plan a treatment program, implement that program and evaluate its efficacy including movement and manipulative skills.

Prerequisite: *PHTH 112*

PHTH 212 Physiotherapy Skills 2 (Cr. 5)

This course is related to PHTH 210, 310 and 211. Topics include biomechanics skills and the use of thermal and electrical techniques appropriate to the pathological conditions studied. Students develop these skills in practical laboratory sessions.

Prerequisite: *PHTH 211*

PHTH 220 Human Growth and Development (Cr. 4)

This course introduces students to a broad concept of the physical, psychological and social dimensions of human growth and development from conception to death. It considers the normal milestones of development and the combination of influences which aid or hinder individuals achieving these goals.

PHTH 221 General Pathology (Cr. 3)

This course provides an understanding of basic pathological processes and clinical conditions treated by occupational therapy and physiotherapy. Topics include infection, inflammation, degeneration, immunity and carcinogenesis.

Prerequisite: *PHTH 220*

PHTH 310 Physiotherapy Theory 2 (Cr. 4)

This course involves the study of pathological conditions affecting interconnected areas of the body. Further study of anatomy and physiology needed to understand the disease processes are included. Topics are neurology, pediatrics, cardio-vascular conditions, respiratory conditions, dermatology and burns.

Prerequisite: *PHTH 121*

PHTH 311 Physiotherapy Theory 3 (Cr. 4)

This course involves the study of pathological conditions resulting in multiple pathology and progressive disability. Further study of anatomy and physiology needed to understand the disease processes are included. Topics are general medicine and surgery, obstetrics and gynecology, geriatrics, mental and physical disabilities.

Prerequisite: *PHTH 121*

PHTH 312 Physiotherapy Skills 3 (Cr. 4)

This course is related to PHTH 311. Students develop skills appropriate to

their role as educators in the community. Emphasis is placed upon raising the awareness of the community to the right and needs of disabled people.

Prerequisite: PHTH 110,120

PHTH 313 Community-Based Rehabilitation (Cr. 4)

This course emphasizes that rehabilitation can best take place in the work and home environment. Students become aware of community needs and multi-disciplinary care for the whole person.

Prerequisite: PSYC 232, 234, SOCI 332

PHTH 314 Adaptive Equipment Workshop (Cr. 3)

This course enables students to learn how to design and make appropriate furniture, toys and everyday living aids appropriate to the individual needs of persons with disability and to the local situation.

Prerequisite: PHTH 210, 310, 311

PHTH 330 Teaching and Presentation Skills (Cr. 3)

This course introduces students to a range of teaching methods and media and enables them to develop preparation and presentation skills for use in health care and health education settings.

Pre-requisite courses: ENGL 322

PHTH 353 Health Services Management (Cr. 3)

This course offers students an appreciation of the principles of management related to planning and organization of health services. Topics include management of personnel and resources, setting objectives and policymaking.

PHTH 355 Research and Evaluation (Cr. 5)

This course develops an understanding of the evaluation process and different research and evaluation methodologies. Skills developed include retrieval of information from a range of sources, critical analysis of research literature and interpretation and application of research studies to the health sciences. At the end of the course students present a proposal for a project of their choice in the area of physiotherapy practice.

Prerequisite: SOCI 245, MATH 252

PHTH 401 Clinical Field Work 1 (Cr. 3)

Students complete a six week full time period of supervised clinical practice during the summer session of the First Year of the program. This practicum is mainly observation. Students orientate themselves to the clinical setting and gain experience in relating to patients and staff in clinics, hospitals and rehabilitation centers.

PHTH 402, 403 Clinical Field Work 2, 3 (Cr. 5,5)

Students complete a six week period of clinical practice during each semester of the third year. This practice period relates to PHTH 310 and 212. Students gain experience in treating patients with conditions affecting inter-related areas of the body using manipulative, movement, and electrotherapy modalities.

PHTH 404, 405 Clinical Field Work 4, 5 (Cr. 5,5)

Students complete a six week full time period of supervised clinical practice during each semester in the fourth year. This practice period relates to PHTH 210, 310, and PHTH 212, 312, and 311. Students gain experience in treating patients with multiple disabilities and progressive conditions. During this period students prepare a patient study which is utilized in PHTH 314.

PHTH 406 Clinical Field Work 6 (Cr. 5)

Students complete a six-week full time period of supervised clinical practice during the spring semester of the fourth year. During this period, students choose a physiotherapy facility to practice dependent upon negotiations between themselves, faculty and clinical supervisors. Any student who missed part of the previous five clinical field work periods must use part of this time to gain the experience missed.

OCCUPATIONAL THERAPY PROGRAM**Credits needed for the Bachelor's Degree in Occupational Therapy**

A student majoring in occupational therapy needs to earn a total of 131 credits distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	95
Department Requirements	36
<i>Total</i>	<i>131</i>

MAJOR IN OCCUPATIONAL THERAPY*Required Occupational Therapy Major Courses (95 Cr)*

OCTH 110	Intro. Occupational Therapy (3)	OCTH 311	Occupat. Therapy Theory IV (3)
OCTH 112	Principles and Practice of OT (4)	OCTH 312	Occupat. Therapy Skills IV (4)
OCTH 120	Introduction to Health Care (3)	OCTH 313	Community Based Rehab.(4)
OCTH 121	Intro. Anatomy & Physiology (4)	OCTH 314	Adaptive Equipment Wkshop (3)
OCTH 122	Introduction to Neuroanatomy (2)	OCTH 330	Teaching, Presentation Skills (3)
OCTH 123	Therapeutic Skill - Typing(2)	OCTH 353	Health Services Management (3)
OCTH 210	Occupat. Therapy Theory I (4)	OCTH 355	Research and Evaluation (5)
OCTH 211	Occupat. Therapy Skills I (4)	OCTH 401	Clinical Fieldwork I (2)
OCTH 212	Occupat. Therapy Skills II (4)	OCTH 402	Clinical Fieldwork II (3)

OCTH 220	Human Growth and Develop. (4)	OCTH 403	Clinical Fieldwork III (4)
OCTH 221	General Pathology (3)	OCTH 404	Clinical Fieldwork IV (4)
OCTH 308	Occupat. Therapy Theory III (3)	OCTH 405	Clinical Fieldwork V (5)
OCTH 309	Occupat. Therapy Skills III (4)	OCTH 406	Clinical Fieldwork VI (5)
OCTH 310	Occupat. Therapy Theory II (3)		

Department Requirements (36 Cr)

ENGL 120	English Language Skill I (3)	EDUC 250	Learning Theories (3)
ENGL 121	English Language Skill II (3)	EDUC 301	Counseling (2)
ENGL 213	English Language Skill III (3)	PSED 101	Physical Education (1)
PSYC 232	Psychology for Health Care (3)	PHIL 104	Medical Ethics (2)
PSYC 234	Social Psychology for H. Care (3)	CAIS 252	Computer use for Health Care (2)
SOCI 131	Introduction to Sociology (3)	ARTS 110	Creative Arts (2)
SOCI 231	Sociology of the Family (3)	THEA 301	Theatre for Special Purposes (3)

Special criteria

Students must obtain a grade of C in the following courses: Clinical fieldwork Courses: OCTH 401, 402, 403, 404, 405, 406. Failure to obtain a C will mean repeating the course.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF SCIENCE IN OCCUPATIONAL THERAPY

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
OCTH 110	Intro. to Occupat. Therapy	3	OCTH 112	Principles & Practice of OT	4
OCTH 120	Intro. to Health Care	3	OCTH 122	Intro. to Neuroanatomy	2
OCTH 121	Intro. to Anatomy & Physiology	4	OCTH 221	General Pathology	3
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
CAIS 252	Intro. to Data Processing	2	PSYC 232	Psychology for Health Care	3
			PSED 101	Physical Education	1
		15			16
<i>SUMMER SEMESTER</i>			<i>CR</i>		
OCTH 401	Clinical Field Work I			2	
ARTS 110	Creative Arts			2	

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
OCTH 220	Human Growth & Develop.	4	OCTH 210	Occupat. Therapy Theory 1	4
OCTH 311	Occupat. Therapy Theory IV	3	OCTH 211	Occupat. Therapy Skills 1	4
OCTH 312	Occupat. Therapy Skills IV	4	EDUC 301	Counseling	2
ENGL 213	Communication Skills	3	PSYC 234	Social Psych. for Health Care	3
SOCI 131	Intro. To Sociology	3	PHIL 104	Medical Ethics	2
		17			15

SUMMER SEMESTER *CR*

OCTH 402	Clinical Field Work II	3
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Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
OCTH 308	Occupat. Therapy Theory III	3	OCTH 313	Community-based Rehab.	4
OCTH 309	Occupat. Therapy Skills III	4	OCTH 314	Adaptive Equip. Workshop	3
EDUC 250	Learning Theories	3	OCTH 403	Clinical Fieldwork III	4
SOCI 231	Sociology of the Family	3	OCTH 404	Clinical Fieldwork IV	4
THEA 301	Drama for Occupat. Therapists	3			
		16			15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
OCTH 123	Therapeutic Skill Typing	2	OCTH 355	Research and Evaluation	5
OCTH 212	Occupat. Therapy Skills II	4	OCTH 405	Clinical Fieldwork V	5
OCTH 310	Occupat. Therapy Theory II	3	OCTH 406	Clinical Fieldwork VI	5
OCTH 330	Teach. & Presentation Skills	3			
OCTH 353	Health Services Mgmt.	3			
		15			15

Description of courses

OCTH 110 Introduction to Occupational Therapy (Cr. 3)

This course introduces students to the core of occupational therapy, its history and development. The focus of the course is on human occupation as a health need and means of promoting and restoring health.

OCTH 112 Principles and Practice of Occupational Therapy (Cr. 4)

This course provides students with the theoretical knowledge and practical skills in basic tools of the profession: activity analysis and adaptation teaching and learning, the therapeutic relationship and assessment of occupational function and dysfunction. A client centered approach is stressed. *(Previously OCTH 111 (Cr.3))*

Prerequisite: OCTH 110 and ENGL 120

OCTH 120 Introduction to Health Care (Cr. 3)

This course introduces students to the concepts of health and healthcare and the factors influencing health and healthcare delivery in Palestine. Local health care systems are studied.

OCTH 121 Introduction to Anatomy and Physiology (Cr. 4)

The purpose of this course is to develop an understanding of normal movement and function. Students are introduced to the study of the musculo-skeletal, circulatory and respiratory systems. Laboratory sessions in living anatomy are included.

OCTH 122 Introduction to Neuroanatomy (Cr. 2)

This course introduces students to the structure and function of the nervous system. Central, peripheral and autonomic systems are studied and the material integrated with OCTH 121.

OCTH 123 Therapeutic Skills, Typing (Cr. 2)

This course aims to develop students typing skills while at the same time introducing them to basic computer modifications for people with disabilities.

OCTH 210 Occupational Therapy Theory I (Cr. 4)

This course aims to provide students with the theoretical knowledge to assess and plan occupational therapy intervention within a biomechanical framework. Topics include biomechanics, kinesiology of daily activities, biomechanical disorders, orthotics.

OCTH 211 Occupational Therapy Skills I (Cr. 4)

This course involves the practical implementation of the concepts introduced in OCTH 210. Students develop skills in assessment and use of ADL, work, play and leisure activities and begin to use the problem solving process with clients with physical dysfunction in practical laboratory sessions.

OCTH 212 Occupational Therapy Skills II (Cr. 4)

This course involves the practical implementation of the concepts studied in OCTH 310. Students learn skills in the assessment and treatment of neurological disorders with an emphasis on cerebral-vascular accidents, head injuries and degenerative disorders.

OCTH 220 Human Growth and Development (Cr. 4)

This course aims to introduce students to a broad concept of the physical, psychological and social dimensions of human growth and development from conception to death. It considers the normal milestones of development and

the combination of influences which aid or hinder individuals achieving these goals.

OCTH 221 General Pathology (Cr. 3)

This course provides an understanding of the basic pathological processes and clinical conditions treated by occupational therapy and physiotherapy. Topics covered include infection, inflammation, degeneration, immunity and carcinogenesis.

OCTH 308 Occupational Therapy Theory III (Cr. 3)

The focus of this course is on pediatrics. Occupational therapy theory related to neurological, developmental, sensory integrative and learning disorders are covered. The function and importance of play in normal development and treatment are explored.

OCTH 309 Occupational Therapy Skills III (Cr. 4)

This course develops practical skills in the areas covered in OCTH 308. Students learn skills in the assessment and treatment of children with neurological, developmental, sensory integration and learning difficulties in the home and school environment. Students learn to identify “at risk” infants and children.

OCTH 310 Occupational Therapy Theory II (Cr. 3)

This course provides students with the theoretical knowledge to assess and treat adults with neurological disorders. Topics include remediation of motor control, and assessment and treatment of cognitive, perceptual and sensorimotor problems.

OCTH 311 Occupational Therapy Theory IV (Cr. 3)

This course provides students with the theoretical knowledge to assess and treat occupational performance problems related to mental illness, personality and relationship problems, trauma and institutionalization. The roles of the environment and social networks are emphasized.

OCTH 312 Occupational Therapy Skills IV (Cr. 4)

This course develops skills in the therapeutic use of activities to address psychological problems. Topics include use of creative activities, stress management, work, leisure and ADL. Both group and individual work are explored.

OCTH 313 Community-based Rehabilitation (Cr. 4)

This course emphasizes that rehabilitation can best take place in the work and home environment. Students become aware of community needs and multidisciplinary care for the whole person.

OCTH 314 Adaptive Equipment Workshop (Cr. 3)

This course enables students to learn how to design and make appropriate

furniture, toys and everyday living aids appropriate to the individual needs of persons with disability and to the local situation.

OCTH 330 Teaching and Presentation Skills (Cr. 3)

Students learn practical skills in the use of media and programs such as PowerPoint and PhotoShop in order to produce material for teaching, publishing and health education and promotion.

OCTH 353 Health Services Management (Cr. 3)

This course gives students an appreciation of the principles of management related to planning and organization of health services. Topics covered include management of personnel and resources, setting objectives and policymaking.

OCTH 355 Research and Evaluation (Cr. 5)

This course develops an understanding of the evaluation process and different research methodologies. Students develop skills in information retrieval, critical analysis and application of research studies to the health sciences, and develop a research proposal related to occupational therapy.

OCTH 401 Clinical Field Work I : Introduction and Observation (Cr. 2)

This fieldwork is an introduction to clinical practice and emphasizes observation of Occupational Therapy assessment and treatment. Students learn to interact with people of all ages and abilities.

OCTH 402 Clinical Field Work II: Observation and limited practice under supervision (Cr. 3)

During this fieldwork students continue observation and practice specific procedures under the direct supervision of an occupational therapist.

OCTH 403, 404 Clinical Field Work III, IV (Cr. 4,4)

Students will complete two eight week periods of supervised practice, four days per week. Assessment of specific problems, setting objectives and treatment planning are done under the supervision of an occupational therapist.

OCTH 405, 406 Clinical Field Work V, VI (Cr. 5)

Students complete two eight-week periods of clinical practice, five days per week. Students are guided by an occupational therapist but expected to take more responsibility for assessment and treatment.

FACULTY OF SCIENCE

The Faculty of Science offers programs leading to the degree of Bachelor of Science with majors in Biology, Chemistry, Mathematics and Computer Information Systems. Minors are offered in Biology, Chemistry, Computer Information Systems, Industrial Chemistry, Mathematics, Medical Technology, and Physics.

To earn a Bachelor of Science degree a student must successfully complete a minimum of 129 credit hours as outlined in the major programs found in the following pages.

In addition to the courses offered by the four departments of the Faculty of Science, SCIE 111 General Science is offered as a university requirement for students in the Faculties of Arts, Business Administration and Education.

SCIE 111 General Science (Cr. 3)

This course is designed for non-science students and aims at introducing them to the important concepts of physics, chemistry, biology, technology, environmental science, scientific method, astronomy, the physics of music and color, geology, and the weather.

DEPARTMENT OF BIOLOGY

Description of the programs of the Department of Biology

The Department of Biology offers a Baccalaureate degree in Biology. The program is intended to expose students to the Major fields of biological sciences and aims to develop within the students' skills of analytical thinking, initiative, and scientific creativity which would prepare them for careers in teaching, research, and medical technology. It also prepares individuals to pursue post-graduate studies in biology, and other related fields. In addition the department offers Minors in Biology, and Medical Laboratory Sciences. The Department offers service courses for the Faculty of Nursing.

Credits needed for the degree

A student majoring in Biology needs to earn a total of 129 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	69
Minor	24
University Requirements	34
Electives	2
<i>Total</i>	<i>129</i>

The Biology ***Major*** consists of a total of 69 credits to include all the required Biology Major Courses (41Cr) listed in the tables below and a minimum of 6 credit courses to be selected from the electives' list, as well as 22 credit of faculty requirements.

MAJOR IN BIOLOGY

Required Biology Major Courses (41 Cr)

BIOL 001 Laboratory for Biology 141 (R)	BIOL 222 Method of Sc. Writ. and Rep. (1)
BIOL 003 Laboratory for Biology 242 (R)	BIOL 240 General Zoology (4)
BIOL 006 Laboratory for Biology 243 (R)	BIOL 242 General Animal Physiology (4)
BIOL 012 Laboratory for Biology 331 (R)	BIOL 243 Plant Anat. and Systematic (4)
BIOL 013 Laboratory for Biology 341 (R)	BIOL 244 Plant Physiology (4)
BIOL 017 Laboratory for Biology 244 (R)	BIOL 321 Biostatistics (3)
BIOL 019 Laboratory for Biology 143 (R)	BIOL 331 General Microbiology (3)
BIOL 020 Laboratory for Biology 240 (R)	BIOL 341 General Biochemistry (4)
BIOL 141 Principles of Biology I (4)	BIOL 343 General Genetics (4)
BIOL 143 Principles of Biology II (4)	BIOL 389 Senior Seminar (1)
	BIOL 411 Bioreading (1)

Elective Biology Major Courses (6 Cr)

BIOL 010	Laboratory for Biology 235 (R)	BIOL 336	Animal Behavior (3)
BIOL 018	Laboratory for Biology 231 (R)	BIOL 337	Topics in Cell Biology (3)
BIOL 021	Laboratory for Biology 412 (R)	BIOL 339	Immunology (3)
BIOL 231	Basic Histology (3)	BIOL 342	Developmental Biology (3)
BIOL 235	Invertebrate Biology (3)	BIOL 399	Selected Topics in Biology (1 or 2)
BIOL 333	Ecology with field excursions (3)	BIOL 412	Biotech. and Tissue Cult. Tech. (3)

N.B. All Medical Laboratory Sciences courses could be considered part of the biology major if the student's minor is not Medical Laboratory Sciences.

Faculty of Science Required Courses (22 Cr)

CHEM 113	General Chemistry Lab (1)	PHYS 113	Laboratory Practice (1)
CHEM 131	General Chemistry I (3)	PHYS 131	General Physics I (3)
CHEM 132	General Chemistry II (3)	MATH 141	Calculus & A. Geometry I (4)
CHEM 221	Laboratory for Chemistry 231 (1)	CAIS 131	Computer Programming (3)
CHEM 231	Organic Chemistry I (3)		

Students majoring in Biology are provided the opportunity to **Minor** in a discipline other than their major field.

A student may also take any **Minor** offered by the Faculty of Science such as Medical Laboratory Sciences, Chemistry, Industrial Chemistry, Mathematics, Computer Information Systems, and Physics.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF SCIENCE IN BIOLOGY

		First Year			
<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>	
BIOL 001	Laboratory for Biology 141	R	BIOL 019	Laboratory for Biology 143	R
BIOL 141	Principles of Biology I	4	BIOL 143	Principles of Biology II	4
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
MATH 141	Calculus I	4	CHEM 113	General Chemistry lab.	1
PSED 101	Physical Education	1	CHEM 131	General Chemistry I	3
LIBR 101	Library Skills	R	CAIS 131	Computer Programming	3
		15			17
<i>SUMMER SEMESTER</i>				<i>CR</i>	
CHEM 132	General Chemistry II			3	

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
BIOL 020	Laboratory for Biology 240	R	BIOL 006	Laboratory for Biology 243	R
BIOL 240	General Zoology	4	BIOL 222	Scientific Writ. & Report.	1
CHEM 221	Lab for CHEM 231	1	BIOL 243	Plant Anatomy and Syst.	4
CHEM 231	Organic Chemistry I	3	ENGL 213	English Language Skills III	3
PHYS 133	General Physics I	3	PHYS 113	Laboratory Practice	1
HIST 120	History of Modern Palestine	3	CMSR 101	Community Service	1
	Minor	3		Fine Arts Requirement	2
				Minor	3
		17			15

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
BIOL 012	Laboratory for Biology 331	R	BIOL 321	Biostatistics	3
BIOL 331	General Microbiology	3	POLS 300	Themes in Political Sc.	3
BIOL 343	General Genetics	4		Major Elective	3
PHIL 302	Issues in Phil. and Ethics	3		General Elective	2
	Major Elective	3		Minor	3
	Minor	4		Minor	3
		17			17

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
BIOL 013	Laboratory for Biology 341	0	BIOL 003	Laboratory for Biology 242	R
BIOL 017	Laboratory for Biology 244	R	BIOL 242	General Animal Physiology	4
BIOL 244	Plant Physiology	4	BIOL 389	Senior Seminar	1
BIOL 341	General Biochemistry	4	ECON 300	Basic Economics	3
BIOL 411	Bioreading	1		Minor	3
RELS 300	Cultural Religious Studies	3		Minor	2
	Minor	3			
		15			13

Minors offered by the Department of Biology

In addition to the Major in Biology, the Biology Department provides the opportunity for all students to join the program towards minors in medical technology and biology.

Students majoring in Biology are provided the opportunity to **Minor** in a discipline other than their major field. A student may take a minor program consisting of 24-26 credits offered by the Faculty of Science such as Medical

Laboratory Sciences, Chemistry, Industrial Chemistry, Mathematics, Computer Information System, and Physics.

MINOR IN MEDICAL LABORATORY SCIENCES

To earn this *Minor*, students are required to successfully complete the following 26 credits and no General Elective.

MLSC 001	Lab. For MLSC 221 (R)	MLSC 221	Body Fluids (2)
MLSC 002	Lab. For MLSC 241 (R)	MLSC 241	Clinical Hematology (4)
MLSC 003	Lab. For MLSC 341 (R)	MLSC 341	Medical Parasitology (4)
MLSC 004	Lab. For MLSC 342 (R)	MLSC 342	Diagnostic Microbiology (4)
MLSC 005	Lab. For MLSC 343 (R)	MLSC 343	Immunology and Serology (4)
MLSC 006	Lab. For MLSC 431 (R)	MLSC 411	Field Training (1)
MLSC 007	Lab. For MLSC 441 (R)	MLSC 431	Blood Banking (3)
		MLSC 441	Clinical Chemistry (4)

MINOR IN BIOLOGY

To earn this minor, students are required to successfully complete 24 credits from the following courses:

BIOL 006	Laboratory for Biology 243 (R)	BIOL 240	General Zoology (4)
BIOL 012	Laboratory for Biology 331 (R)	BIOL 243	Plant Anatomy and Syst. (4)
BIOL 013	Laboratory for Biology 341 (R)	BIOL 331	General Microbiology (3)
BIOL 019	Laboratory for Biology 143(R)	BIOL 341	General Biochemistry (4)
BIOL 020	Laboratory for Biology 240 (R)	BIOL 343	General Genetics (4)
BIOL 143	Principles of Bio. II (4)	BIOL 399	Selected Topics in Biology (1)

Description of courses

BIOL 141 Principles of Biology I with Lab (Cr. 4)

The course provides a survey of the main characteristics of living systems, and stresses the physico-chemical principles that underlie their functioning. Practical work acquaints students with basic experimental procedures with emphasis on the scientific method and microscopy.

BIOL 143 Principles of Biology II with Lab (Cr. 4)

The course deals with selected aspects of life at the whole organism and species level rather than at the cellular level. It focuses on the principles of evolution and population genetics, diversity of the major groups of living organisms within the five kingdoms, as well as on the general structure and behavior of organisms.

***Prerequisite:* BIOL 141**

BIOL 222 Methodology of Scientific Writing and Reporting (Cr. 1)

The course introduces the cardinal principles of organization and presentation of scientific information. Emphasis is on oral presentation of data in the life sciences seminar and on writing lab reports.

Prerequisite: Second year students, consent of instructor

BIOL 231 Basic Histology with Lab (Cr. 3)

The theory and practice of preparing histological slides are covered. The lab sessions concentrate on the light microscopic study of tissues using primarily the paraffin method for preparing slides.

Prerequisite: BIOL 240

BIOL 232 Introductory Geology (Cr. 3)

This course studies geological principles which form the basis for modern developments in the Earth Sciences. Students learn to appreciate the dynamic nature of Planet Earth, recognizing the processes involved over its 4.7 billion year history that account for the present physical state of the planet. Practical field and laboratory experience enhance an understanding of the local geological scene and recognize the essential economic importance of this discipline.

Elective for science students

BIOL 235 Invertebrate Biology with Lab (Cr. 3)

A study of the phylogeny, classification, morphology, physiology and ecology of invertebrates. The lab includes identification of important invertebrates from the local fauna through dissection and microscopic examination.

Prerequisite: BIOL 143

BIOL 240 General Zoology with Lab (Cr. 4)

The course emphasizes the diversity and interrelationships among species, contrasting living species with their extinct ancestors and tracing the similarities among chordates that bear clear witness to their common ancestry. Interactions of organisms and their environment are discussed. Demonstrations and dissecting of live specimens are used in the practicum part of the course.

Prerequisite: BIOL 143

BIOL 242 General Animal Physiology with Lab (Cr. 4)

This course complements BIOL 240 and extends the scope to include invertebrates. It attempts to show how the patterns of organization represented by the different phyla are adapted to meet basically similar physiological needs. The areas covered are movement and coordination, nutrition and respiration, water relationships, reproduction and the endocrine systems.

Prerequisite: BIOL 240

BIOL 243 Plant Anatomy and Systematic with Lab (Cr. 4)

The general morphology and anatomy of Tracheophytes is studied first. This

is followed by an overview of algae, bryophytes, pteridophytes and gymnosperms, with emphasis on the increasing complexity of the soma and reproductive systems leading to the emergence of angiosperms. The classification of angiosperms by floral characteristics completes the course.

Prerequisite: BIOL 143

BIOL 244 Plant Physiology with Lab (Cr. 4)

The course deals with the structural aspects of a plant cell in relation to the physiology of the plant with emphasis on plant cell wall structure. The course also covers the following areas of plant physiology: water relations, nutrient absorption, photosynthetic pigments, photosynthesis and its bioenergetics, and plant growth and development.

Prerequisite: BIOL 243

BIOL 251, 252 Human Anatomy and Physiology I, II (Cr. 3,3)

The first semester course includes skeletal, muscular, neurosensory and respiratory systems. The second semester includes circulation, electrolyte balance and excretion, the digestive, reproductive and endocrine systems. Emphasis is on detailed anatomy and functional physiology.

For Nursing students only prerequisite: BIOL 141

BIOL 253 Nutrition and Dietetics (Cr. 3)

The course establishes an understanding of the place of nutrition in the promotion of growth and maintenance of health and in the processes of repair and convalescence. Applications are made to the nutritional needs of the local culture.

For Nursing students only prerequisite: BIOL 141

BIOL 254 Applied Microbiology with Lab (Cr. 3)

This course presents the principles of microbiology related to microbial growth, pathogenicity, immunology and the welfare of human beings.

For Nursing students only prerequisite: BIOL 141

BIOL 321 Biostatistics (Cr. 2)

This course presents the basic principles of statistical analysis and their application to biological data analysis. This includes probability, distribution analysis of variance, regression and correlation.

BIOL 331 General Microbiology with Lab (Cr. 3)

The course is a survey of the systematic of the protista and adaptive radiation

within the group. Fungi are dealt with briefly; considerable attention is given to the prokaryotes, their classification, identification and culture.

Prerequisite: *BIOL 141*

BIOL 333 Ecology with field excursions (Cr. 3)

Attention is mainly directed to the rich local areas of maquis, batha and desert. Methods of sampling, statistical analysis of observations and the setting up of ecological experiments are covered. Students are required to undertake a project and submit a written report as part of the course work. Students also contribute to the compiling of species lists and identification guides for use of people in the area.

Prerequisite: *BIOL 141*

BIOL 336 Animal Behavior (Cr. 3)

This course covers a variety of animal behaviors and emphasizes the genetic and physiological basis underlying the behavioral systems. Stress is placed on the methodological problems encountered in the measurement, description and hypothesis testing of complex interactive systems.

BIOL 337 Topics in Cell Biology (Cr. 3)

This course covers the structure and function of the living cells and cellular organelles, molecular composition and metabolic activities of cellular components, including energetic, flow of information, and control mechanisms.

Prerequisite: *Acceptance to major*

BIOL 339 Immunology (Cr. 3)

This course introduces students to the basic concepts of immunology, humeral and cell-mediated immunity. Special emphasis is given to the aspects of tolerance, histo-compatibility, antigen and immune interactions.

Prerequisite: *BIOL 331*

BIOL 341 General Biochemistry with Lab (Cr. 4)

This course is offered to third and fourth year majors. The structures of major biomolecules are discussed, followed by a survey of intermediary metabolism and its regulation. Current areas of investigation are introduced.

Prerequisite: *CHEM 231*

BIOL 342 Developmental Biology (Cr. 3)

The course is presented as an investigation of the fundamental problems of differentiation. Classic embryological studies are selectively described, only material from both animal and plant kingdoms is used.

Prerequisite: *BIOL 241*

BIOL 343 General Genetics (Cr. 4)

A general course covering molecular, cellular, organismic and population aspects of genetics. The laboratory consists of techniques in culturing traditional organisms used in the study of genetics, as well as biochemical and cytological procedures to investigate genetic phenomena.

Prerequisite: Acceptance to major

BIOL 345 Geohydrology (Cr. 3)

The science of geohydrology deals with one of the most important and sensitive issues in the region. This course provides an introduction to the study of water resources stored in the ground and made available naturally as springs or by drilling wells. Practical fieldwork will include measurements and calculations of precipitation data, spring discharge and surface flow as well as familiarity with well logging and pump testing procedures conducted by the Palestinian Water Authority.

Elective for Science students

Prerequisite: for non-Science students, consent of instructor

BIOL 346 Paleontology (Cr. 3)

This course is a general introduction to a study of the fossil record. Students will be led to appreciate the environments in which the main fossil groups once lived and how successive generations responded to changes in the environment. Field and laboratory work develop the skills of collecting, recording, processing and displaying palaeontological specimens. An understanding of the significance of this discipline for any constructional undertaking, for oil and water exploration and for other economic, environmental issues is explained.

Elective for science students. Consent of the instructor required

BIOL 389 Senior Seminar (Cr. 1)

Senior students present a literature survey or research results on a topic chosen in consultation with the advisor.

BIOL 399 Selected Topics in Biology (Cr. 1, 2)

An independent study course offered to seniors of high standing. Topics are selected by the instructor according to the ability and interest of the individual student. Students meet for a weekly conference and they must complete the study program by the end of the semester.

Prerequisite: Approval of the Chairperson

BIOL 411 Bioreading (Cr. 1)

The aim of this course is to introduce students to various types of publications in biology through reading and discussing selected papers in specific areas of biology.

BIOL 412 Biotechnology and Tissue Culture Techniques with Lab (Cr. 3)

This course introduces students to the principles of genetic engineering, cell and tissue culture and their contributions to the development of modern agricultural biotechnology. Special emphasis is on the agricultural and industrial applications of plant cell and tissue culture.

MEDICAL LABORATORY SCIENCES**MLSC 221 Body Fluids (Cr.2)**

The characteristics of urine, CSF and semen in health and disease are discussed. Processing and examining of these fluids are also emphasized.

Prerequisite: *BIOL 141*

MLSC 241 Clinical Hematology (Cr. 4)

The origin of blood cells, their differentiation, function and abnormalities are studied with special emphasis on laboratory diagnostic procedures.

Prerequisite: *BIOL 141*

MLSC 341 Medical Parasitology (Cr. 4)

This course discusses various types of parasites including life cycle, morphology and diseases. Diagnostic procedures to identify each type in clinical specimens are emphasized. Transmission means of parasites and measures of control and prevention are also discussed.

Prerequisite: *BIOL 241*

MLSC 342 Diagnostic Microbiology (Cr. 4)

The course emphasizes the role of the clinical laboratory in the diagnosis of infectious diseases. It addresses common procedures in collecting clinical specimens, handling and processing. The characteristics of pathogenic bacteria, methods of isolation and identification are also studied.

Prerequisite: *BIOL 331*

MLSC 343 Immunology and Serology (Cr. 4)

This course deals with the biological and biochemical aspects of host resistance, immunity, hypersensitivity, antigen and immune interactions. In addition, this course discusses the principles of serologic testing and application in the diagnosis of infectious and noninfectious diseases.

Prerequisite: MLSC 241

MLSC 431 Blood Banking (Cr. 3)

This course introduces methods and techniques used in blood banking including blood grouping, Rh typing, antiglobulin test and cross matching. Donor selection, blood processing, storage and preparation of blood components are studied.

Prerequisite: MLSC 241

MLSC 441 Clinical Chemistry (Cr. 4)

This course studies various methods of determination of the analyses of the blood including: carbohydrates, proteins, electrolytes, blood gases, enzymes, non-protein nitrogen compounds, lipids and lipoproteins.

Prerequisite: MLSC 341

MLSC 411 Field Training (Cr. 1)

This course in coordination with local hospitals, laboratories and clinics offers a training period for students for one complete semester.

DEPARTMENT OF CHEMISTRY

Description of the program of the Department of Chemistry

The Department of Chemistry offers courses that lead to a Bachelor's Degree in Chemistry. The Chemistry program aims to develop critical scientific thinking as students develop their future careers or pursue post-graduate studies.

Credits needed for the degree

A student majoring in Chemistry needs to earn a total of 129 credits distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	70
Minor	24
University Requirements	34
Electives	1
<i>Total</i>	<i>129</i>

The Chemistry **Major** consists of a total of 70 credits to include all 45 credits in the list of required Chemistry major courses in the tables below and a 3 credit course to be selected from the electives' list, as well as 22 credits of the Faculty of Science Requirement courses.

MAJOR IN CHEMISTRY

Required Chemistry Major Courses (45 Cr)

CHEM 113	General Chemistry Lab. I (1)	CHEM 318	Inorg. Chem. Lab. (1)
CHEM 114	General Chemistry Lab. II (1)	CHEM 319	Phys. Chem. Lab. II (1)
CHEM 131	General Chemistry I (3)	CHEM 324	Iden. of Org. Comp. (2)
CHEM 132	General Chemistry II (3)	CHEM 326	Analytical Lab. II (1)
CHEM 221	Organic Chemistry Lab. I (1)	CHEM 331	Physical Chemistry I (3)
CHEM 224	Organic Chemistry Lab. II (1)	CHEM 332	Physical Chemistry II (3)
CHEM 231	Organic Chemistry I (3)	CHEM 335	Inorganic Chemistry I (3)
CHEM 232	Organic Chemistry II (3)	CHEM 336	Inorganic Chemistry II (3)
CHEM 313	Analytical Chemistry Theory (3)	CHEM 337	Quantum Chemistry (3)
CHEM 315	Analytical Chemistry Lab. I (1)	CHEM 389	Chemistry Seminar (1)
CHEM 317	Physical Chemistry Lab. I (1)	CHEM 391	Spectroscopy (3)

Elective Chemistry Major Courses (3 Cr)

CHEM 421	Organic Chemistry III (3)	CHEM 497	Environmental Chemistry (3)
CHEM 424	Introduction to Organic Synthesis (2)	CHEM 498	Chemistry Literature (1)
CHEM 427	Technical Analysis (2)	CHEM 499	Special Topics in Chemistry (2)

Faculty of Science Required Courses (22 Cr)

BIOL 001	Lab for Biology 141 (R)	PHYS 113	Laboratory Practice (1)
BIOL 141	Principles of Biology I (4)	CAIS 131	Computer Programming (3)
PHYS 131	General Physics I (3)	MATH 141	Calculus & A. Geometry I (4)
PHYS 132	General Physics II (3)	MATH 142	Calculus & A. Geometry II (4)

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF SCIENCE IN CHEMISTRY

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CHEM 113L	General Chemistry Lab. I	1	CHEM 114L	General Chemistry Lab. II	1
CHEM 131	General Chemistry I	3	CHEM 132	General Chemistry II	3
BIOL 001	Lab for Bio. 141	R	MATH 142	Calculus II	4
BIOL 141	Principles of Biology I	4	PHYS 131	General Physics	3
MATH 141	Calculus & A. Geometry I	4	ENGL 121	English Language Skills II	3
ENGL 120	English Language Skills I	3	ARAB 120	Arabic Language Skills I	3
PSED 101	Physical Education	1			
LIBR 101	Library Skills	R			
		16			17

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CHEM 221L	Organic Chemistry Lab I	1	CHEM 224L	Organic Chemistry Lab II	1
CHEM 231	Organic Chemistry I	3	CHEM 232	Organic Chemistry II	3
CHEM 313	Analytical Chemistry I	3	CHEM 315L	Analytical Chem. Lab I	1
PHYS 113L	Physics Lab I	1	CAIS 131	Computer Programming	3
PHYS 132	General Physics II	3	ENGL 213	English Lang. Skills III	3
HIST 120	Hist. of Modern Palestine	3	CMSR 101	Community Service	1
	Minor	3		Fine Arts Requirement	2
				Minor	3
		17			17

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CHEM 326L	Analytical Chemistry II	1	CHEM 317L	Physical Chemistry Lab I	1
CHEM 331	Physical Chemistry I	3	CHEM 332	Physical Chemistry II	3
CHEM 337	Quantum Chemistry	3	CHEM 391	Spectroscopy	3
ARAB 121	Arabic Language Skills II	3	ECON 300	Basic Economics	3
	Minor	3		Minor	3
	Minor	3		Minor	3
		16			16

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CHEM 319L	Physical Chemistry Lab II	1	CHEM 318L	Inorganic Chemistry L	1
CHEM 324	Identification of Organic	2	CHEM 336	Inorganic Chemistry II	3
CHEM 335	Inorganic Chemistry I	3	CHEM 389	Chemistry Seminar	1
RELS 300	Cultural Religious Studies	3	POLS 300	Themes in Political Science	3
	Major Elective	3	PHIL 302	Issues in Phil. And Ethics	3
	Minor	3		General Elective	1
				Minor	3
		15			15

Student majoring in Chemistry are provided the opportunity to **Minor** in a discipline other than their major field. A student may take a Minor program consisting of 24 credits offered by the Faculty of Science such as Medical Laboratory Sciences (26 cr), Biology, Mathematics, Computer Information System, Physics, and Industrial Chemistry.

Minors offered by the Department of Chemistry

The Department of Chemistry provides the opportunity for all students to join the program towards a Minor in Industrial Chemistry. To earn this Minor, students are required to successfully complete 24 credits as follows.

MINOR IN INDUSTRIAL CHEMISTRY

To earn this Minor, students are required to successfully complete 24 credits of the following courses:

CHEM 110	Industrial Chemistry Lab I (1)	CHEM 351	Detergents Chemistry I (2)
CHEM 111	Industrial Chemistry Lab II (1)	CHEM 352	Detergents Chemistry II (2)
CHEM 115	Detergent Chemistry Lab I (1)	CHEM 361	Polymer Chemistry I (2)
CHEM 117	Polymer Chemistry Lab I (1)	CHEM 362	Polymer Chemistry II E* (2)
CHEM 118	Polymer Chem. Lab II E* (1)	CHEM 371	Pharmaceutical Chemistry I (2)
CHEM 119	Pharmaceutical Chem. Lab I (1)	CHEM 372	Pharmaceutical Chemistry II E* (2)
CHEM 120	Pharmaceutical C. Lab II E* (1)	CHEM 431	Food Chemistry & Technology E* (3)
CHEM 251	Industrial Chemistry I (2)	CHEM 497	Environmental Chemistry E* (3)
CHEM 252	Industrial Chemistry II (2)		

E*: Minor Elective Courses

MINOR IN CHEMISTRY

To earn this minor, students are required to successfully complete all 24 credits of the following courses:

CHEM 114	General Chemistry Lab II (1)	CHEM 313	Analytical Chemistry Theory (3)
CHEM 132	General Chemistry II (3)	CHEM 315	Analytical Laboratory I (1)
CHEM 221	Organic Chemistry Lab I (1)	CHEM 317	Physical Chemistry Lab I (1)
CHEM 224	Organic Chemistry Lab II (1)	CHEM 326	Analytical Chemistry Lab II (1)
CHEM 231	Organic Chemistry I (3)	CHEM 331	Physical Chemistry I (3)
CHEM 232	Organic Chemistry Lab II (3)	CHEM 332	Physical Chemistry II (3)

Description of courses

CHEM 110 Industrial Chemistry Laboratory I (Cr. 1)

This course introduces students to the properties and pollutants of water, analyzing and purifying water, preparation of gases and making tests, extraction and making fragrances.

Co-requisite: CHEM 251

CHEM 111 Industrial Chemistry Laboratory II (Cr. 1)

This laboratory course introduces students to the kinds of operations that occur in a commercial chemical laboratory. Students learn the principal techniques of industrial chemistry in making cosmetic products such as shampoos, creams, lotions, gels, cleansers, and natural adhesives. Visiting factories is scheduled during the course for observation.

Co-requisite: CHEM 252

CHEM 113 General Chemistry Laboratory (Cr. 1)

This course provides practical experience necessary to understand and appreciate better the information presented in the lectures and text of CHEM131. It acquaints students with several quantitative techniques in addition to basic qualitative analysis.

Co-requisite: CHEM 131

CHEM 114 General Chemistry Laboratory (Cr. 1)

The course complements CHEM 132 in providing the practical experience to understand well the theoretical lecture. It is a continuation to CHEM 113.

Prerequisite: CHEM 113

CHEM 115 Detergent Chemistry Laboratory I (Cr. 1)

This laboratory course introduces students to the kinds of operations that occur in a commercial chemical laboratory. Students learn the principal techniques of industrial chemistry in making detergent products such as liquid, powder, paste and gel detergents, disinfectants, and alkaline metal cleaners. Visiting factories is scheduled during the course.

Co-requisite: CHEM 351

CHEM 116 Detergent Chemistry Laboratory II (Cr. 1)

This course is a continuation of CHEM 115 which concentrates on the preparation of toilet and bar soaps, hand liquid soap, determination of iodine and saponification values of oils. Students analyze a commercial detergent at the end of the course.

Co-requisite: CHEM 352

CHEM 117 Polymer Chemistry Laboratory I (Cr. 1)

Students learn how to prepare and test some kinds of polymers, such as Lucite urea-formaldehyde, rayon, nylon, PVA and their properties. Concerning waste disposal, considerable attention is paid to the question of safe operation and safe disposal of wastes.

Co-requisite: CHEM 361

CHEM 118 Polymer Chemistry Laboratory II (Cr. 1)

This course is a continuation of Chem 117 which concentrates on the preparation of natural adhesives, rubber, animal glue and glyptal resins as well as some properties and physical tests.

Co-requisite: CHEM 362

CHEM 119 Pharmaceutical Chemistry Laboratory I (Cr. 1)

This laboratory course introduces students to the kinds of operations that occur in a commercial chemical laboratory. Students learn the principal techniques of making common drugs, such as aspirin, lidocaine, sulfanilamide and acetaminophen, identification of drugs and analysis of commercial drugs.

Co-requisite: CHEM 371

CHEM 120 Pharmaceutical Chemistry Laboratory II (Cr. 1)

This course is a continuation of Chem. 119 which concentrates on the preparation of drugs and instrumental analyses and tests.

Co-requisite: CHEM 372

CHEM 121 Introductory Chemistry (Cr. 3)

A course for Nursing students which requires no previous study of chemistry. It covers the basics of the atomic theory, chemical arithmetic, properties of solutions and gases, and chemical bonding, basic organic and biochemistry.

CHEM 131 General Chemistry I (Cr. 3)

An introductory course that covers the electronic structure of atoms, basic chemical laws calculations, stoichiometry, bonding, phase studies, and periodic trends.

CHEM 132 General Chemistry II (Cr. 3)

The course completes CHEM 131 and concentrates on gases and gas laws, solutions thermodynamics, kinetics, equilibria, acids, bases, and redox reactions. The chemistry of some representative elements and a few selected topics are also presented.

Prerequisite: CHEM 131

CHEM 221 Organic Chemistry Laboratory I (Cr. 1)

This course will concentrate on safety and laboratory techniques of organic chemistry (melting and boiling points, distillation, extraction, T.L.C, crystallization & purification). Included in the course are preparations of such compounds as acetanilide, n-butyl bromide, hydrocarbons, alcohols, aspirin.

Co-requisite: CHEM 231

CHEM 224 Organic Chemistry Laboratory II (Cr. 1)

A continuation of CHEM 221 Laboratory course. Included in this course is an array of organic reactions, substitutions and synthesis reactions such as nitration of aromatic compounds, alkyl halides, aldehydes and ketones, esters, aniline, p-nitrophenol, kinetics.

Co-requisite: CHEM 232

CHEM 231 Organic Chemistry I (Cr. 3)

The course includes a relatively detailed study of organic structures and mechanisms as applied to alkanes, alkenes, alkynes, and alicyclic compounds, as well as stereochemistry and resonance.

Prerequisite: CHEM 132

CHEM 232 Organic Chemistry II (Cr. 3)

This course covers aromatic compounds and their reactions, carboxylic acids and their derivatives, aldehydes, ketones, alcohols, ethers and amines, as well as spectroscopy.

Prerequisite: CHEM 231

CHEM 251 Industrial Chemistry I (Cr. 2)

This course covers the following: survey of factory organizations, water resources & treatment, energy resources, important gases, inorganic chemical industries, steel manufacture, ceramics, glasses and cement.

CHEM 252 Industrial Chemistry II (Cr. 2)

This is a continuation of Chem. 251. The course involves the study of surface active agents as to chemical structure, as well as crude oils and gas, dyes (natural & synthesis), perfumes, fragrances include types, natural, semi natural and synthetic ones, agrochemicals, petroleum resources & refining, the concept of HLB (hydrophilic-lipophilic balance).

Prerequisite: CHEM 251

CHEM 313 Analytical Chemistry Theory (Cr. 3)

This course involves the study of chemistry in solution. It deals with the

gravimetric, volumetric theories and techniques as well as acid base, oxidation-reduction, compleximetry, precipitation and titration. It also covers some spectrophotometric and instrumental theory.

Prerequisite: *CHEM 132*

CHEM 315 Analytical Chemistry Laboratory I (Cr. 1)

This lab course stresses quantitative measurements in chemistry. It emphasizes a variety of instrumental methods used in modern laboratories. Theoretical treatment of various techniques and principles are also covered.

Prerequisite: *CHEM 313*

CHEM 317 Physical Chemistry Laboratory I (Cr. 1)

Quantitative instrumental methods in physical chemistry; kinetics, vacuum technology and spectroscopy are treated in this course.

Prerequisite: *CHEM 331*

CHEM 318 Inorganic Chemistry Laboratory I (Cr. 1)

Synthetic techniques in inorganic chemistry are covered.

Prerequisite: *CHEM 335*

CHEM 319 Physical Chemistry Laboratory II (Cr. 1)

This course is a continuation of CHEM 317. A wider range of physical chemistry experiments is offered.

Prerequisite: *CHEM 317, 331, 332*

CHEM 324 Identification of Organic Compounds (Cr. 2)

This course is designed for qualitative identification of organic compounds and mixtures with emphasis on techniques of separation, purification, chemical and spectral identification.

Prerequisite: *CHEM 232, 224*

CHEM 326 Analytical Chemistry Laboratory II (Cr. 1)

The course is a continuation of CHEM 315.

Prerequisite: *CHEM 315*

CHEM 331 Physical Chemistry I (Cr. 3)

This course involves the study of gases, distribution laws, thermodynamics and phase equilibria. It emphasizes derivations and mathematical rigor.

Prerequisite: *CHEM 232, MATH 142, PHYS 132*

CHEM 332 Physical Chemistry II (Cr. 3)

The course includes the concepts of probability and kinetics in chemical reactions, photochemical and electrochemical reactions, and surface catalysis.

Prerequisite: CHEM 331

CHEM 335 Inorganic Chemistry I (Cr. 3)

The course includes studies of quantum mechanics, atomic and molecular structures, ionic compounds, covalent compounds, molecular orbital theory, acid-base theory, non-aqueous solvents, inorganic thermodynamics, electrochemistry, and a survey of chemical forces.

Prerequisite: CHEM 337

CHEM 336 Inorganic Chemistry II (Cr. 3)

This course emphasizes coordination chemistry, transition elements, and other selected groups from the periodic table, especially the halogens, active metals, boron and silicon chemistry.

Prerequisite: CHEM 335

CHEM 337 Quantum Chemistry (Cr. 3)

This course is an introduction to modern concepts of atomic structure and chemical bonding. Quantum mechanical theory and its application to spectroscopy are covered.

Prerequisite: CHEM 232, **Recommended:** MATH 241

CHEM 351 Detergents Chemistry I (Cr. 2)

The first part of the course includes a detailed study of raw materials as to: sources, chemistry, detergency, micelle theory, types of detergents, methods of preparation, types of surfactants and their applications, types of soaps and shampoos, types of cleansers. Additives, preservatives, thickening agents, colorants and perfumes are also studied.

Prerequisite: CHEM 251, 252

CHEM 352 Detergents Chemistry II (Cr. 2)

This phase of the study involves a detailed study of raw materials, especially olive oil, coconut oil, linseed oil, cottonseed oil, palm oil and neat foot oil and their chemistry and applications. Soap bars are studied with reference to local manufacturing of soap bars such as locally made soap (Aljamal-Nablus) and licensed manufactured FA soap bars. Synthetic detergents concentrate on the detailed manufacture of linear alkyl-benzene sulfonates and their applications. Methodologies such as the spray dry method to produce powders are

presented. Heavy duty as well as industrial, automotive and machine-based detergents is also presented.

Prerequisite: *CHEM 351*

CHEM 361 Polymer Chemistry I (Cr. 2)

This course offers the basic theory of polymer study including, polymerization theory (stepwise condensation and addition polymers, copolymerization which includes random, block and graft copolymerization), stereo specific polymers, polymer types and applications. Chemical structure and methods of monomers and polymers preparation are considered.

CHEM 362 Polymer Chemistry II (Cr. 2)

This phase of the polymer study includes the study of the manufacture of plastics and rubber (i.e. synthetic and natural rubber). The technologies involve applications in tire industries, inner tube industries, elastomers, and rubber tubing. Adhesives include the study of: natural adhesives of plant and animal origin such as starch, synthetic adhesives based on polyvinyl acetate polymers (Polybond), nitrocellulose, or rubber polymers (ago).

Prerequisite: *CHEM 361*

CHEM 371 Pharmaceutical Chemistry I (Cr. 2)

The basic chemistry of drugs includes typical synthetic approaches, which include oxidation, reduction, cyclization, and condensation reactions. Typical examples are the preparation of aspirin, penicillin, and some drugs extracted from plants such as digitalis. Types of drugs are presented which include analgesics, and antipyretics, cardio-vascular drugs, pulmonary drugs, antibiotic drugs, and nervous system drugs.

CHEM 372 Pharmaceutical Chemistry II (Cr. 2)

This is an advanced course that includes the detailed study of drug-receptor, drug-drug and drug excipients interactions. The analytical and physical tests of finished pharmaceutical dosage forms are thoroughly discussed. Antibacterial agents such as penicillin and Cephalosponins as well as recently developed antibiotics are also mentioned.

Prerequisite: *CHEM 371*

CHEM 389 Senior Seminar in Chemistry, (Cr. 1)

Selected topics in chemistry or related sciences are presented by senior students. It involves intensive research study on a particular subject under the direction and guidance of a faculty member. Students may present practical

applications as well. The student's involvement, discussion, participation and responses to questions are an integral part of the seminar.

CHEM 391 Spectrometric Identification of Organic Compounds (Cr. 3)

This course is designed for quantitative identification of organic compounds with emphasis on the spectrometric techniques of proton magnetic resonance, C-13 magnetic resonance, infrared spectroscopy, mass spectroscopy and ultraviolet spectroscopy.

Prerequisite: CHEM 232

CHEM 421 Organic Chemistry III (Cr. 3)

Special topics in organic chemistry are introduced.

Prerequisite: CHEM 232

CHEM 424 Introduction to Organic Synthesis (Cr. 2)

This course includes the chemistry and synthesis of oxygen, nitrogen, and sulfur compounds.

Prerequisite: CHEM 232.

CHEM 427 Technical Analysis (Cr. 2)

This is a laboratory course that introduces students to industrial quality control and testing of various products, e.g. cloth, wines, oil, milk, etc.

Prerequisite: CHEM 224, 232

CHEM 431 Food Chemistry and Technology (Cr. 3)

This course covers the main components of food, i.e. Carbohydrates, Proteins, Fats, Vitamins, colors and flavors. The updated know-how technique in making, preserving and flavor additives for food and its effect on its components, compositions and their changes with time for the taste, color and the public health prevention are considered.

CHEM 497 Environmental Chemistry (Cr. 3)

This course is an introduction to environmental chemistry, related problems of the environment, study of water analysis and purity, soil analysis, air pollution and its causes, and treatment of pollutants. The course also includes analytical methods for pollutants and pesticides.

CHEM 498 Chemical Literature (Cr. 1)

This course introduces a variety of publications involved with chemical research, and the use of chemical abstracts and other such sources. The course also includes readings and presentations by the students of recent papers from the original literature.

CHEM 499 Special Topics in Chemistry

(Cr. 2)

This is a course covering a wide range of topics of interest.

Prerequisite: Consent of instructor.

DEPARTMENT OF MATHEMATICS

Description of the programs of the Department of Mathematics

Department of Mathematics offers a Bachelor of Science degree with a Major in Mathematics. The Department aims to develop within the students skills of analytical thinking, initiative and creativity and to prepare the individual for careers not only in teaching but also in firms, banks, governmental and non-governmental organizations, statistics and others. The Department also prepares the individuals to pursue post-graduate studies in mathematics and other related fields. The Department of Mathematics also offers service courses to other departments.

Credits needed for the degree

A student majoring in Mathematics needs to earn a total of 129 credits distributed as follows.

<i>Category</i>	<i>Credits</i>
Major	70
Minor	24
University Requirements	34
Electives	1
<i>Total</i>	<i>129</i>

The Mathematics ***Major*** consists of a total of 40 credits to include all the Major required courses listed in the table below and a minimum of 9 credits courses to be selected from the electives' list, as well as 21 credits of the Faculty of Science required courses.

MAJOR IN MATHEMATICS

Required Mathematics Major Courses (40 Cr)

MATH 141	Calculus & A. Geometry I (4)	MATH 333	Mathematical Statistics (3)
MATH 142	Calculus & A. Geometry II (4)	MATH 334	Advanced Calculus I (3)
MATH 241	Calculus & A. Geometry III (4)	MATH 335	Advanced Calculus II (3)
MATH 234	Differential Equations (3)	MATH 336	Intro. to Modern Algebra (3)
MATH 235	Intro. to Linear Algebra (3)	MATH 338	Complex Variables (3)
MATH 238	Discrete Mathematics (3)	MATH 389	Senior Seminar (1)
MATH 331	Probability (3)		

Elective Mathematics Major Courses (9 Cr)

MATH 332	Theory of Numbers (3)	MATH 362	Topics in Applied Statistics (3)
MATH 337	Topology (3)	MATH 371	Applied Mathematics (3)
MATH 342	Topics in Algebra (3)	MATH 372	Numerical Analysis (3)
MATH 361	Regression Analysis (3)	MATH 399	Special Topics in Math. (3)

Faculty of Science Required Courses (21 Cr)

CHEM 113	General Chemistry Lab (1)	PHYS 113	Laboratory Practice (1)
CHEM 131	General Chemistry I (3)	PHYS 131	General Physics I (3)
CHEM 132	General Chemistry II (3)	PHYS 132	General Physics II (3)
CAIS 131	Computer Programming (3)	BIOL 141	Principles of Biology I (4)

Students majoring in Mathematics are provided the opportunity to *Minor* in a discipline other than their Major field. A student may take any Minor offered by the other Faculties in the University.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses**BACHELOR OF SCIENCE IN MATHEMATICS****First Year**

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MATH 141	Calculus & A. Geometry I	4	MATH 142	Calculus & A. Geometry II	4
CHEM 113	General Chemistry Lab.	1	PHYS 131	General Physics I	3
CHEM 131	General Chemistry I	3	CAIS 131	Computer Programming I	3
BIOL 141	Principles of Biology I	4	ARAB 120	Arabic Language Skills I	3
ENGL 120	English Language Skills I	3	ENGL 121	English Language Skills II	3
LIBR 101	Library Skills	R	PSED 101	Physical Education	1
		15			17

*SUMMER SESSION**CR*

CHEM 132	General Chemistry II	3
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Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MATH 238	Discrete Mathematics	3	MATH 234	Differential Equations	3
MATH 241	Calculus & A. Geometry III	4	MATH 235	Linear Algebra	3
PHYS 113	Laboratory Practice	1	ENGL 213	English Language Skills III	3
PHYS 132	General Physics II	3	Minor		3
ARAB 121	Arabic Language Skills II	3	Minor		3
	Minor	3			
		17			15

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MATH 331	Probability	3	MATH 333	Mathematical Statistics	3
MATH 334	Advanced Calculus I	3	MATH 335	Advanced Calculus II	3
HIST 120	History of Modern Palestine	3	MATH 336	Intro. To Modern Algebra	3
CMSR 101	Community Service	1	POLS 300	Themes in Political Science	3
	Fine Arts Requirement	2		Minor	3
	Minor	3			
		15			15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
MATH 338	Complex Variables	3	MATH 389	Senior Seminar	1
RELS 300	Cultural Religious Studies	3	ECON 300	Basic Economics	3
	Major elective	3	PHIL 302	Philosophy and Ethics	3
	Major elective	3		Major elective	3
	General elective	1		Minor	3
	Minor	3		Minor	3
		16			16

Minors offered by the Department of Mathematics

In addition to the Major in Mathematics, the Department of Mathematics provides the opportunity for all students to join the program towards a Minor in Mathematics.

MINOR IN MATHEMATICS

To earn this *Minor*, students are required to successfully complete 25 credit hours as follows.

MATH 234	Differential Equations	3	MATH 238	Discrete Mathematics	3
MATH 235	Intro. to Linear Algebra	3	MATH 241	Calculus & A. Geometry III	4

Plus four Mathematics courses at the 200 level or above. Students majoring in Biology must complete MATH 142 as a Minor requirement course, in addition to three courses at the 200 level or above.

Description of Courses

MATH 111 Fundamentals of Mathematics (Cr. 3)

This is a basic math course for non-science students which covers problem solving techniques, sets, basic probability and statistics, number systems and their structure, linear and quadratic equations, basic consumer mathematics.

MATH 141 Calculus and Analytic Geometry I (Cr. 4)

The first course in calculus covers functions and their graphs, limits and

continuity, tangent lines and derivatives, some theorems on differentiation, applications of derivatives, such as: curve sketching, maxima and minima problems, definite and indefinite integrals, and applications of integrals.

MATH 142 Calculus and Analytic Geometry II (Cr. 4)

This course is a continuation of Math 141 and includes methods of integration and applications. Other topics covered are: inverse trigonometric, logarithmic and exponential functions, other transcendental functions, conic sections, parameterized curves and polar coordinates, some sequences and series.

Prerequisite: MATH 141

MATH 234 Differential Equations (Cr. 3)

This course introduces various types of ordinary differential equations, first and higher order, linear systems of equations, Laplace transform and power series solutions, and some physical applications.

Prerequisite: MATH 142

MATH 235 Introduction to Linear Algebra (Cr. 3)

This course covers fields, linear systems over fields, matrices and their arithmetic, determinant of a matrix, linear spaces and subspaces, bases, linear transformations, eigenvalues and eigenvectors, diagonalization and canonical forms.

Prerequisite: MATH 142

MATH 238 Discrete Mathematics (Cr. 3)

This course introduces students to logic, set theory and proof techniques, relations functions and their properties, mathematical induction, cardinality, basic concepts in number theory, combinatorial mathematics, and methods of counting.

Prerequisite: MATH 142

Math 239 Mathematics for CAIS students. (Cr. 3)

This course introduces logic and methods of proof, sets and set operations, relations and functions, mathematical induction and recursion, introduction to matrices and solving simultaneous equations in several variables, methods of counting, introduction to trees and graphs.

Prerequisite: MATH 142

MATH 241 Calculus and Analytic Geometry III (Cr. 4)

This course incorporates further work in calculus and analytic geometry covering vectors and analytic geometry in space, vector functions with their

derivatives, multivariable functions, partial differentiation and multiple integration and applications, and some vector analysis.

Prerequisite: MATH 142

MATH 331 Probability (Cr. 3)

This course introduces probability, methods of enumeration, conditional probability and independence, random variables of discrete and continuous types, expectation and variance, different kinds of distributions, moment generating function and functions associated with the normal distribution, and the central limit theorem.

Prerequisite: MATH 241 (MATH 238 highly recommended)

MATH 332 Theory of Numbers (Cr. 3)

This course studies integers, divisibility properties, primes, prime factorization, diophantine equations, numerical functions, congruences and their applications, residues, primitive roots, theorems of Euler, Fermat, Lagrange, Wilson and the Chinese Remainder theorem.

Prerequisite: MATH 142 (MATH 238 highly recommended)

MATH 333 Mathematical Statistics (Cr. 3)

This is a continuation of MATH 331 which includes an introduction to sampling theory, the student t and F distributions with random functions associated with them, and the law of large numbers. Estimation theory, which includes unbiased, consistent, efficient, sufficient and maximum likelihood estimators is also included as well as testing hypothesis for means, proportions, variances and some regression.

Prerequisite: MATH 331

MATH 334 Advanced Calculus I (Cr. 3)

This course gives a formal introduction to the real number system, sequences of real numbers and their limits, continuity and differentiability of functions of a real variable, uniform continuity, approximation of functions by polynomials, Taylor's Theorem.

Prerequisite: MATH 241

MATH 335 Advanced Calculus II (Cr. 3)

This course is a continuation of Math 334 and includes Riemann integration, series of real numbers, sequences and series of functions, point wise and uniform convergence, power series and analytic functions.

Prerequisite: MATH 334

MATH 336 Introduction to Modern Algebra (Cr. 3)

This is an introductory course in the elements of modern algebra and includes: groups, homomorphism, Lagrange theorem, quotient groups, isomorphism theorem, symmetric groups, rings, ideals, quotient rings and homomorphism, rings of polynomials over integral domains, principal ideal domain and the unique factorization theorem, extension of fields, algebraic and transcendental functions.

Prerequisite: *MATH 241*

MATH 337 Topology (Cr. 3)

Metric spaces, convergence and continuity, completeness and Cauchy's completion theorem, general topological spaces, separation axioms, metrizable, compactness, and connectedness, compactification theorems, product spaces and Tychonof theorem, the fundamental group and an introduction to homotopy theory are included in the course.

Prerequisite: *MATH 335*

MATH 338 Complex Variables (Cr. 3)

The algebra and geometry of complex numbers, analytic functions, Cauchy-Riemann Equations, complex series, integration of complex functions, and some applications of complex variables to physics are covered in the course.

Prerequisite: *MATH 335*

MATH 341 Multivariable Calculus (Cr. 3)

The Euclidean spaces and elementary topology on them, limits and continuity, differentiability of real and vector valued functions, implicit and inverse function theorems, measure and integrals in Euclidean spaces are covered in the course.

Prerequisite: *MATH 335*

MATH 342 Topics in Algebra (Cr. 3)

This course is a continuation of MATH 235 and MATH 336 which includes: inner product spaces, orthonormal bases and the Gram-Schmidt process, linear operators on inner product spaces, unitary and Hermitian operators, the spectral theorem, bilinear and quadratic forms, diagonalization, Sylvester's and Caley-Hamilton theorems, Jordan forms; extension of fields and an introduction to Galois theory.

Prerequisite: *MATH 235, MATH 336*

MATH 352 Introduction to Statistics (Cr. 3)

The course is a service course. It is intended to provide an introduction to

elementary statistical concepts basic to interpretations and applications. The first part of the course is descriptive statistics and the second part is inferential, tests for means proportions, contingency tables, correlation and linear regression are studied. A computer statistical package is used for data analysis.

MATH 361 Regression Analysis (Cr. 3)

Sampling techniques, testing statistical hypothesis, single and multiple linear regression, polynomial and nonlinear regression, model building and statistical inference in regression analysis are covered in the course. A computer statistical package is used for data analysis.

Prerequisite: MATH 333

MATH 362 Topics in Applied Statistics (Cr. 3)

This course is an introduction to basic methods of experimental design, analysis of variance, contingency tables, nonparametric statistical techniques such as: the sign test, Wilcoxon and other tests. A computer statistical package to utilize these methods will be used.

Prerequisite: MATH 361

MATH 371 Applied Mathematics (Cr. 3)

Fourier series and their applications, orthogonal and periodic functions, Parseval equation, partial differential equations, heat and wave equations are covered in this course. Fourier transforms and some topics in calculus of variation are also covered.

Prerequisite: MATH 234 (MATH 235 highly recommended)

MATH 372 Numerical Analysis (Cr. 3)

Solutions of equations in one variable, polynomial approximation, numerical differentiation and integration, initial value problems for ordinary differential equations, linear systems, iterative technique, and numerical solutions to partial differential equations are covered in the course.

Prerequisite: MATH 234 (MATH 235 highly recommended)

MATH 389 Senior Seminar in Mathematics (Cr. 1)

Senior mathematics majors are required to conduct an intensive research study of a particular subject in mathematics chosen from a selected list of topics approved by the Mathematics Department. Seminar participants must present their subjects for discussion at seminar meetings with faculty members.

Required of and restricted to senior mathematics majors

MATH 399 Special Topics in Mathematics (Cr. 3)

This is an independent study course open to senior mathematics majors. Topics are selected by the instructor in accordance with the student's ability and previous study.

Prerequisite: Consent of Department

DEPARTMENT OF COMPUTERS INFORMATION SYSTEMS

Description of the program of Department of Computers Information Systems

The department offers a Bachelor of Science Degree with a Major in Computers Information Systems. The Department aims to develop within the students skills of information technology in all its aspects and provide them with the professional skills, and knowledge needed to possess a mind of active thinking, ability to identify process and technically develop automated information environments, and consequently analysts and designers of turn-key solutions for the small and medium enterprise organization.

Credits needed towards the degree

A student majoring in Computer Information Systems needs to earn a total of 130 credits distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	72
Minor	24
University Requirements	34
<i>Total</i>	<i>130</i>

The ***Computer Information Systems Major*** consists of a total of 72 credits to include all the required Major courses listed in the table below, and a minimum of 9 credits courses to be selected from the electives' list, as well as 22 credits of the Faculty of Science required courses.

MAJOR IN COMPUTER INFORMATION SYSTEMS

Required CAIS Major Courses (41 Cr.)

CAIS 131	Computer Programming I (3)	CAIS 325	Data Base Management Systems (3)
CAIS 222	Computer Programming II (3)	CAIS 331	Operating Systems (3)
CAIS 231	Comp. Organization & Operation (3)	CAIS 351	Computer Architecture (3)
CAIS 232	Computer Networks (3)	CAIS 401	Senior Practicum (2)
CAIS 233	System Analysis & Design (3)	CAIS 421	Object Oriented Programming (3)
CAIS 234	Internet, Web and TCP/IP (3)	CAIS 425	Management Information Syst. (3)
CAIS 322	Algorithms & Data Structures (3)	MATH 239	Mathematics for CAIS Stud. (3)

Elective CAIS Major Courses (9 Cr.)

CAIS 326	Graphics & Multimedia Appl. (3)	CAIS 373	Electronic Business Strategy (3)
CAIS 335	Network Programming (3)	CAIS 429	Special Topics (3)
CAIS 352	Embedded & Real-Time Systems (3)	CAIS 433	Object-Oriented Sys. Design (3)
CAIS 361	Artificial Intelligence (3)	CAIS 445	Web Server Design & Implem (3)

CAIS 362 Compiler Theory and Design (3)
 CAIS 371 Computer Security (3)
 CAIS 372 Geographic Information Sys (3)

MATH 235 Linear Algebra (3)
 MATH 372 Numerical Analysis (3)

For students who follow a Minor in Math the courses MATH 235 and MATH 372 would count for their Minor requirement and can not be taken as Major elective courses. The MATH 239 course (which is replaced by MATH 235 and MATH 238 counting for the math Minor) may be replaced by any Computer Information Systems elective course.

Faculty of Science Required Courses (22 Cr.)

MATH 141	Calculus & A. Geometry I (4)	PHYS 113	Laboratory Practice (1)
MATH 142	Calculus & A. Geometry II (4)	PHYS 131	General Physics I (3)
BIOL 141	Principles of Biology (4)	PHYS 132	General Physics II (3)
CHEM 131	General Chemistry I (3)		

Students majoring in Computer Information Systems are provided the opportunity to **Minor** in a discipline other than their Major field. A student may take any Minor offered by the Faculties of Business or Science.

For Acceptance to Major Criteria refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

First Year

<i>FALL SEMESTER</i>			<i>CR</i>	<i>SPRING SEMESTER</i>			<i>CR</i>
CAIS 131	Computer Programming I	3		CAIS 222	Computer Programming II	3	
MATH 141	Calculus & A. Geometry I	4		MATH 142	Calculus & A. Geometry II	4	
CHEM 131	General Chemistry I	3		PHYS 131	General Physics I	3	
ENGL 120	English Language Skills I	3		ENGL 121	English Language Skills II	3	
ARAB 120	Arabic Language Skills I	3		ARAB 121	Arabic Language Skills II	3	
LIBR 101	Library Skills	R					
			16				16

SUMMER SEMESTER

CR

BIOL 001	Lab for BIOL 141	R
BIOL 141	Principles of Biology	4

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CAIS 231	Comp. Org. & Operation	3	CAIS 232	Computer Networks	3
CAIS 233	System Analysis & Design	3	CAIS 322	Algorithms Data Structures	3
PHYS 113	Laboratory Practice	1	MATH 239	Math for Computing Scie.	3
PHYS 132	General Physics II	3	HIST 120	History of Modern Palestine	3
ENGL 213	English Language Skills III	3	CMSR 101	Community Service	1
	Minor	3		Minor	3
		16			16

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CAIS 234	Internet, Web & TCP/IP	3	CAIS 351	Computer Architecture	3
CAIS 325	Database Management Sys.	3	CAIS 421	Object-Oriented Programming	3
CAIS 331	Operating Systems	3	ECON 300	Basic Economics	3
	Fine Arts Requirement	2		Major Elective	3
	Minor	3		Minor	3
	Minor	3			
		17			15

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CAIS 425	Management of Info Sys.	3	CAIS 401	Senior Practicum	2
RELS 300	Cultural Religious Studies	3	PHIL 302	Issues in Phil. & Ethics	3
	Major elective	3	POLS 300	Major Themes Political Sc.	3
	Minor	3	PSED 101	Physical Education	1
	Minor	3		Major Elective	3
				Minor	3
		15			15

MINOR IN COMPUTER INFORMATION SYSTEMS

The program is divided into two parts: one is compulsory list of courses for all students, and the second part is optional where the student selects the necessary credits, depending on their interest, and the Major program they are following.

(A) Courses that have to be taken by all students (12 credits).

CAIS 131 Computer Programming I (3)

CAIS 231 Computer Organization and Operation (3)

CAIS 232 Computer Networks (3)

CAIS 233 Systems Analysis and Design (3)

(Note: Students in the Faculty of Science take CAIS 131 as part of Faculty of Science requirement; therefore they have to take another CAIS course to replace it)

(B) Additional 12 credits to be selected from CAIS courses (other than CAIS 252 and CAIS 253)

Description of Courses

CAIS 131 Computer Programming I (Cr. 3)

This course introduces the fundamentals of procedural programming. Topics include basic concepts of computer organization, data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. The C++ programming language is used in this course.

CAIS 222 Computer Programming II (Cr. 3)

The course covers advanced topics in computer programming which include working with multi-dimensional arrays, pointers, string processing and memory management, I/O file streams and random access file, structures and arrays of structures. Object-oriented programming is introduced. The concept of classes and objects, class member variables, methods and constructors, final constructors, public and private modifiers, overloading, overriding and inheritance are covered.

***Prerequisite:* CAIS 131**

CAIS 231 Computer Organization and Operation (Cr. 3)

This course presents basic concepts of computer organization and operating systems. Combinational and sequential digital circuits are studied. Topics will include Boolean algebra, canonical forms of Boolean functions and the concept of a state machine. Typical implementations and applications of digital circuits are discussed. Students are introduced to basic models of a CPU and to data representation and manipulation at the machine instruction level. Operating system concepts include concurrency, process scheduling and dispatch.

***Prerequisite:* CAIS 131 or BUSA 227**

CAIS 232 Computer Networks (Cr. 3)

This course studies the theory and operation of computer networks. First it covers the basic concepts of signal analysis and computer communications

including the OSI reference model. The course then explores aspects of digital data transmissions such as analog-digital conversion, channel capacity, signal encoding, and transmission media. It offers exposure to the LAN architecture, network layers and network topologies. Other topics include error detection and correction, congestion control and traffic management, data link layer protocols and multiplexing, circuit vs. packet switching.

Prerequisite: CAIS 131

CAIS 233 Systems Analysis and Design (Cr. 3)

This course is an introduction to systems analysis and design concepts, methodologies, techniques and tools. The topics covered are software life-cycle and process models, software requirements and specifications, software design, fundamental design concepts and principles, software architecture, structured design; object-oriented analysis and design. As a result, this course concentrates on the early phases of systems analysis development and only lightly touches on implementation and maintenance.

Prerequisite: CAIS 131

CAIS 234 Internet, Web and TCP/IP (Cr. 3)

This course covers the architecture of the TCP/IP protocol suite. Specific topics include UDP, FTP, HTTP, ARP, and ICMP protocols, IP classes, IP addressing, subnetting, and subnet masking. Students use common TCP/IP commands and utilities to conduct experiments in static and dynamic routing using the Routing Information Protocol (RIP) and Open Shortest Path First (OSPF). Students also learn to configure Web and FTP servers to enable web development and access to online databases.

Prerequisite: CAIS 232

CAIS 252 Introduction to Data Processing (Cr. 2)

This is a service course offered for other departments that includes an introduction to computers and data processing the concept of information, bytes and bits, office automation like sending and receiving email, connecting and browsing the Internet, creating a document and processing it, creating a spread sheet and including formulas and charts. It also includes creating and managing presentations and an introduction to statistical data, collecting data and designing a questionnaire sheet, entering data using a spread sheet and producing frequency tables and cross tabulations in addition to averages.

CAIS 253 Web Design and Implementation (Cr. 2)

This is a service course to other departments in which student learn about website design. Topics include objectives and goals of web sites, content selection, artistic design and layout. Students are introduced to HTML and XHTML and use of an authoring system (such as FrontPage) to design and implement a web site including the use of simple java scripts.

Prerequisite: CAIS 252 or consent of instructor

CAIS 322 Algorithms and Data Structures (Cr. 3)

This course introduces fundamental concepts of data structures and the algorithms that proceed from them. Topics include the underlying philosophy of object-oriented programming and recursion, the basics of algorithmic analysis including asymptotic analysis of algorithms and the “Big O” notation fundamental data structures including stacks, queues, linked lists, hash tables, trees, and graphs and their applications.

Prerequisite: CAIS 222, Math 238

CAIS 325 Data Base Management Systems (Cr. 3)

This course introduces concepts and techniques of database systems. Topics include: information models, database system components, database system architecture, DBMS functions data independence, relational databases as mapping conceptual schema to a relational schema, relational algebra, relational database design and database query language SQL. Additional topics are: transaction processing, failure and recovery and concurrency control. Student exercises are done in MySQL, Oracle or any other relational DBMS.

Prerequisite: CAIS 233

CAIS 326 Graphics and Multimedia Applications (Cr. 3)

This course concerns the use of multimedia techniques for the integration of video and audio content with web pages and other media. The course covers the tools used to generate video files, editing and formatting for publishing, image processing, and techniques such as capturing, filtering, enhancing, and handling of large images, digitization, and archiving. The course also covers web site programming with HTML and script coding.

Prerequisite: CAIS 131 or BUSA 227

CAIS 331 Operating Systems (Cr. 3)

This course concerns the principles of operating systems. The topics covered are multi-process programming, resource sharing, deadlocks, memory management, file systems, security and protection, real-time issues,

distributed computing and a comparison of popular operating systems. Practical work deals with configuring an OS as an administrator.

Prerequisite: CAIS 231

CAIS 335 Network Programming (Cr. 3)

This is a continuation of the CAIS 232 Computer Networks. Emphasis is based on system programming, and protocol implementation and handling. Driver and network management, user profiles and controls are also covered. The course has a focus on Windows NT and UNIX programming.

Prerequisite: CAIS 232

CAIS 351 Computer Architecture (Cr. 3)

This course explores more sophisticated aspects of computer organization. Topics covered are: instruction set design, data representation and arithmetic including floating point, MIPS CPU design, instruction pipelining, memory architectures including cache, virtual memory and RAID, interfacing and communications including interrupts and IO programming and parallel computing architectures.

Prerequisite: CAIS 231

CAIS 352 Embedded and Real-Time Systems (Cr. 3)

This course is about using microprocessors as an integral part of a larger system. In many cases software must perform tasks within strict time constraints. The course starts with a survey of interfacing techniques including interrupts, DMA and analog-digital conversion. Then the choice of architecture is considered: microcontroller, DSP etc. Finally the course covers the programming methods and operating systems used to meet timing constraints as well as power, cost and expandability constraints.

Prerequisite: CAIS 351

CAIS 361 Artificial Intelligence (Cr. 3)

This course is a survey of approaches used to design machines which imitate human intelligence. Topics include problem solving using search and heuristics, theory of logical inference and the use of inference-base systems, knowledge representation, agents and planning, dealing with uncertainty, machine learning including neural networks and Bayes nets and their application to pattern recognition.

Prerequisite: CAIS 322

CAIS 362 Compiler theory and design (Cr. 3)

This course covers the following topics: the basic theory of compilers and linguistics, formal grammar, parsing methods and lexical analysis, code generation, local and global code optimization and dynamic allocation, meta commands, and compiler directives, translators and interpreters.

Prerequisite: CAIS 322

CAIS 371 Computer Security (Cr. 3)

This course covers the following topics: the concept of computer security; the definition of security and infringement on security; user and profiles; system and object privileges; optimal performance; synonyms; simple security measures ranging from password protection to user control. Session control parameters. Firewalls and other security techniques; data encryption and coding; and security on levels of operating system and data base applications.

Prerequisite: CAIS 231 and CAIS 232 / or co requisite: CAIS 331

CAIS 372 Geographic Information Systems (Cr. 3)

This course covers the following topics: an introduction to GIS; geographical maps and images in vector as well as bit-map format; layers and their significance; data acquisition, digitization and capture; data integration, projection and registration; the data structures and databases used in GIS; data modeling and an introduction to remote sensing. Application in this course focuses on using GIS software to provide GIS databases for field-related applications.

Prerequisite: CAIS 131

CAIS 373 Electronic Business Strategy (Cr. 3)

This course focuses on the linkage between organizational strategy and networked information technologies to implement a rich variety of business models in the local and global contexts connecting individuals, businesses, governments, and other organizations to each other. The course provides an introduction to e-business strategy and the development and architecture of e-business solutions and their components.

Prerequisite: CAIS 233, ECON 300

CAIS 401 Senior Practicum (Cr. 2)

This is a team-based research project to design and implement an information technology solution to a practical problem from science or business. The problem is of sufficient complexity as to require team members to partition

and coordinate their efforts for successful completion. The required written and oral reports are evaluated by a team of reviewers.

Prerequisite: *Department approval*

CAIS 421 Object Oriented Programming (Cr. 3)

This course covers the principles and concepts of object-oriented programming and OO design. It offers an in-depth overview of classes and objects, template classes and methods, inheritance, polymorphism, and exception handling. Emphasis is placed on windows programming, event handling, graphical user interface design, testing, debugging, and program control.

Prerequisite: *CAIS 131*

CAIS 425 Management of Information Systems (Cr. 3)

This course covers the following topics: procedures and protocols for administration of information systems (IS) in business environments; the role of IS as a decision support tool; job descriptions and the interaction of personnel with IS; ensuring information integrity and security; strategies for IS performance evaluation, planning and maintenance; societal and ethical issues related to IS design and use. Case studies are taken from real-life experiences to enable the student to benefit from this course.

Prerequisite: *CAIS 233*

CAIS 429 Special Topics (Cr. 3)

This is a senior year advanced level course in subjects that are the current state-of-the-art topics in information technology and computing sciences and engineering. Topics are selected and prepared by the teacher, approved by the department, and announced to the students at the time of registration.

Prerequisite: *4th year standing*

CAIS 433 Object-Oriented Systems Design (Cr. 3)

This course studies object-oriented methods of software systems design and development. Topics included are: the application of modules and sub modules, using object-oriented data bases, and OO programming language methodologies and implementation. This course completes the information studied in CAIS 325, data base management systems, but with direct hands-on application using an Oracle-like environment to design and implement information systems.

Prerequisite: *CAIS 325*

CAIS 445 Web Server Design and Implementation (Cr. 3)

This course covers the following topics: servers and clients; functions and characteristics of Web servers; Web sites and their basics; advanced Web HTML programming; Java programming and Java applets. Embedding Java in Web sites and HTML code and client-server programming in Java. The course also gives an introduction to CGI, HTTP, and XML protocols and discusses dynamic graphics, error handling, session management methodologies, and interfacing to online databases with SQL.

Prerequisite: CAIS 234

CAIS 462 Computers in Education (Cr. 2)

This is a service course for other departments, mainly the Faculty of Education students which includes use of computers and information technology in education, principles of computer-based learning and education software, simulation, drills, tutorials, and e-book learning, teaching through games, computer games and their role in teaching children. Principles of curriculum design and information technology integration in curriculum and school life and teaching software evaluation and assessment are discussed. Special emphasis is placed on school curricula for the young (children and elementary schools).

Prerequisite: CAIS 252 or consent of instructor

DEPARTMENT OF PHYSICS

Description of the program of the Department of Physics

The Department of Physics offers a Minor Program in Physics. The main objectives of this program are twofold: to provide the students with a clear and logical presentation of the basic concepts and principles of physics, and to strengthen their understanding of the concepts and principles through a broad range of interesting applications to the real world. The Physics Department provides the opportunity for all science students to join the program towards a minor in Physics. To earn this Minor, students are required to successfully complete all of the relevant courses listed below.

MINOR IN PHYSICS

The **Minor** in Physics requires the successful completion of the following courses, totaling 24 credits as described below.

These are in addition to the introductory physics courses required of Science Students, namely PHYS 131, PHYS 132 and PHYS 113.

Required Courses (20 Cr.)

PHYS 242	Modern Physics with Lab (4)	PHYS 333	Classical Mechanics (3)
PHYS 244	General Physics with Lab III (4)	PHYS 381	Modern Optics (3)
PHYS 331	Electromagnetism I (3)	PHYS 432	Quantum Mechanics (3)

Elective Courses (4Cr.)

PHYS 334	Solid State Physics (3)	PHYS 343	Introduction to Electronics (4)
PHYS 336	Methods of Math. Physics (3)	PHYS 389	Projects in Physics (1)
PHYS 338	Thermal & Statist. Phys. (3)		

Description of courses

PHYS 113 Laboratory Practice

(Cr. 1)

Laboratory work involves studies in the following areas: basic theory of various laboratory equipments, experiments of mechanical concepts, the use of electrical components and meters, power supplies, signal generators, oscilloscope, and DC and AC circuits.

Prerequisite: PHYS 131

PHYS 121 Physics for Physiotherapy (Cr. 2)

This is an introduction to the following subjects with emphasis on applications to the human body and equipment used by physiotherapists: forces, Newton's three laws, rotational equilibrium, work and energy, momentum and collisions, electrostatic and Coulomb's law, electric field and potential, DC and AC current circuits, diffraction, polarization, reflection and refraction of waves.

PHYS 131 General Physics I (Cr. 3)

This is an Introduction to the following subjects: vectors, particle kinematics and dynamics, work, conservation of energy and momentum, rotational kinematics and dynamics, conservation of angular momentum, oscillations.

PHYS 132 General Physics II (Cr. 3)

This course studies gravitation, fluid mechanics, wave motion, temperature, heat and entropy, the first and second laws of thermodynamics, kinetic theory, the electric field, Gauss's law, the electric potential, capacitance, current and resistance, direct current circuits.

Prerequisite: PHYS 131

PHYS133: General Physics for Biology (Cr. 3)

This is an introductory course in General Physics for students in Biology. The course handles the following subjects: Motion in one dimension, Vectors, Motion in Two dimensions, Newton's laws, Statistics, Work and energy, Thermodynamics and thermal properties of materials, Fluid mechanics, Surface tension and Osmosis, dc and ac currents, Conduction in nerves, Sound, Wave properties of light, Image formation, radioactivity, Introduction to Nuclear Physics.

PHYS 231: Introduction to Electronics & Practical with Lab (PHYS 003) (Cr. 3)

This course will cover passive components; identification, soldering and manufacturing techniques, basic electronic circuits, Laplace transforms and filter analysis.

Prerequisite: PHYS 244 (concurrently)

PHYS 242 Modern Physics with Lab (PHYS 005) (Cr. 4)

This course incorporates the following topics: fundamentals of special theory of relativity, introduction to quantum mechanics, atomic physics, solid state physics, nuclear physics and elementary particles.

Prerequisite: PHYS 132

PHYS 244 General Physics III with Lab (PHYS 006) (Cr. 4)

Magnetic fields, Faraday's law, inductance, alternating current circuits, electromagnetic waves, geometric optics, interference, diffraction and polarization are covered.

Prerequisite: *PHYS 132*

PHYS 331 Electromagnetism I (Cr. 3)

This course introduces the field of electromagnetism covering the following topics: electrostatics and magnetostatics, microscopic theory of dielectrics, electric current, electric and magnetic fields and energies, boundary value problems, and Maxwell's equations.

Prerequisite: *PHYS 244 and MATH 234 (concurrently)*

PHYS 332 Electromagnetism II (Cr. 3)

This is a continuation of Phys 331 which focuses on Maxwell's equations, electromagnetic waves in homogeneous isotropic media, and the theory of diffraction.

Prerequisite: *PHYS 331*

PHYS 333 Classical Mechanics (Cr. 3)

This is a course in the kinematics and dynamics of mass points, examples of a system of mass points, Lagrange's equations, and mechanics of rigid media.

Prerequisite: *PHYS 132 and MATH 234 (concurrently)*

PHYS 334 Solid State Physics (Cr. 3)

This course introduces solid state physics which covers: crystal structure defects and dislocations, crystal diffraction and the reciprocal lattice, phonons, lattice vibrations, free electron fermi gas, energy bands, semiconductor crystals, fermi surfaces, metals and theories of conduction and magnetism.

Prerequisite: *PHYS 242*

PHYS 335 Astronomy (Cr. 3)

This course is an introduction to stellar distances, luminosities, classification of stars, variable stars, interstellar matter, the local galaxy, other galaxies, and the universe.

Prerequisite: *PHYS 132*

PHYS 336 Methods of Mathematical Physics (Cr. 3)

This course studies vector analysis, theory of analytic functions, special functions of mathematical physics, partial differential equations of mathematical physics and theory of matrices are covered.

Prerequisite: *MATH 234*

PHYS 338 Thermal & Statistical Physics (Cr. 3)

The course deals with the fundamentals of thermodynamics: equation of state, heat flow, entropy, first and second laws of thermodynamics. Kinetic theory and various statistical methods will be covered with applications to gases.

Prerequisite: *PHYS 242*

PHYS 339 Advanced Physics Laboratory (Cr. 3)

This course involves advanced experiments in various fields of physics with emphasis on the scientific methods for the acquisition and analysis of experimental data.

Prerequisite: *PHYS 242*

PHYS 343 Introduction to Electronics (PHYS 007) (Cr. 4)

Introduction to semiconductors, diodes, rectifiers, LED, transistors, properties of basic BJT and FET, in addition to CMOS, TTL and ICs. Digital and analogue amplifier stages, the operational amplifier, the fundamental concepts and circuits using standard ICs will also be covered.

Prerequisite: *PHYS 244*

PHYS 381 Modern Optics (Cr. 3)

This course is a review of geometrical and wave optics, linear and circular polarization, coherence and interference, multiple-beam interferometry, Fraunhofer and Fresnel diffraction, atomic spectra, light-matter interaction, lasers, and holography.

Prerequisite: *PHYS 242*

PHYS 389 Projects in Physics (Cr. 1)

This course includes running an advance Physics experiment which varies from a student to another. Each student would be required to present its results in a Seminar Forum.

PHYS 431: Nuclear and Elementary Particles Physics (Cr. 3)

In this course are introduced the following subjects: nuclear size, concepts of spin, parity and statistics; Alpha, Beta and Gamma decay; natural radioactivity; nuclear reactions; nuclear forces; fission and fusion; properties and interactions of elementary particles and the experimental techniques.

Prerequisite: *PHYS 432.*

PHYS 432 Quantum Mechanics (Cr. 3)

The course addresses studying fundamentals of quantum mechanics and practical proof, particle wave mechanics and examples such as the vibration movement as well as Schrodinger's equation solutions in three dimensions.

Prerequisite : *PHYS336*

PHYS 434: Plasma Physics (Cr. 3)

This is an introductory course in plasma physics. It consists of a description of the collisionless plasma, particle orbit theory and Vlasov equation; the dielectric tensor, and wave propagation in cold plasma.

Prerequisite: PHYS 331.

PHYS 435: Devices and Application in Solid, State Physics (Cr. 3)

This is an introductory course which involves a study of metal-semiconductor contacts; p-n junction diodes; junction transistor, physical concepts of semiconductor devices; e.g. tunnel diodes; MIS: lasers gun effect; etc.; microelectronics.

Prerequisite: PHYS 242.

PHYS 438: Atomic and Molecular Physics (Cr. 3)

This course emphasizes the following: theory of angular momentum and spin and the addition of angular momenta: the Hydrogen and Helium atoms; many electron atoms and Hartree-Fock calculations; molecular vibrations and rotations; the Hydrogen molecule.

Prerequisite: PHYS 432.

PHYS 439: Relativity (Cr. 3)

Postulates of special relativity; the Lorentz transformation; space-time vector algebra; relativistic dynamics; covariant form of electrodynamics; tensor algebra in 4-dimensional space-time: introduction to the general theory of relativity.

Prerequisite: PHYS 242.

INSTITUTE OF HOTEL MANAGEMENT AND TOURISM

Description of the programs of the Institute of Hotel Management and Tourism

The Holy Land is of historical and religious importance to the three monotheistic religions and thus attracts pilgrims and tourists from all over the globe. Tourism and its related enterprises form the largest industry in this region. Therefore, tourism plays a crucial role in developing the local economy.

The Institute of Hotel Management and Tourism has been an integral part of Bethlehem University since the opening of the University in October 1973. The Institute clearly fulfills three of the principle goals of the University:

1. It provides the only higher educational training center for Palestinian youth interested in preparing themselves for the Hotel and Tourism Industry without going abroad.
2. It responds to an important local community need by providing professionally trained graduates to maintain and expand the hospitality industry, especially in Bethlehem and Jerusalem.
3. It helps young people remain in their homeland by training them for careers with excellent employment opportunities.

The Institute of Hotel Management and Tourism is a member of the International Hotel Association and the European Hotel School Directors, and is the only accredited International Air Transport Association/Universal Federation of Travel Agent Association (IATA/UFTAA) authorized training center in Palestine.

The Institute offers

1. A Baccalaureate degree in Hotel Management,
2. Diploma degree in Hotel Management, after successful completion of a two-year program,
3. A Diploma in Travel Agency Management and the International Air Transport Association (IATA) Foundation Course Diploma, after successful completion of a two-year program,
4. A Diploma for Tour Guides after the successful completion of a three-semester program.

The curricula are designed to prepare students to cope with changing business conditions. It is the belief of the Institute that professional preparation should include both theoretical and practical approaches to the diverse needs of the tourism and hospitality industry.

Admission to the Institute

The admission process is similar to that for other university programs. (See page 14.) However, in addition, the applicant must give evidence of a good knowledge of spoken and written English and must sit for an interview with the Institute staff.

Clothing

Students in the Institute must be conscious that dressing properly is a requirement for anyone interested in one of the hospitality professions. Students are required to provide professional attire during practical training.

Internships

Some Institute students have the opportunity to participate in internships during the summer, either in the local region or abroad. The Institute, in cooperation with the sponsor, chooses the candidates for such training. Scholarships to study foreign languages in Europe are sometimes available and are awarded on a competitive basis.

Dismissal

Students in the Travel Agency Management and the Diploma in Hotel Management programs who fail to maintain a Grade Point Average (GPA) of 2.00 will be placed on probation for the following semester. Students who merit probation for a second consecutive semester will be dismissed.

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT

Credits needed for the degree

A student majoring in Hotel Management needs to earn a total of 131 hours distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	79
Foreign Language	18
University Requirements	34
<i>Total</i>	<i>131</i>

MAJOR IN HOTEL MANAGEMENT

The ***Major*** in Hotel Management consists of a total of 79 credits as in the following table.

HOTM 101	Intro. to Hospitality Mgmt. (2)	HOTM 303	Kitchen Practice II (1)
HOTM 103	Theo. & Prac. Kit. & Pastry I (3)	HOTM 304	Pastry Practice II (1)
HOTM 104	Theo. & Prac. Kit. & Pastry II (3)	HOTM 305	Food & Bev. Internship I (1)
HOTM 105	Theo. & Prac. of F & B Serv I. (2)	HOTM 306	Food & Bev. Internship II (1)
HOTM 106	Theo. & Prac. of F & B Serv.II (2)	HOTM 311	Marketing (3)

HOTM 108	Computers and Info. Systems (2)	HOTM 313	Reception Practice I (1)
HOTM 123	Sociology of Tourism (3)	HOTM 314	Reception Practice II (1)
HOTM 201	Front Office Operations (2)	HOTM 316	Principles of Mgmt. (3)
HOTM 202	Theo. & Pract. Housekeeping (2)	HOTM 318	Food Microbiology (3)
HOTM 203	Kitchen Practice I (1)	HOTM 389	Senior Seminar (1)
HOTM 204	Pastry Practice I (1)	HOTM 402	Hospitality Law (2)
HOTM 205	Princ. of Hospitality Acc. I (3)	HOTM 405	Food & Beverage Mgmt (3)
HOTM 206	Princ. of Hospitality Acc. II (3)	HOTM 407	Financial Management (3)
HOTM 208	Fr. Off. Pract. & Comp. Appl. (3)	HOTM 409	Tour. & Cult. Heritage (3)
HOTM 209	Food & Beverage Pract. I (1)	HOTM 415	Tourism & Environment (3)
HOTM 210	Food & Beverage Pract. II (1)	BUSA 314	Human Resource Mgmt. (3)
HOTM 212	Food & Beverage Cost Cont (3)	BUSA 350	Strategic Management (3)
HOTM 220	Food Science (3)	BUSM 101	Business Mathematics I (3)

Students majoring in Hotel Management are expected to select one foreign language (French or Spanish) and to complete 18 credit hours in that language from the following table:

FREN 131	Elementary French I (3)	FREN 232	Intermediate French II (3)
FREN 132	Elementary French II (3)	FREN 331	Advanced French I (3)
FREN 231	Intermediate French I (3)	FREN 332	Advanced French II (3)
OR			
SPAN 101	Elementary Spanish I (3)	SPAN 104	Intermediate Spanish II (3)
SPAN 102	Elementary Spanish II (3)	SPAN 201	Advanced Spanish I (3)
SPAN 103	Intermediate Spanish I (3)	SPAN 202	Advanced Spanish II (3)

For Acceptance to Major refer to #9 under Academic Regulations.

Paradigm of courses

BACHELOR OF SCIENCE IN HOTEL MANAGEMENT

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3
ENGL 120	English Language Skill I	3	ENGL 121	English Language Skills II	3
HOTM 101	Introd. to Hosp. Mgmt.	2	HOTM 104	Theo. & Prac. Kit. & Pastry II	3
HOTM 103	The. & Prac. Kit. & Pastry I	3	HOTM 106	Theo. & Prac. F & B Service II	2
HOTM 105	Theo. & Prac. F & B Serv. I	2	HOTM 108	Computers & Info. Systems	2
BUSM 101	Business Mathematics I	3	HOTM 123	Sociology of Tourism	3
			LIBR 101	Library Skills	R
		16			16

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
HOTM 201	Front Office Operations	2	ENGL 213	English Language Skills III	3
HOTM 202	Theo. & Prac. of Housekeep.	2	HOTM 204	Pastry Practice I	1
HOTM 203	Kitchen Practice I	1	HOTM 206	Princ. of Hosp. Acc. II	3
HOTM 205	Princ. of Hosp. Acc. I	3	HOTM 208	Front Off. Prac. & Comp. App.	3
HOTM 209	F & B Practice I	1	HOTM 210	F & B Practice II	1
HOTM 220	Food Science	3	HOTM 212	F & B Cost Controls	3
PSED 101	Physical Education	1		Foreign Language	3
	Foreign Language	3			
		16			17

Third Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
CMSR 101	Community Service	1	ARTI 101	Arts Appreciation	2
ECON 300	Economics	3	HOTM 304	Pastry Practice II	1
HIST 120	History of Modern Palestine	3	HOTM 306	F & B Internship II	1
HOTM 303	Kitchen Practice II	1	HOTM 311	Marketing	3
HOTM 305	F & B Internship I	1	HOTM 314	Reception Practice II	1
HOTM 313	Reception Practice I	1	HOTM 318	Food Microbiology	3
HOTM 316	Principles of Management	3	POLS 300	Themes in Political Science	3
	Foreign Language	3		Foreign Language	3
		16			17

Fourth Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
BUSA 314	Human Resource Mgmt	3	BUSA 350	Strategic Management	3
HOTM 402	Hospitality Law	2	HOTM 389	Senior Seminar	1
HOTM 405	Food & Beverage Mgmt	3	HOTM 409	Tourism & Cultural Heritage	3
HOTM 407	Financial Management	3	HOTM 415	Tourism & Environment	3
RELS 300	Religious Studies	3	PHIL 302	Issues in Phil. & Ethics	3
	Foreign Language	3		Foreign Language	3
		17			16

DIPLOMA IN HOTEL MANAGEMENT

Credits needed for the degree

A student accepted for the Diploma in Hotel Management needs to earn a total of 65 credits distributed as follows:

<i>Category</i>	<i>Credits</i>
Major	65
<i>Total</i>	<i>65</i>

MAJOR IN HOTEL MANAGEMENT

The Hotel Management Major for the Diploma consists of 65 credits as in the following table.

HOTM 101	Intro. To Hospitality Mgmt.(2)	HOTM 209	F & B Practice I (1)
HOTM 103	Theo. & P. of Kit. & Past. I (3)	HOTM 210	F & B. Practice II (1)
HOTM 104	Theo. & P. of Kit. & Past. II (3)	HOTM 212	F & B Cost Controls. (3)
HOTM 105	Theo. & P. of F&B Serv. I (2)	HOTM 220	Food Science (3)
HOTM 106	Theo. & P. of F & B Serv. II (2)	ARAB120	Arabic Language Skills I (3)
HOTM 108	Computers and Info. Systems (2)	ARAB 121	Arabic Language Skills II (3)
HOTM 123	Sociology of Tourism (3)	BUSM 101	Business Mathematics (3)
HOTM 201	Front Office Operations (2)	ENGL 120	English Language Skills I (3)
HOTM 202	Theo. & P. of Housekeeping (2)	ENGL 121	English Language Skills II (3)
HOTM203	Kitchen Practice I (1)	ENGL 213	English Language Skills III (3)
HOTM204	Pastry Practice I (1)	PSED 101	Physical Education (1)
HOTM205	Prin. of Hosp. Acct. I (3)	LIBR 101	Library Skills (R)
HOTM206	Prin. of Hosp. Acct. II (3)		Elem. Foreign Lang. I (3)
HOTM208	Front Off. P.& C. App. (3)		Elem. Foreign Lang. II (3)

Paradigm of courses

DIPLOMA IN HOTEL MANAGEMENT

First Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
ARAB 120	Arabic Language Skills I	3	ARAB 121	Arabic Language Skills II	3
ENGL 120	English Language Skill I	3	ENGL 121	English Language Skills II	3
HOTM 101	Introd. to Hosp. Mgmt.	2	HOTM 104	Theo. & Prac. Kit.& PastryII	3
HOTM 103	The. & Prac. Kit. & Pastry I	3	HOTM 106	Theo. & Prac. F&B ServiceII	2
HOTM 105	Theo.& Prac. F & B Serv. II	2	HOTM 108	Computers & Info. Systems	2
BUSM 101	Business Mathematics I	3	HOTM 123	Sociology of Tourism	3
			LIBR 101	Library Skills	R

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
HOTM 201	Front Office Operations	2	HOTM 204	Pastry Practice I	1
HOTM 202	Theo. & Prac. of Housek.	2	HOTM 206	Princ. of Hosp. Acc. II	3
HOTM 203	Kitchen Practice I	1	HOTM 208	Fr. Off. Prac. & Comp. App	3
HOTM 205	Princ. of Hosp. Acc. I	3	HOTM 210	Food & Beverage Practice II	1
HOTM 209	F & B Practice I	1	HOTM 212	F & B Cost Controls	3
HOTM 220	Food Science	3	ENGL 213	English Language Skills III	3
PSED 101	Physical Education	1		Elem Foreign Language	3
	Elem Foreign Language	3			

Description of courses

HOTM 101 Introduction to Hospitality Management

(Cr. 2)

Basic principles of planning, organizing, directing, and controlling human and physical resources are addressed. Students also learn how these principles are applied to maximize the organizational effectiveness of hospitality and tourism businesses.

HOTM 103, 104 Theory & Practice of Kitchen & Pastry I, II (Cr. 3,3)

These courses cover the basics of quality food production, innovative cooking ideas and advice on technical details of food production equipment and styles.

HOTM 105,106 Theory & Practice of Food & Beverage Service I, II (Cr. 2,2)

These courses concentrate on basic principles involved in food and beverage service leading to the more advanced food service techniques, with major emphasis on the work and responsibilities of employees working in the food service industry.

HOTM 108 Computers & Information Systems (Cr. 2)

The aim of this course is to provide a good grounding in the basic packages most used in the industry, an introduction to specialized packages and to the microcomputer and its component parts.

HOTM 123 Sociology of Tourism (Cr. 3)

This course teaches the main movements of tourists at international and national levels, how they develop, the aspirations and ways of life of tourists.

HOTM 201 Front Office Operations (Cr. 2)

This course emphasizes the important area of human and public relations and the responsibilities of the Front Office Staff. Consideration is given to human relations as they relate to communication in Front Office, hotel organization and its services, salesmanship and legal aspects of inn keeping.

HOTM 202 Theory & Practice of Housekeeping (Cr. 2)

This course is designed to introduce the students to the basic principles of hotel housekeeping management.

HOTM 203 Kitchen Practice I (Cr. 1)

This practicum food production course allows students to experience culinary art of various international cuisines through demonstration and practical applications.

HOTM 204 Pastry Practice I (Cr. 1)

This practicum course is designed to provide a foundation of basic "Patisserie" production.

HOTM 205, 206 Principles of Hospitality Accounting I, II (Cr. 3,3)

These courses cover in detail the steps in the accounting cycle including basic rules, procedures and concepts of a variety of business situations.

HOTM 208 Front Office Practical & Computer Applications (Cr. 3)

This course provides information about micro management systems for the hospitality industry.

HOTM 209 Food & Beverage Practice I (Cr. 1)

This course equips student with a foundation in basic service skills, communication skills, hygiene and safety at work.

HOTM 210 Food & Beverage Practice II (Cr. 1)

This is a more advanced restaurant service practicum course. Areas covered include total customer satisfaction, reservations, protocol and service excellence.

HOTM 212 Food and Beverage Cost Controls (Cr. 3)

This course covers essential principles and procedures of effective food and beverage control from both operational and accounting standpoints. Study is divided into two major sections: a) Food Control Principles and Procedures; b) Beverage Control Principles and Procedures.

HOTM 220 Food Science (Cr. 3)

The relationship between food and disease is studied. Theory and practice in sanitary control in handling food and processing dairy products and meat are also studied. Other areas incorporated in this course include sanitation and the construction and layout of food establishments.

HOTM 303 Kitchen Practice II (Cr. 1)

This practicum course is designed to provide more advanced experience in quality culinary art.

HOTM 304 Pastry Practice II (Cr. 1)

This practicum course allows students to produce different types of cakes, breads, cookies, tarts, mousses and various other desserts.

HOTM 305, 306 Food & Beverage Internship I, II (Cr. 1,1)

These are industry internship courses. Students are required to participate in internships at local hotels for sixteen full working days each course. This

provides students the opportunity to practice their learning skills and hospitality techniques.

HOTM 311 Marketing (Cr. 3)

This course emphasizes the importance of marketing strategies, with a focus on the marketing of services and consumer goods, the concepts of marketing environment, marketing research and consumer buyer behavior.

HOTM 313, 314 Reception Practice I, II (Cr. 1,1)

These practicum courses provide students with an understanding of the important role of the front office operation. Students learn how to establish good relationships with customers, how to handle enquiries and guest complaints effectively. Students also participate in group exercises, role plays and video film analysis.

HOTM 316 Principles of Management (Cr. 3)

This course involves a review of the principles of management. It aims to provide a framework for the orderly presentation of basic facts in business management, utilizing the functions of the manager with respect to planning, organizing, staffing, directing and controlling.

HOTM 318 Food Microbiology (Cr. 3)

This course examines the relationship between food hygiene and microbiology. It introduces students to different types of micro-organisms which exist in food. The main sources of micro-organisms are described and the main routes by which our food is contaminated are outlined.

HOTM 389 Senior Seminar (Cr. 1)

This seminar is designed to provide the students with an opportunity to review organize and integrate materials from previous and present courses. Students select and prepare a particular subject in Tourism chosen from a selected list of approved topics. Students present their subjects for discussion at seminar meetings with faculty members assisting as coordinators.

HOTM 402 Hospitality Law (Cr. 2)

This course gives an understanding of potential legal problems and how legal consideration helps hotel managers make the correct legal decisions.

HOTM 405 Food and Beverage Management (Cr. 3)

This course defines the fundamentals of food and beverage, as well as short and long term planning for better profits.

HOTM 407 Financial Management (Cr. 3)

This course includes the uniform system of accounts and features case studies of actual properties. It also includes a thorough understanding of financial statement analysis, budgeting and cash flow.

HOTM 409 Tourism & Cultural Heritage (Cr. 3)

The purpose of this course is to identify which factors play a role in determining a vision of others cultures. The following areas are developed: intercultural perceptions, cultural bias, cultural shock, and understandings with which to distinguish cultures. In addition students study intercultural management and marketing and cross-cultural communication.

HOTM 415 Tourism Environment (Cr. 3)

This course aims to analyze in what ways tourism is a factor of economic development at the local level and how to reinforce the role of tourism as a factor of sustainable development where it appears to be a source of almost unbearable tension for certain countries and certain populations.

DIPLOMA IN TRAVEL AGENCY MANAGEMENT

This program is designed to provide a basic training for those who wish to pursue a career in tourism, and/or the travel business. The courses are concerned with management in the tourism industry in the context of rapid growth and change. The courses aim to meet the industry's needs for well qualified managers who have a broad understanding of tourism management. The program uses an integrative approach to tourism management which recognizes the diversity of management roles and careers within the industry.

Bethlehem University is an authorized Training Center for the International Air Transport Association (IATA). Students of this program are also prepared to sit for the IATA/UFTAA Standard Diploma examinations.

Note: IATA examination fees are payable by the students.

Credits needed for the Diploma

A student accepted for the Diploma Program in Travel Agency Management needs to earn a total of 65 credits.

Paradigm of courses

DIPLOMA IN TRAVEL AGENCY MANAGEMENT

First Year

<i>FALL SEMESTER</i>	<i>CR</i>	<i>SPRING SEMESTER</i>	<i>CR</i>
TOUR 113 Travel Agency Mgmt. I	3	TOUR 107 Comp Reservation Systems I	2

TOUR 117	Outgoing Tourism I	2	TOUR 118	Outgoing Tourism II	2
TOUR 121	Air Transport Ticketing I	3	TOUR 122	Air Transport Ticketing II	3
TOUR 125	Incoming Tourism I	2	TOUR 127	Incoming Tourism II	2
TOUR 133	Geography of Palestine	3	TOUR 152	Geography in Travel Planning	3
TOUR 151	Customer Services Mgmt.	3	TOUR 211	Travel Agency Management II	3
TOUR 201	Field Trips I	R	TOUR 202	Field Trips II	R
			LIBR 101	Library Skills	R

Second Year

<i>FALL SEMESTER</i>		<i>CR</i>	<i>SPRING SEMESTER</i>		<i>CR</i>
TOUR 153	Transport in Travel Industry	3	TOUR 154	Hotels and Tour Packages	3
TOUR 203	Field Trips III	R	TOUR 204	Field Trips IV	R
TOUR 207	Comp Reservations Syst. II	2	TOUR 218	Outgoing Tourism IV	2
TOUR 212	Travel Agency Mgmt. III	3	TOUR 228	Incoming Tourism IV	2
TOUR 217	Outgoing Tourism III	2	TOUR 252	Travel Agency Mgmt. IV	3
TOUR 222	Air Transport Ticketing III	3	TOUR 237	Air Transport Ticketing IV	3
TOUR 227	Incoming Tourism III	2	TOUR 244	Tourism Marketing	3
TOUR 243	Human Resource Mgmt.	3			

Description of courses

TOUR 107 Computer Reservation Systems I (Cr. 2)

This course introduces students to the global distribution systems used by most of the local and regional travel and hospitality industry.

TOUR 113 Travel Agency Management I (Cr. 3)

This course is designed to provide students with the basic skills and procedures required by professional travel agency managers.

TOUR 117 Outgoing Tourism I (Cr. 2)

In this course detailed guidance is prepared in order to acquaint students with outgoing tourism and means of transportation on land and sea.

TOUR 118 Outgoing Tourism II (Cr. 2)

This course covers in brief, information about world hotels, main tourist sites and attractions in different countries. Moreover, it covers a brief analysis of regional framework and specific regions of the world.

TOUR 121, 122 Air Transport Ticketing I, II (Cr. 3,3)

These introductory courses provide students with the basic knowledge relating to the role and functions of international bodies, travel terminology and airline guides.

TOUR 125, 127 Incoming Tourism I, II (Cr. 2,2)

These courses cover in brief tour brochures including costs, itinerary, group size, pace, single supplements, terms and conditions and consumer protection.

TOUR 133 Geography of Palestine (Cr. 3)

The physical, political and economic Geography of Palestine is covered.

TOUR 151 Customer Services Management (Cr. 3)

This course prepares students in the two areas of Travel Formalities and Customers Services and Selling Techniques. Students study the types of customers, their needs and expectations, how to create good customer relations, the selling process, making recommendations and closing the sale. Travel formalities include passport and health certificates, taxes, customs and currency, insurance.

TOUR 152 Geography in Travel Planning (Cr. 3)

This course gives students a broad image about destination geography, including factors that determine a destination's appeal such as attractions, accessibility, costs and standards of living, culture and climate. Cultural geography and patterns of tourism are included.

TOUR 153 Transportation in the Travel Industry (Cr. 3)

Students study airline codes and definitions, aircraft and in-flight services, airport facilities and special passengers, automations, baggage, international regulations, and travel guides.

TOUR 154 Hotels and Tour Packages (Cr. 3)

This course gives details about administrative and accounting procedures, tour packages and hotel reservations.

TOUR 201 Field Trips I

Jerusalem, Bethlehem area and surroundings are visited.

TOUR 202 Field Trips II

Nazareth and Tiberias are visited.

TOUR 203 Field Trips III

Galilee is visited.

TOUR 204 Field Trips IV

Dead Sea and Qumran are visited.

Selected field trips cover a wide variety of interesting places for tourists.

TOUR 207 Computer Reservation Systems II (Cr. 2)

This is a continuation of TOUR 107 involving airline distribution, pricing, ticketing and transaction processing.

TOUR 211 Travel Agency Management II (Cr. 3)

This course deals with selling practices, commercial skills, requirements and fundamental skills to all business operations.

TOUR 212, 252 Travel Agency Management III, IV (Cr. 3,3)

These courses are a continuation of Tour-113 and Tour-211 as required by the IATA/UFTAA International Certification Program. Areas covered include: travel business environment, major international travel and tourism organizations, employment in the travel and tourism industry.

TOUR 217 Outgoing Tourism III (Cr. 2)

This course introduces students to the fundamentals of escorted guided tours, round-trip transport to the destinations, airport transfers and hotel accommodations.

TOUR 218 Outgoing Tourism IV (Cr. 2)

This course gives an overview of important international destinations and world attractions.

TOUR 222, 237 Air Transport Ticketing III, IV (Cr. 3,3)

These courses offer a broader view of reservations procedures, fare calculations, billing and methods of payments as well as travel taxation.

TOUR 227, 228 Incoming Tourism III, IV (Cr. 2,2)

These courses give a general overview of important historical and archaeological sites in the Holy Land.

TOUR 243 Human Resource Management (Cr. 3)

This course provides an understanding of the role of the management of people at work in theory and practice. It also provides a specific body of knowledge in human resource management. It provides students with the skills to manage themselves during their supervised work experience and to understand and appreciate particular management styles, structures, and culture which they experience.

TOUR 244 Tourism Marketing (Cr. 3)

This course applies the theory of direct marketing and service marketing for practical use in the Tourism Industry. Concepts analyzed include marketing mix components of products - presentation communication and distribution -

customer retention, service deliveries, systems and Internet-based strategic marketing applications. Case studies show how direct marketing and service marketing are used by a variety of travel and tourism related service suppliers and vendors.

DIPLOMA IN TOUR GUIDING

The overall philosophy of this three semester program is to provide individual participants with the necessary expertise and skills to operate as a professional in the tourism and tour guide industry. The overall aim of the Tour Guide Program is the formation of tour guides for pilgrim and tourist visitors to the Holy Land through appropriate theoretical and practical vocational training activities.

Credits needed for the Diploma in Tour Guiding

Students accepted for the Diploma Program in Tour Guiding needs to earn 48 credits.

Paradigm of courses

DIPLOMA IN TOUR GUIDING

<i>FIRST SEMESTER</i>		<i>CR</i>	<i>SECOND SEMESTER</i>		<i>CR</i>
TRGD 102	Archeology of Holy Land I	3	TRGD 202	Archeology of H. Land II	3
TRGD 103	Introduction to Christianity	3	TRGD 203	Introduction to Islam	3
TRGD 104	Geog. of the Holy Land	3	TRGD 206	The Art of Tour Guiding II	3
TRGD 106	The Art of Tour Guiding I	3	TRGD 207	History of the Holy Land II	3
TRGD 107	History of the Holy Land I	3	TRGD 209	Introduction to Judaism	3

THIRD SEMESTER *CR*

TRGD 301	Botanical & Animal Life	3
TRGD 302	Archeology of H. Land III	3
TRGD 305	History of the H. Land III	3
TRGD 306	Art of Tour Guiding III	3
TRGD 307	Prac. Aspects of T. Guid.	3
TRGD 310	Comprehensive Seminar	3

Description of Courses

TRGD 102 Archeology of the Holy Land I (Cr. 3)

Students receive an introduction to the archeology of the Holy Land and study the material culture of Palestine. The course concentrates on the major periods and sites from the Paleolithic (Early Stone Age) to the Ottoman period.

TRGD 103 Introduction to Christianity (Cr. 3)

This course familiarizes students with the growth and development of Christianity in the Holy Land through two millennia. A historical approach is utilized to provide a logical presentation of Christianity in its Jewish background; prophecies, institutions, and moral and spiritual values, culminating in the study of Jesus, his spiritual and moral values, and his followers.

TRGD 104 Geography of the Holy Land (Cr. 3)

This course studies the location of Palestine, its historical geography, and the geological history and structure of rocks. In addition, students study the main physical geographical phenomena, demography, human settlement, structure of the economy, institutions, and touristic importance of the Holy Land. Students learn how to use and read various kinds of maps. A three day tour through Palestine enables students to experience the reality of what they have studied.

TRGD 106 The Art of Tour Guiding I (Cr. 3)

This course introduces students to the principles and fundamentals of tour guiding. Field trips are included and the sites are announced at the beginning of the semester.

TRGD 107 History of the Holy Land I (Cr. 3)

This course is an introduction to the history of the Holy Land beginning with the period of the Hebrews and the Land of Canaan to Christ and his times, to modern times. Students study notable developmental stages of the Holy Land including the various religions and States which ruled over it by reading important sections of the Old and New Testaments and the Qur'an.

TRGD 202 Archeology of Holy Land II (Cr. 3)

This course is a continuation of TRGD-102, Archeology of Holy Land I.

TRGD 203 Introduction to Islam (Cr. 3)

This course is an introduction to the principal elements of Islamic life, its beliefs, holy book, festivals, symbols, holy sites, and traditions. It is intended to enable future guides to communicate this basic knowledge accurately and clearly to pilgrims and tourists.

TRGD 206 The Art of Tour Guiding II (Cr. 3)

This course is a continuation of TRGD-106, Holy Land Guide I. Students study the duties of tour guides, including the ethical, social, legal, and

economical aspects of guiding. The sites to visit are announced at the beginning of the semester.

TRGD 207 History of the Holy Land II (Cr. 3)

This course is a continuation of TRGD-105, History of the Holy Land I.

TRGD 209 Introduction to Judaism (Cr. 3)

This course is an introduction to the principal elements of Jewish life, its holy sites, festivals, symbols, and traditions. It is intended to enable future guides to communicate this basic knowledge accurately and clearly to pilgrims and tourists.

TRGD 301 Botanical and Animal Life (Cr. 3)

This course will acquaint the students with knowledge and appreciation about plants and animals of Palestine and those which are common in Palestinian folklore.

TRGD 302 Archeology of Holy Land III (Cr. 3)

This course is a continuation of TRGD-202, Archaeology of Holy Land II.

TRGD 305 History of the Holy Land III (Cr. 3)

This course is a continuation of TRGD-207, History of the Holy Land II.

TRGD 306 The Art of Tour Guiding III (Cr. 3)

This course is a continuation of TRGD-206 Holy Land Guide II and includes theoretical and practical work related to specific methods of planning, presenting, and evaluating guides and guiding activities. The sites to visit are announced at the beginning of the semester.

TRGD 307 Practical Aspects of Tour Guiding (Cr. 3)

This course allows students to review, organize, integrate and refine material they studied in previous tour guide courses. The following areas are studied: public speaking, maps, planning tours and excursions, specialized tours, coach tours, guiding in churches and mosques, town walkabouts. Other topics include, but are not limited to, problems confronting guides, working conditions, speech training, handicapped clients, guide's appearance and mannerisms, guiding in museums, archeological sites, and public buildings. Students continue to deepen their experiences through active participation in field trips.

TRGD 310 Comprehensive Seminar (Cr. 3)

This seminar provides students with an opportunity to review organize and integrate materials from previous and present courses. Students select and prepare a particular subject in tourism chosen from a selected list of

departmental approved topics. Students present their subjects for discussion at seminar meetings with faculty members assisting as coordinators.