

THE AMERICAN UNIVERSITY OF IRAQ, SULAIMANI

# AUIS

ACADEMIC CATALOGUE

2011  
2012



THE AMERICAN UNIVERSITY OF IRAQ  
SULAIMANI

## Notices

Information in this handbook applies to the academic year 2011-2012. The American University of Iraq, Sulaimani (AUIS) reserves the right to repeal, change, or amend programs, course offerings, academic requirements, and teaching staff without prior notice and as the need arises.

The material contained in The American University of Iraq, Sulaimani Student Handbook is for information only and does not constitute a contract between the student and the university. The university and its various units reserve the right to revise, amend, alter, and change from time to time its policies, rules, regulations, and financial charges including those relating to admission, financial aid, instruction, and graduation, without notice to students. The university reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and withdraw or change programs and majors offered by the university without notice to students. While the university will make every effort to provide accurate information to students, it is the responsibility of students to know and understand degree requirements.

## Non-discrimination Policy

The American University of Iraq, Sulaimani accepts students based on the record of their past academic performance and potential for success regardless of affiliation or origin.

## Contact AUIS

The American University of Iraq, Sulaimani  
Sulaimani – Kirkuk Main Road, Raparin  
Sulaimani Governorate  
Kurdistan Region, Iraq

Tel: +964 53 511 2000  
Email: [info@auis.edu.iq](mailto:info@auis.edu.iq)

Admissions:  
Tel: +964 53 511 2020  
Email: [admissions@auis.edu.iq](mailto:admissions@auis.edu.iq)

TOEFL/iBT:  
Email: [adam.hubley@auis.edu.iq](mailto:adam.hubley@auis.edu.iq)

Academic Preparatory Program  
Email: [rosalind.warfield@auis.edu.iq](mailto:rosalind.warfield@auis.edu.iq)

## Academic Freedom

Academic freedom is central to the intellectual life of The American University of Iraq, Sulaimani. We believe that all members of the university possess both the right and the responsibility to follow an argument wherever it may lead; that intellectual inquiry must be protected against those who would reject it, silence it, or punish it; and that the pursuit of truth properly lies at the core of all university life and is fundamental to human progress.



THE AMERICAN UNIVERSITY OF IRAQ  
SULAIMANI

# President's Welcome Letter

AUIS is unlike any other university in Iraq. At our university, all instruction is in English, opening countless doors for our graduates. We don't tell students what to study - students choose a major that most interests them. We welcome everyone, regardless of affiliation or origin, and have financial aid and scholarships packages to help students pay for their education. And, perhaps most importantly, AUIS is deliberately conceived as a liberal arts university.

What does that mean? It means that it teaches students, not abstract subjects. It means that the advancement of the whole person, of the mind, of the heart of the student is at the center of our mission. It is not enough to convey information, to teach some skills in this or that discipline, valuable and indispensable as that is. What we want is to involve students in a process of discovery that is also a process of self-discovery. We aim to provide an education that brings about a change, a growth, a flourishing of what is best in each student and, by extension, the future of Iraq.

We cannot continue to make our mission a reality without talented students, faculty, and staff. We welcome talented and ambitious students and encourage individuals to apply to our undergraduate or graduate programs. We also seek the support of those who believe in the AUIS mission and are able to contribute to it with their talent and their resources.

Sincerely,



Dr. Athanasios Moulakis, President and Provost

# Academic Calendar

## 2011-2012



### Fall Semester 2011 - 2012

Sunday, October 2	Fall academic classes begin at new AUIS campus
Thursday, October 6	Final day to add classes
Thursday, October 13	Final day to drop classes
Sunday, November 6	Thursday, November 10 - Eid Al-Adha (no classes)
Thursday, December 1	Class withdrawal deadline
Monday, December 5	Ashura (no classes)
Thursday, December 15	Final classes before winter vacation
Sunday, December 18 - Thursday, January 6	Winter vacation (no classes)
Sunday, January 8, 2012	Academic classes resume
Thursday, February 2	Fall academic classes end
Sunday, February 5 - Thursday, February 9	Final examinations
Saturday, February 11	Final grades due, 5 pm
Friday, February 10 - Saturday, February 25	Mid-year recess (no classes)

### Spring 2012 Semester

Sunday, February 26	Spring Academic classes begin
Thursday, March 1	Final day to add classes
Thursday, March 8	Final day to drop classes
Sunday, March 18 - Thursday, March 22	Nawroz/spring break (no classes)
Thursday, March 29	Class withdrawal deadline
Tuesday, May 1	Iraqi Labor Day (no classes)
Thursday, June 7	Spring academic classes end
Sunday, June 10 - Thursday, June 14	Final examinations
Saturday, June 16	Final grades due, 5 pm



# Academic Preparatory

## Program Calendar 2011 - 2012

### >>Fall 2011 Term

Wednesday, September 28	Fall Academic Entrance Exam
Thursday, October 6	Academic Preparatory Program (APP) Student Orientation
Sunday, October 9	Fall APP classes begin
Sunday, November 6 - Thursday, November 10	Eid Al-Adha (no classes)
Saturday, November 26	Muharram (no classes)
Monday, December 5	Ashura (no classes)
Friday, December 16 - Sunday, January 1	Winter break (no classes)
Monday, January 2	APP classes resume
Thursday, January 19 -	Fall APP classes end
Sunday, January 22 - Monday, January 23	Fall APP examinations
Wednesday, January 25	Spring Academic Entrance Exam (AEE)
Thursday, January 26 - Saturday, February 11	Mid-year break (no APP classes)

### >>Spring 2012 Term

Thursday, February 9	Spring APP student orientation
Sunday, February 12	Spring APP classes begin
Sunday, March 18 - Thursday, March 22	Nawroz/spring break (no classes)
Tuesday, May 10	Spring APP classes end
Sunday, May 13 - Monday, May 14	Spring APP examinations
Wednesday, May 16	Fall Academic Entrance Exam (AEE)
Thursday, May 17 - Tuesday, May 29	Mid-year break (no APP classes)

### >>Summer 2012 Term

Wednesday, May 30	Summer APP classes begin
Sunday, August 19 - Tuesday, August 21	Eid Al-Fitr (no classes)
Thursday, August 23	Summer APP classes end
Sunday, August 26 - Monday, August 27	Summer APP exams
Wednesday, August 29	Fall Academic Entrance Exam (AEE)

# Table of Contents



<b>Board of Trustees</b>	<b>9</b>
<b>The University</b>	<b>10</b>
Vision	10
Mission Statement	10
Teaching Philosophy	10
History	11
Accreditation and Recognition	11
<b>General Academic Information</b>	<b>12</b>
Admissions	12
Academic Preparatory Program (APP)	12
Undergraduate Admissions	12
Executive MBA Admissions	13
<b>Degree Programs</b>	<b>15</b>
Undergraduate Major and Minor Fields of Study	15
Core Curriculum	15
Grading System	20
Academic Advisors	21
Student Tutoring	21
AUIS Library	21
Faculty Office Hours	22
Dean's and Provost's List	22
Graduating with Honors	22
<b>University Policies and Procedures</b>	<b>23</b>
Attendance Policy	23
Unexpected Schedule Changes	23
Taking Attendance	23
APP - Taking Attendance	23
Policy Implementation	23
Add/Drop Courses	24
Course Withdrawal	24
Withdrawal from the University	24
Leave of Absence from the University	24
Financial Charges and Reimbursements for Leave of Absence and Withdrawal	24
Academic Probation/ Academic Dismissal	25

Academic Probation	25
Academic Dismissal	25
APP Academic Probation Policy	25
APP Academic Dismissal Policy	26
Failures and Incompletes	26
Engineering Program Entrance Requirements	26
Conduct and Discipline	27
Academic Integrity	28
Disciplinary Guidelines for Academic Dishonesty	28
AAP Students	28
Academic Program Students	28
Process for Plagiarism Cases (Academic and APP)	28
Student Disciplinary Guidelines	29
Disciplinary Action Procedures	29
Statement on Harassments	29
<b>Services and Facilities</b>	<b>30</b>
Undergraduate Student Organizations	30
Guidelines for Student Organization Funding	30
Additional Information	31
Career Services	31
Student Counseling	31
Computer Facilities	31
Medical and Emergency Care Services	33
Student E-mail Accounts	33
Parental Notification	33
AUIS Bookstore	33
Financial Regulations	33
Tuition Payment Process for Returning Students	33
Tuition Payment Process for New Students	34
Payment Plans	34
Financial Aid Regulations	34
<b>Course Descriptions</b>	<b>35</b>
<b>Research Centers of American University Iraq, Sulaimani</b>	<b>53</b>
<b>Academic Personnel</b>	<b>55</b>



# Board of Trustees

---



## Trustees

Barham Salih, President

John Agresto

Fu'ad Ajami

Azzam Alwash

Rajaa Khuzai

Kanan Makiya

Jamil Mroue

Herish Muharam

Abdul Rahman Al-Rashid

Faruk Rasoul



# The University

## Vision

The American University of Iraq, Sulaimani aspires to be the foremost educational institution in the development of future leaders in all fields. Faculty, staff and students will thrive at AUIS because of its uniqueness in the region, its high standards, open and innovative culture, and programs that aim to promote and preserve a peaceful and democratic Iraq with liberty and prosperity for all its citizens and for the entire region.

## Mission Statement

The mission of The American University of Iraq, Sulaimani is to promote the development of a free and prosperous Iraq by becoming the country's foremost institution of higher learning. It aims to form future leaders, attracting the best students regardless of social, ethnic or religious backgrounds. The university offers a student-centered education that begins with a common program of liberal education and is completed with training in a professional major.

In pursuit of its goals, AUIS cooperates with business, industry, government and civil society, serving the community while generating a network of support for operations and alumni. AUIS also aims to cultivate relations with scholarly institutions in the United States, the wider Middle East and beyond, opening broad perspectives and opportunities for its students and the prospect of international recognition for the institution.

## Teaching Philosophy

At AUIS, our teaching philosophy is firmly rooted in the American liberal arts tradition. This means that, while the faculty is charged with facilitating the learning process by encouraging inquiry and providing guidance, it is ultimately the individual student who is responsible for the direction and scope of his or her education and intellectual development.

Here students should be willing and able to go far beyond merely absorbing, memorizing, and reciting facts and information received passively from their professors, which has too often been the case at other universities in Iraq and the region. We believe they should participate actively and meaningfully in the classroom. They are expected to be fully engaged, to ask questions in class, and to confer with their professors outside of class. Moreover, they should be ready to respectfully challenge the opinions of others and have their own views challenged in turn.

Therefore, there are no large lecture halls at AUIS packed with hundreds of students all furiously trying to write down every word the professor says. At AUIS you will find small classes in which students work through problems together, discuss and debate with each other, and learn from one another. Here it is not unusual to walk into a classroom and see 15 students sitting with their professor, talking about an issue, and picking it apart, with everyone—students and professor alike—contributing to a dynamic and lively exchange of thoughts and ideas.

Members of the AUIS faculty bring to the classroom not only their experience and expertise, but also an approach to education that aims to help each student to become the master of his or her own learning. This approach, taken together with our comprehensive core curriculum, is intended to equip all AUIS students with the skills, insights, and confidence to make a positive contribution to the new Iraq.

This is why at AUIS we seek thoughtful and inquisitive men and women who understand and appreciate that a true education is a lifelong endeavor. We do not hesitate to say that we accept only the most intelligent and promising students.

Ours is a teaching philosophy that emphasizes the necessity of free inquiry and debate, as well as the development of superior communication skills, and a sense of civic and global awareness. We want our students to become leaders in their fields, as well as in their communities. Beyond this, we hope most of all to produce the next generation of leaders for a free and prosperous Iraq.



## History

In 2006, the Board of Trustees of the American University of Iraq, Sulaimani set out to establish an institution dedicated to offering a truly comprehensive, American-style education in Iraq.

They sought to create a university where talented students in Iraq and the region would come to learn, regardless of origin or affiliation.

This new university, determined to provide an alternative to the “lecture-memorize-repeat” standard model of education so prevalent elsewhere in Iraq and the Middle East, opened its doors in 2007. 45 students from across Iraq were admitted to the first undergraduate class, and the university simultaneously launched an MBA program for students looking to study business and leadership at the graduate level.

The university, capitalizing on its early successes, grew quickly. With a thorough undergraduate curriculum taught by expert professors and an MBA program in partnership with Furtwangen University in Germany, the administration looked to enhance the university’s research capacity. Research centers, including the Center for the Study of Ancient Mesopotamia, the Center for Regional Studies and the Center for Peace and Security Studies, were founded in quick succession, supporting undergraduate fields of study on campus and providing an opportunity for practitioners in a wide variety of fields to come and conduct research in Iraq.

## Accreditation and Recognition

AUIS is recognized by the Kurdistan Regional Government’s Ministry of Higher Education and Scientific Research and fully accredited in the United States by the American Academy for Liberal Education (AALE).

While much has changed since its early days, and the university has grown to over 550 students, AUIS remains firmly committed to the ideal around which it was founded: to build a center of excellence and research dedicated to educating talented students from across Iraq and the region.



# General Academic Information

## Admissions

AUIS offers qualified students the opportunity to gain proficiency in a variety of fields, all within the context of a broad and rigorous liberal education. Instruction at all levels is in English.

The university has a selective admissions policy that requires of everyone a commitment to academic and professional development as well as the highest standards of personal integrity. Admission is based solely on the record of students' past academic performance and the potential they demonstrate for success. AUIS admits only students who are motivated and who have demonstrated the capacity to engage in self-directed learning and serious thinking.

## The Components of the University

The Academic Program at AUIS consists of two parts – the Academic Preparatory Program (APP), which provides intensive English-language preparation for AUIS students, and the Academic Program, which awards undergraduate degrees.

The university has a Professional Development Institute (PDI), which features of an Executive MBA program, as well as four research centers: the Center for Regional Studies, the Center for Peace and Security Studies, the Center for the Study of Ancient Mesopotamia..

## Academic Preparatory Program (APP)

The Academic Preparatory Program at AUIS provides English-language instruction for students seeking study in the Academic Program.

APP offers four levels of instruction in reading and writing, three levels of instruction in grammar, and two levels of listening/speaking. All instructors are native English speakers with experience in teaching second-language learners. Classes are small to allow for one-on-one work with teachers and pair and group work with other students. Instruction varies depending on the subject. APP is on a trimester system with terms starting in October, February and May.

Grades are important to students, but they are only a partial measure of their mastery of English. Daily class work, especially oral participation, attendance, writing exercises, university-sponsored lectures, workshops, and extracurricular activities are all integral to the development of students' English abilities.

Extracurricular activities are an important part of the APP program. Tuesday afternoons are devoted to Enrichment classes ranging from activities like yoga, guitar, chess, painting, debate, drama, sports, and Tai-Chi, to exploration of topics such as ecology, public health, play-writing and set design.

The purpose of the APP program, as noted above, is to prepare students for admission to the university's four-year Academic Program. Before matriculating to the Academic Program, all students must successfully complete the university's Academic Entrance Exam (see APP-Academic Program Transition). The AEE assesses students' proficiency in reading, writing, and speaking English, and is designed and administered by a panel of APP and Academic Program faculty.

At the end of each term, the APP program holds a graduation ceremony to honor students who have successfully completed Level 4 and have passed the Academic Entrance Exam. Students are awarded diplomas certifying them as prepared for undergraduate study in the English language.

## Undergraduate Admissions

We accept applications throughout the year and process applications immediately. The Admissions Office will inform students of follow-up placement test times usually within two weeks of application.

Once admitted, students will be eligible to apply for need-based financial aid. They may even qualify for merit-based scholarships if they have high test scores and demonstrate exceptional potential.

To seek admission into AUIS, please submit the following information to the Office of Admissions by email at

admissions@auis.edu.iq or in person by visiting the Office of Admissions on the AUIS campus in Sulaimani.

1. Application form, filled out completely.
2. Secondary school certificate with your baccalaureate test scores.
  - Student with baccalaureate 70+ can apply for admissions and are eligible for financial aid. (Please note that 80+ is required to study engineering at AUIS; for more information see “Engineering Entrance Requirements”).
  - Student with baccalaureate 65+ can apply for admissions but are not eligible for financial aid.
  - Student with baccalaureate 60+ must be interviewed and approved by an AUIS admissions staff member to be eligible for admission.
3. Two (2) passport-sized photos.
4. A photocopy of your passport (or, if passport unavailable, your ID), and its signature (fingerprint) pages.
5. If your baccalaureate test scores and the rest of your application impress the AUIS Admissions Committee, you will be invited to take the AUIS Aptitude Test and the English Placement Test. Your score on the English Placement Test will determine your placement at AUIS: students who need more English training before joining the academic program will be placed in one of four levels of our Academic Preparatory Program. Students whose skills in speaking, reading, and writing English, as demonstrated on our Academic Entrance Exam, are strong enough to qualify for college-level work, will enter the first semester of the academic program.

Any application that is found to contain false or misleading information will result in the rejection of the student’s application. All application materials are the property of AUIS and cannot be returned to applicants.

#### International Students

Iraqi nationals who earned a high school diploma outside of Iraq must have their transcript/diploma evaluated by the Ministry of Education of the Kurdistan Regional Government, Iraq.

### Executive MBA Admissions

Students are admitted into the Professional Development Institute’s (PDI) Executive MBA Program based on the record of their past academic performance and the potential they demonstrate for success. AUIS is a selective admissions university that requires the highest standards of integrity from its students, as well as exceptional commitment to academic, personal and professional development.

AUIS faculty and staff serve to help facilitate the student’s ownership of his or her learning. As such, AUIS only admits students who are self-motivated and who have demonstrated the capacity to engage in self-directed learning and high levels of critical thinking that are an essential part of the AUIS philosophy of developing life-long learners.

Potential students seeking admission into the American University of Iraq, Sulaimani should submit the following information to Professional Development Institute admissions by email at admissions@auis.edu.iq or in person at the AUIS administrative office in Sulaimani:

1. Completed Application Form.
2. Typed and signed (if possible) letter of application addressed to the AUIS Admissions Committee (admissions@auis.edu.iq), in English, stating why you have chosen to apply for graduate admissions at AUIS; your professional work experience and how the graduate program will enhance your career; how you hope to achieve these goals through your higher education at AUIS; and any other qualifications that you wish to share with the Admissions Committee regarding your application to study at AUIS (please include your name, address, email, telephone number, and any other contact information). The letter should be between 500-1,000 words and should reflect your own thoughts and writing skills. It must be written by you and you alone.
3. Certified/Attested copies of your university transcripts.
4. Two passports-sized photos and a photocopy of your passport photo and signature (finger print) pages or ID.
5. C.V. (Résumé) with professional references verifying work experience.
6. TOEFL report showing a paper-based score of 550 or iBT score of 79 or better from a test taken no longer than 3 years ago. Registering to take the TOFEL test can be done at AUIS by emailing adam.hubley@auis.edu.iq.
7. Other information that subsequently may be requested by the Office of Admissions necessary to complete your file and the admission process (students may be asked to come in for an interview).

AUIS accepts up to 15 postgraduate transfer credits towards its MBA from other licensed and/or accredited institutions if the courses are 80% or more comparable in content to the AUIS course and the earned grade is 'B' or higher.

Any application that is found to contain false or misleading information will result in the rejection of the student's application. All application materials are the property of AUIS and cannot be returned to applicants.

### Notification of Admission and Start Dates

Applicants for admission will be notified of their status in writing or by email by the Admissions Office. Admitted students will be notified about the date and location of their orientation, English language placement testing, and registration, as well as the start time and location of classes.

### Study Abroad/Non-Degree Admission

Degree-seeking students at other recognized institutions who wish to enhance their education by enrolling for a period of time at AUIS are invited to apply for admission as visiting Study Abroad/Non-Degree students. All such students must submit application materials that include post-secondary school transcripts, letters of reference, and a study plan approved by their home university to the AUIS admissions office before the appropriate deadline for undergraduate admissions. Financial aid is not available for non-degree students. For more information, please contact AUIS Admissions Office at [admissions@auis.edu.iq](mailto:admissions@auis.edu.iq), or visit the Admissions page on our website, [www.auis.edu.iq](http://www.auis.edu.iq).

### APP – Academic Program Transition

Students may progress from APP into the university's undergraduate program if they satisfy the following criteria:

They have successfully completed a APP Level 4 course with a minimum passing score of 70%.

OR

They are incoming students\* who have achieved a score on the English Placement Exam that permits them to bypass APP Level 4.\*\*

AND

They achieve a passing score on the University's Academic Entrance Exam.

\* Incoming students are those who have not previously been enrolled at AUIS.

\*\*Incoming students with English Placement Exam scores that permit them to bypass APP Level 4 who do not pass the Academic Entrance Exam will be offered a place in the APP program. Their level will be determined by their performance on the Academic Entrance Exam writing sample.

### Types of Students

Undergraduate – Students in this category are working toward a Bachelor's degree, which is the first post-secondary degree. Currently, all undergraduate students attend AUIS full-time.

Full-time – Full-time students must be enrolled for a minimum of 12, but no more than 18, credits per semester. Currently, the only full-time programs offered by AUIS are APP and undergraduate programs.

Professional Development Institute (PDI) students are a separate category of enrollment. For complete details on PDI enrollment statuses, please refer to the AUIS website.

# Degree Programs



## Major and Minor Fields of Study

A major field of study is required and each student must declare his or her major in the third semester of the Academic Program. A student can only change their major after consulting his or her academic advisor.

A minor field of study is a secondary focus of undergraduate study and must be declared in writing to the Registrar's Office, by the last year of undergraduate study. All minors must be completed before students are awarded their baccalaureate degree, and can only be pursued in conjunction with an AUIS baccalaureate degree. Students are allowed to pursue a maximum of two Minors.

## Core Curriculum

In keeping with the traditions of the most prestigious liberal arts universities in the United States, all AUIS students are exposed to a core curriculum ranging across the spectrum of critical academic fields. The courses encourage creative and critical thinking in each student, as well as to provide a foundation of learning to all university graduates within a common academic experience.

### University Requirements – 63 Credits

Course Code	Course Title	Credit Hours	Prerequisite(s)
ART 102	Fine Arts	3	No Prerequisite
CSC 101	Computer Science and IT Applications	3	No Prerequisite
ECO 201	Principles and History of Economics	3	No Prerequisite
ENG 101	English Composition and Public Speaking I	3	No Prerequisite
ENG 102	English Composition and Public Speaking II	3	ENG 101
ENG 201	English Composition and Public Speaking III	3	ENG 102
ENG 202	English Composition and Public Speaking IV	3	ENG 201
LIT 301	British Literature	3	ENG 202
LIT 302	American Literature	3	ENG 202
HST 101	World and European History I	3	No Prerequisite
HST 102	World and European History II	3	HST 101
HST 201	History of the Middle East	3	HST 102
HST 202	American History	3	HST 102
MTH 101	Mathematics I	3	No Prerequisite
MTH 102	Mathematics II	3	MTH 101
PHI 202	Philosophy and Ethics	3	No Prerequisite
POL 201	Politics and Government	3	No Prerequisite
REL 202	Comparative World Religions	3	No Prerequisite
SCI 101	Life Science	3	No Prerequisite
SCI 102	Physical Science	3	No Prerequisite
STT 201	Statistics	3	MTH 101

## Bachelor of Arts (BA): International Studies

### Program Overview

The Bachelor of Arts (BA) major in International Studies takes a broad, interdisciplinary perspective and concentrates on the role of economics, politics, and philosophy in shaping culture and nations. The major offers students both theoretical and practical insights into the sweep of human history, from antiquity to the present. With its particular emphasis on the development of notions of liberty, democracy, and market economics, the major aims at equipping students to better understand the ideas, societies, and institutions that comprise our contemporary world.

### Degree Requirements – 42 Credits

Course Code	Course Title	Credit Hours	Prerequisite(s)
ECO 301	Principles of Microeconomics	3	No Prerequisite
ECO 302	Principles of Macroeconomics	3	No Prerequisite
ECO 403	International Trade and Finance	3	ECO 302
GEO 303	World Geography	3	No Prerequisite
HST 306	World History since 1945	3	HST 102
LIT 403	Literature and Politics	3	ENG 202
IST 202	Introduction to International Studies: Geopolitics Ancient and Modern	3	ENG 201
IST 410	International Studies Capstone: Democratic Theory	3	Senior Status
POL 301	Comparative Political Systems	3	POL 201
POL 302	International Relations	3	POL 201
POL 401	Political Philosophy	3	POL 201
POL 403	American Government	3	POL 201
POL 404	Leaders and Statesmen	3	POL 201
POL 406	Contemporary Political Trends	3	POL 201

## Bachelor of Science (BS): Information Systems and Technology

### Program Overview

The Bachelor of Science (BS) major in Information Systems and Technology provides training in the application of systems theory and information technology to organizational operations and management. Information systems in organizations are of strategic significance because of the role systems play in enabling organizational processes and strategies. The major prepares students for rewarding careers in database administration, network administration, programming, IT project management, and systems analysis, each of which are highly dynamic fields in great demand. Students have the opportunity to pursue various options, such as the application of technology in managerial functions, management of information resources, training and consulting, or entrepreneurial endeavours at the leading edge of technology in business.

### Degree Requirements – 42 Credits

Course Code	Course Title	Credit Hours	Prerequisite(s)
CSC 202	Introduction to Programming	3	CSC 101
ITE 301	Data Communications and Networks	3	CSC 101
ITE 302	Introduction to Management Information Systems	3	CSC 101
ITE 305	Database Management Systems	3	CSC 101



ITE 306	E-Commerce Application Design	3	CSC 101
ITE 307	Systems Analysis and Design	3	CSC 101
ITE 308	IT Project Management	3	CSC 101
ITE 401	Computer Networks: Design and Implementation	3	ITE 301
ITE 403	Information Security	3	ITE 301
ITE 404	Information and Knowledge Management	3	ITE 302
ITE 406	IS Strategy, Management, and Acquisition	3	Senior Status
ITE 407	Advanced Database Management Systems	3	ITE 305
ITE 409	IST Capstone 1: Project Analysis and Design	3	All 300 Level Courses

## Bachelor of Science (BS): Business Administration

### Program Overview

The Bachelor of Science (BS) major in business administration is designed to equip students with the tools necessary to excel in private sector enterprises. The discipline specific knowledge covered in this major includes accounting, finance, and economics. These areas are augmented with courses in management, law and ethics, quantitative analysis and information technology. Throughout the curriculum, an emphasis is placed on critical thinking and problem solving that enables students to add value in a variety of commercial settings. This comprehensive blend of skills prepares students for a variety of careers in commerce.

### Degree Requirements – 42 Credits

Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 301	Principles of Financial Accounting	3	BUS 202
ACC 302	Principles of Managerial Accounting	3	ACC 301
BUS 202	Introduction to Business	3	No Prerequisite
BUS 303	Quantitative Business Analysis	3	STT 201, BUS 202
BUS 401	Business and Ethics	3	BUS 202
ECO 301	Principles of Microeconomics	3	No Prerequisite
ECO 302	Principles of Macroeconomics	3	No Prerequisite
FIN 301	Principles of Finance	3	ACC 301
ITE 302	Introduction to Management Information Systems	3	CSC 101
MGT 403	Operations and Supply Chain Management	3	ACC 301, BUS 202, ITE 302
MGT 404	Strategic Management	3	MGT 403
MGT 406	Organization Management	3	BUS 202
MGT 410	Business Capstone	3	MGT 403
MKT 301	Principles of Marketing	3	BUS 202

## Bachelor of Science (BS): Environmental Science

### Program Overview

The Bachelor of Science (BS) major in Environmental Science is an interdisciplinary course of study that will equip successful graduates with an understanding of the science of the natural environment. The program unites the disparate

scientific disciplines of Biology, Chemistry, Ecology, Zoology, Hydrology, and Geoscience, allowing students to explore environmental issues from a variety of perspectives. Students will also gain familiarity with techniques for environmental analysis. With the resources of the Twin Rivers Institute and opportunities for field work in Hydrology, students study global issues in local contexts. The program culminates with a capstone project of the student's own choosing in which the student brings all his knowledge to bear on a single environmental issue.

#### Degree Requirements – 42 Credits

Course Code	Course Title	Credit Hours	Prerequisite(s)
BIO 301	General Biology	4	SCI 101, SCI 102,
BIO 302	Principles of Ecology	3	BIO 301
BIO 306	Botany	4	BIO 301
BIO 401	Zoology	4	BIO 301
CHE 301	General Chemistry	4	SCI 101, SCI 102,
ENV 202	Introduction to Environmental Science	3	SCI 101, SCI 102
ENV 302	Geoscience	3	SCI 101, SCI 102
ENV 401	Hydrology	3	ENV 302
ENV 404	Management of Environmental Problems	3	Senior Status
ENV 405	Techniques of Environmental Analysis	4	Senior Status
ENV 408	Field Experience	2	Senior Status
ENV 410	Environmental Science Capstone	2	Senior Status
POL 305	Comparative Environmental Policy	3	ENV 202, POL 201

#### Minors

A minor is a 15-credit (5 courses) course of study that supplements a student's major course of study. Minors at AUIS are optional. A minor course of study can be declared at any time before graduation from the Academic Program.

Please refer to the charts below for detailed information about each minor program:

#### Degree Requirements – 42 Credits

Information Systems and Technology Minor**			15 Credit Hours
Course Code	Course Title	Credit Hours	Prerequisite(s)
CSC 202	Introduction to Programming	3	CSC 101
ITE 301	Data Communications and Networks	3	CSC 101
ITE 305	Database Management Systems	3	CSC 101
ITE 307	Systems Analysis and Design	3	CSC 101
-	IT Elective	3	-

English Minor			15 Credit Hours
Course Code	Course Title	Credit Hours	Prerequisite(s)
LIT 303	Origins and Structures of the English Language	3	ENG 202
LIT 304	World Literature in Translation	3	ENG 202
LIT 403	Literature and Politics	3	ENG 202
LIT 404	Shakespeare	3	ENG 202
LIT 406	Creative Writing (Fiction or Nonfiction)	3	ENG 202

Economics Minor			15 Credit Hours
Course Code	Course Title	Credit Hours	Prerequisite(s)
ECO 301	Principles of Microeconomics	3	No Prerequisite
ECO 302	Principles of Macroeconomics	3	ECO 301
ECO 401	Economic Development	3	ECO 302
ECO 404	Public Choice	3	ECO 302
ECO 406	Industrial Organization	3	ECO 302

Business Administration Minor***			15 Credit Hours
Course Code	Course Title	Credit Hours	Prerequisite(s)
ACC 301	Principles of Financial Accounting	3	BUS 202
BUS 202	Introduction to Business	3	No Prerequisite
BUS 303	Quantitative Business Analysis	3	STT 201, BUS 202
ECO 301	Principles of Microeconomics	3	No Prerequisite
-	Business Elective	3	-

Political Science Minor****			15 Credit Hours
Course Code	Course Title	Credit Hours	Prerequisite(s)
POL 301	Comparative Political Systems	3	POL 201
POL 302	International Relations	3	POL 201
POL 401	Political Philosophy	3	POL 201
POL 403	American Government	3	POL 201
POL 404	Leaders and Statesmen	3	POL 201

International Studies Minor****			15 Credit Hours
Course Code	Course Code	Course Code	Course Code
IST 202	IST 202	IST 202	IST 202
-	IS Elective	-	-
-	IS Elective	-	-
-	IS Elective	-	-
-	IS Elective	-	-

Environmental Science Minor*****			15 Credit Hours
Course Code	Course Code	Course Code	Course Code
ENV 202	ENV 202	ENV 202	ENV 202
-	ENV Elective	-	-
-	ENV Elective	-	-
-	ENV Elective	-	-
-	ENV Elective	-	-

\*\* Not available to students with a BS in Computer Systems & Technology Major.

\*\*\* Not available to students with a BS in Business Administration Major.

\*\*\*\* Not available to students with a BA in International Studies Major.

\*\*\*\*\* Not available to students with a BS in Environmental Science Major.

## Grading System

Grades are reported as letters. The 4.00 grade point system is used to calculate student averages. The percentage points are to be used to determine the letter grade.

### Undergraduate courses

- Superior
  - A (4.0) 93 – 100
  - A- (3.7) 90 - 92
- Above Average
  - B+ (3.3) 87 - 89
  - B (3.0) 83 – 86
  - B- (2.7) 80 - 82
- Satisfactory
  - C+ (2.3) 77 – 79
  - C (2.0) 73 – 76
  - C- (1.7) 70 - 72
- Passing
  - D+ (1.3) 67 – 69
  - D (1.0) 60 – 66
- Failing
  - F (0) below 60

### Graduate courses

- Superior
  - A (4.0) 93 – 100
- Above Average
  - A- (3.7) 90 - 92
  - B+ (3.3) 87 - 89
- Satisfactory
  - B (3.0) 83 – 86
  - B- (2.7) 80 - 82
  - C+ (2.3) 77 – 79
- Passing
  - C (2.0) 73 – 76
- Failing
  - F (0) below 73

### Calculating the grade

6. All percentages should be rounded to up or down to the nearest whole percentage using the following rules:
  - .5 and above must be rounded **up** to the nearest whole percentage (i.e. 87.52% = 88%).
  - .49 and below must be rounded **down** to the nearest whole percentage (87.43% = 87%).
7. Semester grade point average (SGPA) and Cumulative grade point average (CGPA) will use the same rules for rounding up and down, but will be carried to two decimal places.

## Correct Use of Language

A basic requirement for graduation is facility in clear, correct, and responsible use of English. Papers (term papers, essays, or examinations) that are poorly written may receive a lower grade for the quality of writing alone.

Instructors may lower the final grade in any course for consistently substandard written or oral expression. In extreme cases the instructor may give a failing grade for this reason alone.

## Grade Appeals Process

Students can appeal final grades using the following procedures:

1. Students who disagree with a final grade should contact the instructor within one week of receiving the grade. The instructor and student should attempt to resolve the issue at this level.
2. If the issue is not resolved, the student has one additional week to write a letter of appeal to the Dean of Faculty explaining the nature of the complaint and the specific request and to provide all returned graded material from the course. This letter should be written within two weeks of receiving the grade.
3. The Dean of Faculty will review the case and send a written response to the student in a reasonable amount of time. A copy of the letter will be sent to the instructor and to the Registrar to be placed in the student's file. The decision made by Dean of Faculty is final and may not be appealed.

## Academic Mentoring

### Academic Advisors

Upon admission to the Academic Program, undergraduate students will be assigned faculty advisors. Each academic student should meet with their faculty member at least once per semester to discuss their academic plan and to ensure they will fulfill all necessary credits for graduation. Advisors are responsible for maintaining a schedule that allows them to be accessible to their students.

Students must meet with their Advisor before being eligible to register for courses for the following semester.

Although advisors are available for help and guidance, students must assume the ultimate responsibility for the course of their educational careers. Students should become familiar with university policies, procedures, and program requirements; recognize the necessity of getting timely assistance with academic issues; and schedule meetings with their advisors in advance so that both parties have time to prepare.

It is important to note that while students have only one advisor, advisors often have many advisees in addition to teaching, research, and committee responsibilities.

## Student Tutoring

AUIS offers students additional help in the form of the Writing Center and Math Center. For more the centers' hours and locations, please go to [auis.edu.iq](http://auis.edu.iq).

## AUIS Library

The AUIS Library is here to serve the needs of all students, staff and faculty. If you are your AUIS issued ID. Students may borrow up to five books for a total of 14 days. Two media items (DVDs, CDs, etc) may be borrowed for a maximum of 3 days.

The AUIS Library Collection is organized according to the standards of the Library of Congress (LC) Classification System. The Library maintains several computers for student and faculty use. For a list of and access to online electronic resources, including LexisNexis and EBSCO, please visit the AUIS library webpage.

The Library welcomes book donations. Contact the librarian at [auis.library@auis.edu.iq](mailto:auis.library@auis.edu.iq).

The AUIS Library runs Library Instruction sessions for individual students upon request. Instruction is offered throughout the year to both the faculty and their classes, also upon request.

### During the spring and fall semesters:

Sunday - Thursday: 8 am to 6 pm

Friday: Closed

Saturday: 9 am to 6 pm

Summer hours:

Sunday - Thursday: 8 am to 5 pm

Friday – Saturday: Closed

### Faculty Office Hours

All AUIS faculty and staff must post their name, title, office hours, and contact information in clear view in front of their respective office. To meet with a staff or faculty member, students should be asked either to attend office hours or to make an appointment.

### Dean's and Provost's List

AUIS recognizes students for outstanding academic achievement each semester.

- Students with a 3.50 grade point average or higher are awarded a place on the Dean's List.
- Students with a 3.70 grade point average or higher are awarded a place on the Provost's List.

### Graduating with Honors

Honors are awarded at graduation for superior scholastic achievement. Students are recommended for honors if they satisfy all requirements for the degree and have earned the following relevant grade point average:

- Cum Laude requires a grade point average of at least a 3.40.
- Magna Cum Laude requires a grade point average of at least a 3.60.
- Summa Cum Laude requires a grade point average of at least 3.80.

### Class Rank

The AUIS Registrar's Office will include an official transcript a student's class ranking percentile upon specific request.

### Deferral of Admissions

Students who have been accepted at AUIS can defer admission for up to one year. To be considered for deferral, students must complete a Deferral Request Form, available at the Admissions Office or on the AUIS website.

Deferrals may be granted for one or two semesters. Students who request deferral for one semester and who would like to extend the deferral to a second semester must complete another Deferral Request Form. No deferral can extend beyond one year. Students who attend another university on a full-time basis during the deferral period will lose their deferral status at AUIS.

Students who defer for one year must reapply for financial aid. Students who defer for one semester will receive the portion of their aid allocation for the semester in which they enroll.

# University Policies and Procedures



## Attendance Policy

The AUIS Attendance Policy establishes the rules and procedures to track student attendance. Faculty members should make students aware that absences or repeated lateness may ultimately lead to consequences as severe as dismissal from the university.

## Unexpected Schedule Changes

The university will announce official closures and delays or calendar changes to students by electronic mail. Faculty members should clarify in their class syllabi their policy for handling officially scheduled adjustments. When possible, faculty members forced to cancel a class due to unexpected circumstances should notify their students and the department chair via email at least 24 hours in advance.

## Taking Attendance

Students at AUIS are expected to participate fully in all scheduled classes. Instructors will take daily attendance and keep records. Attendance will be recorded at the beginning of class with the following guidelines:

- Academic students will be given a five-minute grace period before they are marked as tardy.
- Academic students are expected to attend classes to their completion. Students who leave class before completion will be marked as tardy.
- Academic students who do not attend class will be marked as absent.
- Academic students who are dismissed from a class for the entire semester will receive a grade of F. If they choose to take the course again, they can replace the failure with the repeated course grade.

## APP – Taking Attendance

APP students who arrive between the time class starts and five minutes into the class period are marked as tardy.

Two tardies count as one absence.

APP students who arrive five minutes after the class has started or depart class early are marked as absent.

## Policy Implementation

Instructors are responsible for notifying the Registrar in writing when a student attains a certain number of absences or tardies over the course of the semester. The Office of the Registrar will send a letter of warning to the student, copying the course instructor and either the APP Director or the Academic Integrity Officer. The letter will indicate the number of absences and tardies accumulated and the overall attendance requirements before dismissal. A copy of the letter will be placed in the student's permanent file.

When a student has reached the limit of acceptable absences or tardies for the relevant program, the instructor will notify the Office of the Registrar, which sends a letter to students informing them of their dismissal from the course with a copy to the Academic Integrity Officer. The Registrar also will place a copy of the letter in the student's permanent file. Students wishing to contest a decision of dismissal can submit a written appeal to the Academic Integrity Officer within one week of the notification by the Registrar.

The following charts outline the attendance thresholds for each program and when instructors should send warning letters to the Registrar:

APP	
Attendance or Absent Issues	Academic Consequences
4 Absences or 8 Tardies	First written warning
6 Absences or 12 Tardies	Second written warning
9 Absences or 18 Tardies	Course failure

Undergraduate Degree Program	
Attendance or Absent Issues	Academic Consequences
2 Absences or 4 Tardies	First written warning
4 Absences or 8 Tardies	Second written warning
6 Absences or 11 Tardies	Course failure

The AUIS attendance policy does not apply for graduate degree programs. While faculty may choose to take attendance if they wish, adult students are ultimately responsible for their own attendance, and no administrative disciplinary procedure applies.

## Add/Drop

Students who wish to add a course to their schedule may do so no later than the fifth day of classes so long as they do not exceed the maximum number of credits allowable per semester. Students who wish to drop a course from their schedule may do so no later than the tenth day of classes so long as they are still enrolled in the minimum number of credits per semester. A course dropped by the tenth day of classes will not appear on the permanent academic record. Students who wish to take one additional class above the maximum credit requirements must have a minimum G.P.A. of 3.3 and written permission from the Academic Integrity Officer.

## Course Withdrawal

Students who withdraw from a course within the first two weeks will not receive a grade (see Add/Drop). If a student withdraws between after the second week of classes and one week following the date mid-term grades are due (see the last withdrawal date published in the academic calendar for that semester), a “W” is assigned. However, a student may not receive a grade of “W” to avoid the consequences of a breach of academic integrity. A grade of “W” carries no academic penalty or prejudice. A course withdrawal must be done in writing in the Registrar’s Office. If a course withdrawal will result in the student being enrolled for fewer than the minimum credits, or if the course is a degree requirement, permission must be obtained first from their Advisor and then from the Academic Integrity Officer before the withdrawal deadline.

## Withdrawal from the University

If students need to withdraw from the university, they must complete a Withdrawal form, available at the Registrar’s Office. When such conditions as severe illness or absence from the area prevent students from filing the Withdrawal form in person, they can submit a letter first to their Advisor and second to the Academic Integrity Officer, stating the reasons for withdrawal. The date recorded by the Academic Integrity Officer is considered to be the date of withdrawal. The Withdrawal form or letter will be filed with the Registrar and made part of the student’s permanent record.

## Leave of Absence from the University

Students can request a leave of absence from the university for up to one year. To be eligible for a leave of absence, students must be in good academic standing and show some type of personal hardship that prevents them from successfully completing the academic year. Students requesting a leave of absence must complete a Leave of Absence form, available at the Admissions Office or on the AUIS website, and submit it to their advisor and second to the Academic Integrity Officer.

Students who take a leave of absence for one year must reapply for financial aid and housing. Students who take a leave of absence for one semester or less will receive the adjusted portion of their aid allocation for the following semester; however, they must reapply for housing.

## Financial Charges and Reimbursements for Leave of Absence and Withdrawal

Refunds for students who take a leave of absence or withdraw from the university are subject to the refund schedule outlined in the academic catalogue. Students who take a leave of absence or withdraw from the university after the first month of classes will not be refunded any part of their tuition payment.

Students who are required to withdraw from the university for academic, disciplinary, or behavioral matters will not be reimbursed for any part of their tuition.



# Academic Probation/Academic Dismissal

## Academic Probation (AP)

AUIS requires students to maintain a minimum GPA or be placed on Academic Probation (AP). Students may be placed on Academic Probation as a result of either a semester GPA, a cumulative GPA, or both. The following identifies the minimum GPA required for different categories of students in the Academic Program:

Undergraduates – 2.0 GPA

Undergraduates on Scholarship – 3.0 GPA

Graduate Students – 3.0 GPA

Undergraduate students are placed on Academic Probation at the end of any semester in which their GPA is less than 2.0, or if after 60 or more credits, their cumulative GPA is less than 2.0. Undergraduate students on scholarship are placed on Academic Probation at the end of any semester in which their GPA is less than 3.0, or if after 60 or more credits, their cumulative GPA is less than 3.0. Graduate students are placed on Academic Probation at the end of any semester in which their cumulative GPA is less than 3.0.

The Registrar will notify students in writing of their probationary status, with a copy to the Academic Integrity Officer and the Student Life Coordinator. Students placed on Academic Probation are subject to the following measures during their probationary period:

APP students are required to be tutored in the Writing Center one day each week and in the Speaking and Reading Centers one day each.

Academic students are required to meet with their academic advisor at least once during the semester.

All students are prohibited from participating in extracurricular activities for the semester.

Being placed on probation does not prevent students from applying for financial aid or work study; however, scholarship students who are placed on probation for two consecutive semesters will lose their scholarships.

## Academic Dismissal (AD)

Students who do not meet the requirements of Academic Probation will be dismissed from the university. Undergraduate students on Academic Probation who do not earn a 2.0 average the following (consecutive) semester will be dismissed from the university, and undergraduate students on scholarship who do not earn a 3.0 the following semester will lose their financial assistance. Graduate students on Academic Probation whose cumulative GPA is less than 3.0 the following semester will be dismissed from the university.

The Registrar's Office will send a letter notifying the student of Academic Dismissal, with a copy to the Academic Integrity Officer. Students who wish to appeal a decision of Academic Dismissal must make their appeal in writing to the Academic Integrity Officer within one week of the initial notification from the Registrar.

Academic students must wait at least one semester after being dismissed before re-applying for admission to AUIS; however, there is no guarantee of acceptance. They also must re-apply for any scholarships, awards, housing, or financial assistance previously awarded. If students are re-accepted, they will receive credit for courses previously passed at AUIS as pass/fail grades. Students may not be reinstated at AUIS more than once.

## APP Academic Probation Policy

APP students are placed on probation if their average at either the mid-term or at the end of the semester is below 75 percent. APP students on Academic Probation are subject to the following requirements during their probationary period:

- They are required to meet at least once with the APP Probation Director.
- They are required to attend the after-school APP tutoring programs for an amount of time to be specified by the APP Probation Director. The after-school school tutoring programs include attendance at the Reading, Writing, and Speaking Centers as well as participation in the peer-to-peer tutoring program.
- They are prohibited from playing on extracurricular sports teams for the period of their probation.
- APP students are released from Academic Probation if their mid-term or semester grade is above 75% and they have fulfilled their probation requirements. Students who have not fulfilled their probation requirements will remain on probation regardless of grade.

## APP Academic Dismissal Policy

Students who fail a level of APP may be allowed to repeat the level one time. A second failure of any APP level will result in dismissal from the university. APP students who fail out of the program cannot reapply to APP. They may, however, apply directly to the University's Academic Program after one semester if they meet all of the necessary admissions requirements, including passing the AEE.

Students who pass level four must pass the Academic Entrance Exam before matriculating into the Academic Program. A student who passes level four but fails the Academic Entrance Exam may retake level four one time and then re-take the AEE. A student who fails the AEE the second time will receive a certificate of completion of the English Writing Program and Language Institute and will leave the university.

Students who have been dismissed from APP may reapply for admission to AUIS one semester after being dismissed; however, there is no guarantee of acceptance. Furthermore, students who reapply to the university are not eligible to re-enroll in APP courses and therefore must qualify for direct admission into the Academic Program.

Generally, college-level courses completed at regionally-accredited institutions will transfer, provided that grades of at least a "C" (2.0) are earned and the course is similar in content and scope to work offered at AUIS.

A student may earn up to 60 credits of transfer credit.

The Registrar's Office will process transfer credits after discussions with the appropriate convener.

## Failures and Incompletes

Regarding university policy on unsatisfactory grades the following points constitute official policy.

1. Students who receive a failing mark in any required course must retake the course three times or until they pass, whichever happens first.

2. Courses for which the failed class is a prerequisite may not be taken by a student until they have received a satisfactory grade in the earlier class.

2.1. An exception to this requirement can be made with the written permission of the convener under whose remit the course falls. It is expected that the convener will consult with the professor of the courses at issue and the student's advisor before making an exception.

2.2. Request for exceptions are to be initiated by students, raised first with advisors, and then forwarded to the convener.

2.3. An appropriate form will need to be created by, available in, and on file with the Registrar's office.

3. All final grades, failing or otherwise, remain on students' transcripts and are included in calculating students' overall GPA.

4. Students must possess the minimum GPA required (2.0) for graduation at the time of submitting a request to graduate.

5. Incomplete grades cannot as a rule be granted for courses. Professors wishing to make a mark of incomplete available must receive convener approval prior to the beginning of the semester.

5.1. Exceptions to this policy will not be made except in extreme cases and with the approval of both the relevant convener and the Academic Integrity Officer.

5.2. In keeping with this the Registrar will forward any marks of incomplete to the relevant convener for approval.

5.3. Except in cases where such approval is granted and forwarded to the Registrar's office, any grade of incomplete will be entered as an F by the Registrar.

6. Students have thirty days from the finish of a course to satisfactorily complete any work for a course in which they receive an incomplete. If the requirements remain unfulfilled by that date an F is entered for the course.

7. Notice of both a failing grade and a mark of incomplete will be forwarded by the Office of the Academic Integrity Officer and Advisor by the Registrar's Office.

## Engineering Program Entrance Requirements

Student may only enter the AUIS Engineering Program if they satisfy the following requirements:

1. Score 80 percent or above on the Iraq Baccalaureate examination.

2. Cumulative GPA of 3.0 (B) or higher

a. All academic courses are included across every semester.

3. AUIS Math/science GPA of 2.7 (B -) or higher

a. Math/Science GPA is calculated based on grades from:

i. MTH 101

ii. CSC 101

iii. SCI 101

iv. MTH 102

v. SCI 102

Students who want to improve their grades may retake math, science and/or computer science courses once.

The original grade remains on the transcript and in the GPA.

The new grade is also added to the transcript and GPA.

## Transcripts

A transcript of the student's academic record may be requested by the student from the Registrar's Office. The transcript will be available within one business days. The transcript will include matriculation date, all courses attempted for each semester, the grade and credits earned for each course, the semester grade point average, and the Cumulative Grade Point Average. Dean's List and Provost's List designations will be noted if appropriate, and class rank percentile, if requested.

## Conduct and Discipline

### Guidelines for Undergraduate Student Conduct

In order for the free exchange of ideas to take place, students must conduct themselves both inside and outside the classroom in certain ways. Below are the AUIS guidelines for that conduct. Abiding by these guidelines and all other university policies will help students become better learners, develop as whole persons, and contribute to the perpetuation of a healthy university life here at AUIS.

#### Inside the Classroom

**English.** Students are to speak English only.

**Attendance.** Students' success at AUIS requires full attendance in all classes. All absences are recorded as part of the AUIS Attendance Policy (see Attendance Policy). Professors may, at their discretion, exclude a student from class once the door has been closed.

**Classroom Behavior.** Student conduct in class should be respectful to all. Mobile phones should be turned off during class time. Laptop computers in class should be used only for class-related purposes. Faculty members will caution students who do not conduct themselves in a respectful manner. If inappropriate behavior continues, a teacher may request to have a student withdrawn or dismissed from the class, and the appropriate disciplinary measures will be taken.

Students are expected to follow the instructions of faculty members so that classes proceed in an orderly manner. Assignments are expected to be completed on time and according to the requirements of the syllabus.

**Academic Integrity.** Integrity in speech, research, and writing is an essential part of teaching and learning at AUIS. Cheating is a violation of academic integrity that involves the use of inappropriate materials during tests. Plagiarism is a violation of academic integrity that involves the use of materials that others have produced without citing the author or authors.

#### Outside the Classroom/On Campus

**English.** While at AUIS, students are expected to speak English.

**Identification Cards.** The university requires ID cards be carried at all times and presented when required by faculty and staff.

**Alcohol and Drugs.** Alcoholic beverages and drugs of any kind are forbidden at AUIS. Students found in possession of either alcohol or drugs face possible suspension or dismissal.

**Language.** Student language must at all times be appropriate for an educational community. Lewd, obscene, vulgar, sexually suggestive, or malicious language or gestures are not acceptable.

**Personal conduct between Men and Women.** AUIS students must at all times exercise care and responsibility in their dealings with others. They must show respect for others and be sensitive to the surrounding cultural context. Relations between women and men should observe conventions pertaining to appropriate language and limits on physical contact.

**Personal Hygiene.** Students are expected to pay attention to personal hygiene. Daily bathing is expected. Students should look neat, smell clean and be well groomed.

**Smoking.** Smoking is only allowed in designated areas. It is strongly discouraged.

**Weapons.** Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers, or dangerous chemicals is not allowed on university premises.

### Off Campus Student Conduct

AUIS students are reminded that they represent their university at all times and must behave appropriately as a public person and as a private person.

### **A. Academic Integrity**

Academic integrity is honest behavior in a school setting. Integrity in speech, research, and writing is an essential part of teaching and learning at AUIS. AUIS expects students to adhere to accepted standards of academic honesty and integrity. Academic Integrity is guided by the AUIS Honor Code, which was written by AUIS students and is available on the school website.

Academic dishonesty (“cheating”) is defined as any form of deceit, fraud, or misrepresentation in academic work. Plagiarism is one form of academic dishonesty. Plagiarism is using other peoples’ idea and/or words without clearly acknowledging the source of the information. Any form of academic dishonesty will lead to failure of the assignment, then course, and, if repeated, to dismissal from the university. A student must have instructor permission to reuse material that he or she produced in a previous course.

In the event of an academic integrity offense, both the student or students who provided inappropriate assistance and the student or students who received the assistance will be held responsible.

### **B. Disciplinary Guidelines for Academic Dishonesty**

The AUIS Academic Catalogue and the AUIS Honor Code provide guidance in cases of academic dishonesty. The following disciplinary measures will be taken to address acts of academic dishonesty, including but not limited to plagiarism:

#### APP Students

- First offense - student will be allowed to redo assignment for a maximum grade of 60%
- Second offense - student will receive a grade of 0 and will not be given an opportunity to make up the assignment
- Third offense - student will fail the class
- Fourth offense - student will be dismissed from the university

The student will be notified of all plagiarism offenses, and notice of each offense will be filed with the APP Director.

#### Academic Program Students

- First offense –student will receive a grade of 0 with no option to re-write the paper
- Second offense – student will fail the class
- Third offense – student will be dismissed from the university

### **Process for Plagiarism Cases (Academic and APP Programs)**

8. Student is caught plagiarizing.
9. Professor/Instructor informs the Academic Integrity Officer of the plagiarism or cheating violation via written letter, with a copy of the plagiarized paper. A copy also is sent to the Registrar to be placed in the student’s permanent file.
10. Professor/Instructor explains violation of AUIS plagiarism policy to student and why they received the corresponding grade.

11. The student then has the opportunity to appeal the decision to an independent Board of Appeals consisting of university faculty and administrators. An appeal of an Academic Integrity Offense must be made in writing within one week of the decision by the AIO to record the incident as an offense. The student must provide a rationale for the appeal beyond an assertion of innocence.

The enforcement of plagiarism and cheating rules is under the domain of the Academic Integrity Officer. All issues pertaining to academic dishonesty should be direct to his office.

### C. Student Disciplinary Guidelines

Student Disciplinary Guidelines are divided in two categories: 1) Academic violations, and 2) Behavioral violations. Academic violations include plagiarism and cheating (see Academic Dishonesty policy) and other behavioral issues as they pertain to academic performance. Behavioral violations include acts of violence, verbal aggression, or any behavior that violates student conduct.

Academic violations are handled by the Academic Integrity Officer. The following procedures apply to each office and should be followed accordingly.

### D. Disciplinary Action Procedures

#### Academic Violations

##### **Written Warning**

Faculty members should issue an oral and written warning to students who violate an issue not covered in the plagiarism and cheating policy and send a copy to the Academic Integrity Officer, (see Academic Dishonesty policy). The Academic Integrity Officer will issue a written warning to the student with a copy to the Registrar to be placed in the student's file.

##### **Meeting with the Academic Integrity Officer**

If a student commits a second violation, the faculty member will send another letter to the Academic Integrity Officer, who will then call a meeting with the student and faculty member. The Academic Integrity Officer will review the case and decide whether the student should be dismissed from the university.

#### Behavioral Violations

Faculty and staff members should issue an oral warning to a student who commits a violation and send a letter to the Academic Integrity Officer and Student Life Coordinator, who will jointly issue a written warning to the students with a copy sent to the Registrar to be placed in the student's permanent record.

If a student commits a second violation, the faculty or staff member will notify the Academic Integrity Officer and the Student Life Coordinator, who will jointly issue a written warning to the students with a copy sent to the Registrar to be placed in the student's permanent record. The Academic Integrity Officer and Student Life Coordinator will then meet with the student involved. Academic Integrity Officer and Student Life Coordinator will review the case and decide whether the student should be dismissed from the university.

**Immediate Dismissal:** Serious transgressions such as stealing, violence against others, willful damage to school property or similar matters may result in immediate dismissal.

The Director of Security will provide assistance in dealing with behavioral violations if necessary.

Students who wish to contest a disciplinary decision have recourse to an independent appeals committee consisting of AUIS community members who will review the case. The committee's decision is final and cannot be appealed.

### E. Confidentiality

All steps in a student disciplinary procedure and appeal will be confidential and respectful of all involved.

### F. Statement on Harassment

The American University of Iraq, Sulaimani is committed to maintaining a learning environment free of any form of intimidation, abuse, harassment, or physical violence. This applies to everyone in the university community. Serious or repeated incidents of such behavior will result in expulsion from the university.



# Services and Facilities

## Undergraduate Student Organizations

AUIS welcomes student organizations that are formed to promote student involvement and learning, and which meet the AUIS guidelines.

To be considered for formal recognition by the university, at minimum, a student organization must:

- Register with Student Life Coordinator
- Have a clear purpose that is consistent with the educational mandate of the university as an institution of higher learning
- Not discriminate on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability and sex
- Not be based on ethnicity, religion or political party
- Conduct all activities openly, including meetings open to all students
- Not have a fixed or restrictive membership list
- Not accept any outside funding
- Have a faculty/senior staff advisor

## Additional Guidelines

- Student groups should consult with the Director of Student Affairs to determine which mediums and spaces at the university are appropriate for promoting the organization.
- Registered student organizations may use the name of the university in their literature and other media, but may not use the university logo.
- Registered organizations will be eligible for a modest institutional funding.
- Registered organizations are expected to provide a report of expenditure at the end of every semester.
- Student organization status must be affirmed annually with the Office of Student Affairs.

The university reserves the right to suspend or revoke student organization status at any time for non-compliance with these guidelines, violation of any other university policy, procedure or guideline, or violation of any law.

## Guidelines for Student Organization Funding

AUIS does not allow student organizations to be financed by any funds outside of those provided by Student Affairs. As always, student organization events that receive financial support from AUIS must be open to all students.

### **Eligibility**

To be eligible to receive funds from AUIS, student organizations must be formally recognized by AUIS by registering with Student Affairs.

To receive funding, organizations are required to submit a Funding Request Form available at the Student Affairs office. Funding is limited, and organizations are eligible to receive a maximum of \$3000 per academic year (fall and spring semesters). Organizations may only submit one funding request per event and up to three requests per semester. The university may only allocate up to \$1000 per request. Requests and applications for organizational funding can be made directly through the Office Of Student Affairs.

## Additional Information

## **Fundraising and Donations**

Fundraising consists of soliciting and collecting gift revenue for AUIS Student Affairs. A fundraising special event is an event sponsored by an organization for which any payment made to attend or sponsor or to purchase goods or services at the event. Affiliated student organizations are allowed to conduct fundraising activities on campus with the approval of the Coordinator of Student Services. All revenue goes to the Student Affairs budget for redistribution among student organizations for activities.

Donations can be made to Student Affairs from individuals and private-sector donors. All funds will be kept in the Student Affairs budget.

## **Debt**

All organizations are required to maintain accurate financial records with Student Affairs. If an organization should end the semester with a negative balance, Student Affairs reserves the right to suspend recognition until the debt is paid. Additional limitations on funding are subject to rules and regulations as outlined by the guidelines.

## **Career Services**

The Office of the Academic Dean of Students helps AUIS students plan for their professional career after university study. Career Services assistance in this regard takes three forms:

- Individual Career Planning - Students are encouraged to make an appointment with the Office of the Academic Dean of Students to develop a career plan. In these sessions, the Dean and office staff will help AUIS students prepare a professional development plan, research relevant job sectors and employers, assist with the job-search process, and conduct mock interviews. To make an appointment, email the Academic Dean's office at [academicaffairs@auis.edu.iq](mailto:academicaffairs@auis.edu.iq).
- Workshops – Occasionally, career services will hold workshops designed to teach important job search skills such as resume writing, applying for scholarships, and interview training.
- Events and Programming – To further assist students in developing a career plan and in community contacts, the Career Services program will offer career panels, career fairs, job site visits and speakers from local and regional businesses, among other events.

For more information, or to make an appointment, email the Office of the Academic Dean of Students at [academicaffairs@auis.edu.iq](mailto:academicaffairs@auis.edu.iq).

## **Student Counseling**

AUIS Counseling Services are available for all faculty, staff, and students. Short-term individual counseling is available by appointment, and walk-ins are also welcome. In addition, crisis consultation can be provided in an emergency.

Counseling services may address a wide variety of concerns, including depression and anxiety, stress due to university-related and/or interpersonal problems, difficulty adjusting to life in Sulaimani, physical and sexual assault, suicidal thoughts and plans, and other sources of distress.

Confidentiality is a core value of counseling services. Strict standards of confidentiality are maintained regarding who uses the counseling services and the subject matter discussed. Furthermore, the counselor will not disclose visits to anyone within or outside AUIS unless the individual is at risk of harming himself/herself or others.

## **Computer Facilities**

### **Computer Lab Policy**

Like all university facilities, AUIS computers and computer networks are to be used only by persons authorized by the university, and only for university purposes. University purposes include the educational programs of the university, as well as all research and administrative activities. Use of AUIS computers and network facilities is a privilege, not a right; improper use can result in suspension or revocation of those privileges. Use of university facilities for other purposes requires prior authorization.

- No person may give a computer password to anyone without proper authority.
- No person may engage in, encourage, or conceal from authorities any unauthorized use, tampering with, or deliberate disruption of computers.
- No person may read, delete, or attempt to read, alter, or delete any other person's computer files or electronic mail.

- No student is permitted to copy or use software or data in violation of copyright laws and license agreements, engage in plagiarism, or violate the basic requirements of academic honesty.

Users must take full responsibility for messages that they transmit through the university's computers and network facilities and must obey the policies of discussion forums in which they participate. No one may use the university's computers to transmit fraudulent, defamatory, harassing, obscene, indecent, or threatening messages, any communications prohibited by law, or which violate university practice, policy, or the spirit of the mission of AUIS.

Viewing or accessing indecent or pornographic materials using university equipment, network, or Internet access is prohibited and will be severely punished.

Those who administer computers and network facilities will refer all disciplinary matters to appropriate authorities.

## Rules for Computer Labs

When using the computer labs students must abide by the following rules:

- Do not move laptops from their proper place to another table.
- Do not move the tables. This can cause the power and network connections to fail.
- Do not disconnect laptops from their docking stations.
- Do not change connectivity or alter cabling arrangements.
- Do not bring food or drinks into computer labs.
- Do not connect personal laptops to the AUIS network.
- Do not abuse the allotted amount of network bandwidth by downloading large amounts of Internet material.
- Return chairs to their proper place after using computers.
- Do not print images on Computer Lab printers.
- Do not download any video or audio from the Internet.

## Computer Lab Software

The laptops and PC's in the AUIS computer labs are furnished with the following software and applications:

- Microsoft Office 2007
- Avast Anti-Virus
- K-Lite Codec Pack (Audio and Video Codec)
- XP Codec Pack (Audio and Video Codec)
- CutePDF Writer
- Adobe Reader 8
- Adobe Flash Player
- Note Tab Light
- WS\_FTP LE
- Paint.NET
- Audacity and Lame for Audacity
- Longman
- Printer Drivers
- Microsoft Office Visio 2007\*
- APA Style\*

\*Available only for MBA students.

## Computer Lab Hours

The computer labs are open to students for course-related work during the following hours:

Computer Lab 8

- Sunday - Thursday: 10:30-10:45am, 12:00-1pm, 2:15-2:30pm, 5:30-9pm
- Saturday: 8am-9pm

Computer Lab 44



- Sunday - Thursday: 9:15-9:30am, 3:30-9pm
- Sunday, Tuesday, Wednesday: 1-2:15pm
- Tuesday: 12-9pm
- Saturday: 8am-9pm

## Medical and Emergency Care Services

It is anticipated that during the 2011-2012 Academic Year a medical attendant will be available on campus to provide medical assistance to students, as well as to coordinate with local health authorities should a need arise.

In case of a medical emergency that cannot be treated on campus, a medical facility close to the university will be contacted. Students will bear the cost of any professional service or emergency treatment. In addition, the cost of hospitalization or treatment in the emergency room or as an outpatient is the responsibility of the student. A university official may provide escort service on campus when a sudden illness or injury occurs.

## Student E-mail Accounts

A university assigned student email account is the university's official means of communication with all students on the AUIS campus. The American University of Iraq, Sulaimani provides students with an official email account in the auis.org domain upon the student's matriculation to the institution. The account is free of charge and is active as long as the student remains enrolled at the university.

Students can expect to receive official information regarding deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, as well as other useful information from the Registrar, Office of Financial Aid, the Provost's office and more. Additionally, faculty members may require email for course content delivery, class discussion, and instructor conferencing and may specify course-related email policies in their syllabi. Faculty may also require students to confirm their subscription to university-provided mailing lists.

Ultimately, students are responsible for all information sent to them via their university assigned email account and are expected to check it daily. If a student chooses to forward the university email account, he or she is responsible for all information, including attachments, sent to any other email account. Emails lost because of forwarding do not absolve students from the responsibilities associated with communication sent to his or her official email address. The university is not responsible for handling of AUIS email by outside vendors or unofficial servers.

## Parental Notification

The university releases student records and other information only upon written consent of the student. This consent must specify the information to be disclosed, state the purpose of the disclosure, and provide the contact information of the person or institution where disclosure is to be made. However, the university may disclose information or academic records without prior consent of the student in the following circumstances:

- To academic officers, advisors and other faculty members of the university as necessary.
- To the parents of a dependant student.
- In compliance with a judicial order

Finally, the university may disclose the following routine student directory information without written consent from the student regarding student directory information: student's name, degrees received, major/minor, awards received, and participation in officially recognized organizations and/or sports.

## AUIS Bookstore

To purchase textbooks, students should visit the AUIS Bookstore. Textbooks are sold based on individual book prices, so total semester book fees vary by student schedule. Book prices and bookstore hours of operation will be announced at the beginning of each semester.

## Financial Regulations

### Tuition Payment Process for Returning Students

Returning AUIS students will receive an invoice from the finance department via their student email account indicating their balance due one to two weeks before the first day of class. Students who wish to make their tuition payment at.

Students who are unable to make their tuition payment at AUIS are responsible for bringing a copy of the receipt of payment from another Ashur Bank to the AUIS finance office. This payment receipt can also be scanned and sent to the finance office via email. All tuition payments for AUIS must be made at Ashur Bank.

### **Tuition Payment Process for New Students**

New students must visit the AUIS Finance Office one to two weeks before the first day of classes to receive an invoice indicating their balance. New students must then take this invoice from the Finance Office to the Ashur Bank on AUIS campus to make their tuition payment. Once tuition has been paid, Ashur Bank will provide the student with a receipt that will be the official notification of payment. Ashur Bank will then inform the Finance Office of the student's payment and it will be recorded in the new student's financial records. Students are encouraged to keep the Ashur Bank receipt for their own records.

### **APP Students**

AUIS admits only full-time APP students. Tuition and Fees for the 2011-2012 academic year are as follows:

- Tuition: \$5,000/semester
- Books: Based on book price

### **Undergraduate Students**

AUIS admits only full-time undergraduate students. Tuition and Fees for the 2011-2012 academic year are as follows:

- Tuition: \$5,000/semester
- Books: Based on book price

### **Graduate Students**

AUIS graduate student fees are assessed on a course-by-course basis. Tuition and Fees for the 2011-2012 academic year are as follows:

- Tuition: \$1,050/class
- Books: Based on book price

### **Payment Plans**

AUIS offers two options for all APP, undergraduate and graduate students to complete the payment of their tuition and fees. All payments are due by 2 p.m. on the designated payment date indicated on student invoices. A student not physically present in Iraq who wishes to pay by bank transfer will be required to fill out an authorization form provided by the Finance Department. It is the student's responsibility to contact the Finance Department ([finance\\_help@auis.edu.iq](mailto:finance_help@auis.edu.iq)) to request a transfer authorization form.

### **Financial Aid Regulations**

AUIS recognizes that the cost of our tuition and fees will be beyond the ability of some students and their families to pay. For this reason, each year the university puts aside funds to reduce the cost for students who need financial assistance.

Students accepted by AUIS who would like to attend but need financial help should request the Application for Financial Aid from the Office of Admissions, or download it from the AUIS website. AUIS is committed to providing students in need with financial aid throughout their academic career at the university. The university will, however, require each recipient of financial aid to fill out the Application for Financial Aid each year in order to allow the university to regularly evaluate the family's financial standing. For students living outside the Sulaimani area who need help with housing costs, a modest housing allowance may be available. Students should indicate on the Financial Aid Application Form that housing assistance is needed.

Financial aid awards cover part of the cost of an AUIS education, the amount depending on students' circumstances.

For further information on AUIS programs, see the Admissions section of our website. For questions on how to apply, contact the Office of Admissions at [admissions@auis.edu.iq](mailto:admissions@auis.edu.iq).

# Course Descriptions



## Core Program Description

### University Requirements: 63 Credits

In keeping with the traditions of the most prestigious liberal arts universities in the United States, all AUIS students are exposed to a core curriculum ranging across the spectrum of critical academic fields. The courses are meant to encourage creative and critical thinking in each student, as well as to provide a foundation of learning to all university graduates. At AUIS, we firmly believe that a strong grounding in these subjects will serve students well as they pursue any future profession. As such, AUIS requires all students to take the courses listed below. For all of these courses students are given a letter grade and receive academic credit.

## Core Program Course Descriptions

### ART 102: Fine Arts

This course covers a range of disciplines aimed at helping students develop a better awareness and understanding of the Fine Arts.

Prerequisites: No prerequisite

Credits: 3

### CSC 101: Computer Science and IT Applications

This course is an introduction to computers, related technology, and their use in society. Topics include the history of computers, current computer technology and terminology, and the Internet, as well as security, privacy, intellectual property rights, health, and the environment. Emphasis is placed on current uses and applications of the Internet as it relates to digital information and knowledge based systems. Students will learn how to use the most popular desktop and online application software systems. No prior computer experience is assumed.

Prerequisites: No prerequisite

Credits: 3

### ECO 201: Principles and History of Economics

This course is an introduction to the fundamental concepts necessary for understand spontaneous orders and phenomenon of human action but not human design. This course takes the form of a survey of selected important thinkers in economics, including such individuals as Smith, Mill, Malthus, Marx, Keynes, Friedman, Hayek, and Buchanan. The evolution of broad trends in economic thinking is thus taught sequentially, with reference to original texts and historical figures. A focus is placed on major trends in the field and foundational concepts like gains from trade and specialization, tradeoffs and opportunity costs, and the importance of incentives.

Prerequisites: No prerequisite

Credits: 3

### ENG 101: English Composition and Public Speaking I

This course will introduce students to writing and speaking at the college level. With respect to writing, students will develop fluency in writing in various modes as they continue to develop their skills with respect to editing and proofreading. With respect to speaking, students will develop skills requisite to various situations—teaching, demonstrating, orating, and debating. Throughout the course emphasis will be placed on argument—recognizing it,

analyzing it, inventing it, and presenting it.

*Prerequisite: No prerequisite*

*Credits: 3*

### ENG 102: English Composition and Public Speaking II

This course teaches students how to make connections with other people through writing, reading, and speaking, using a wide variety of styles and situations.

*Prerequisite: ENG 101: English Composition and Public Speaking I*

*Credits: 3*

### ENG 201: English Composition and Public Speaking III

This course builds on the foundations of the other Composition and Public Speaking courses. Students will learn to write in a variety of nonfiction styles, including journalism, biography and autobiography, and literary criticism. Students will also deliver oral presentations.

*Prerequisites: ENG 102: English Composition and Public Speaking II*

*Credits: 3*

### ENG 202: English Composition and Public Speaking IV

This course will develop students' skills in writing longer papers, in particular research papers. Students will learn to conduct research, as well as learn to assess and document their research. With respect to writing, students will learn to craft argumentative essays that make use of sources. With respect to speaking, students will develop skills requisite to the presentation of research in various situations.

*Prerequisites: ENG 201: English Composition and Public Speaking III*

*Credits: 3*

### HST 101: World and European History I

This course will introduce students to the development of Western civilization from the Paleolithic Era through the Sixteenth Century. Among the many subjects this course will address are the growth of the first forerunners of Western civilization in Egypt and Mesopotamia, the rise of classical Greece and Rome, the influence of the Byzantine Empire, the expansion of Islamic civilizations, the development of the Medieval world, and the first signs of the modern world in the Renaissance and Reformation. This course will highlight continuing traditions in the fields of government, philosophy, sociology, and religion, and it will examine the evolution of the arts, technology, and warfare. Emphasis will be given to the development of necessary university-level practices such as critical thinking and clarity of expression.

*Prerequisites: No prerequisite*

*Credits: 3*

### HST 102: World and European History II

This course examines the development of Western civilization from the sixteenth century to the present. Topics include the development of the European Reformations, the rise of the Ottoman Empire, the expansion of European nation states, the Scientific and Industrial Revolutions, the Enlightenment, Worldwide Imperialism, the two World Wars, the development of the modern Middle East, the Cold War, and various other movements of the twentieth century. The course will examine the evolution of the arts, technology, and warfare.

*Prerequisites: HST 101: World and European History I*

*Credits: 3*

### HST 201: History of the Middle East

This course is a survey of the development of social, political, and cultural life in the Middle East consequent to the founding of the Abbasid Caliphate in the 8th century. The class will examine key problems in Middle Eastern history, investigate a wide variety of primary sources, and discuss critical issues that led to the creation of the modern

Middle East. Topics include: the development of Islamic societies and cultures, Ottoman hegemony, imperialism and revolution, World War I and the peace settlement, state formation, and the rise of nationalism and religious fundamentalism.

*Prerequisites: HST 102: World and European History II*

*Credits: 3*

### HST 202: American History

This course provides a broad and chronological introduction to the study of American History from earliest times (discovery, conquest, colonization, Revolution, Constitutional Crisis) through the nation's formative years (Civil War, Reconstruction, westward expansion, embrace of imperialism) and age of global expansion and social and diplomatic conflict (both world wars, the Civil Rights Movement, Cold War, response to global terrorism).

*Prerequisites: HST 102: World and European History II*

*Credits: 3*

### LIT 301: British Literature

This course will take students through the history of literature in the English language, from the heroic poetry of the Anglo-Saxons to the rise of the novel as the literary form celebrating modern middle-class life. We will study a variety of literary genres, including poems, essays, stories and novels.

*Prerequisites: ENG 202: English Composition and Public Speaking IV*

*Credits: 3*

### LIT 302: American Literature

This course will cover American literature in a variety of forms, from songs, folk tales and poems to novels. From its beginnings as a colonial literature, American culture came to dominate the world in the twentieth century. American literature reflected and in some ways anticipated that extraordinary rise to power.

*Prerequisites: ENG 202: English Composition and Public Speaking IV*

*Credits: 3*

### MTH 101: Mathematics I

This course studies the fundamentals of mathematics. It studies the fundamentals of geometry, as they are set out in Book I of Euclid's Elements: triangles, parallel lines, and the Pythagorean theorem. It concentrates on the proper forms of proof. Students should understand what is required for mathematical truths, even such simple truths as these, to be rigorously established. Careful attention will be paid to the axiomatic system that organizes these arguments. The course also studies the fundamentals of algebra and analytic geometry. Here again attention will be paid to grounding accurate techniques in rigorous mathematical reasoning.

*Prerequisites: No prerequisite*

*Credits: 3*

### MTH 102: Mathematics II

This course is organized around certain practical problems borrowed from modern physics. It will reinforce the understanding of techniques learned in Mathematics 101, and deepen our appreciation for those techniques by exploring certain historic successes in the use of them. Topics will include analytic geometry, and functions and the curves they generate, with particular attention to 2nd degree equations, so that we may explore the mathematics of ballistics and of planetary orbits. The course will explore the basics of calculus, derivatives for finding the slopes of curves, and integrals for finding the areas enclosed by curves. It will also interpret Einstein's equations and draw out their implications for his cosmology. Broader topics will include the claim of modern scientists that the book of nature is written in the language of mathematics.

*Prerequisites: MTH 101: Mathematics I*

*Credits: 3*

## PHI 202: Philosophy and Ethics

This course is a survey of ethical thinking, including various theories, outlooks, and approaches. The course places a strong emphasis on the question of what makes a good human being and good citizen.

*Prerequisite: No prerequisite*

*Credits: 3*

## POL 201: Politics and Government

This course is a survey of various political ideas (liberalism, socialism, Marxism), political forms (democracy, authoritarianism, totalitarianism), and political institutions (presidential and parliamentary systems; federal and unitary systems). Some attention may also be given to questions related to leadership, political parties, interest groups, and media in politics.

*Prerequisites: No prerequisite*

*Credits: 3*

## REL 202: Comparative World Religion

The course offers a comparative introduction to topics and issues in the study of religious traditions. Consideration will be given to both Eastern and Western religions, with particular attention given to Zoroastrianism, Islam, Christianity, Judaism, Mandaeism, Yezidaism, Buddhism, and Hinduism. Specific terms of comparison include: the nature of Scriptures, theological traditions, patterns of worship and ritual, forms of religious authority, ethical paradigms, material culture, and the place of politics in religious society. Through the study of such components as well as history and worldview, students should be able to distinguish between and understand major religions of the world, a valuable quality in today's growing global community.

*Prerequisites: No prerequisite*

*Credits: 3*

## SCI 101: Life Science

This course is a careful examination of life on the planet Earth and the methods by which scientists sought an understanding of that life. It will consider the wide diversity of living organisms and the historical methods that were employed to classify that diversity. The course will also discuss the mechanisms that rendered Earth a life-sustaining planet and explore the means by which humans are changing the global environment. Finally, the course will explore the Darwinian revolution and ways in which it changed human understanding of life forever.

*Prerequisites: No prerequisite*

*Credits: 3*

## SCI 102: Physical Science

This course will consider man's evolving understanding of the physical universe and the laws and principles that govern it. The course will focus on three major theories that revolutionized man's understanding of the world in which he lives: Newtonian Mechanics, Special Relativity, and Tectonics.

*Prerequisites: No prerequisite*

*Credits: 3*

## STT 201: Statistics

This course studies the fundamentals of Statistics, including Probability, the Laws of Chance, Statistical Measures and Descriptive Statistics, Statistical Distributions, Statistical Analysis, Statistical Interference, and Statistical Forecasting. Students are introduced to the different way statistics are used: how social scientists, business, and governments all use statistics in their own way.

*Prerequisites: MTH 101: Mathematics I*

*Credits: 3*

## College of Arts and Sciences

### Environmental Science Program Description

#### University Requirements: 42 Credits

The Bachelor of Science (BS) major in Environmental Science is an interdisciplinary course of study that will equip successful graduates with an understanding of the science of the natural environment. The program unites the disparate scientific disciplines of Biology, Chemistry, Ecology, Zoology, Hydrology, and Geoscience, allowing students to explore environmental issues from a variety of perspectives. Students will also gain familiarity with techniques for environmental analysis. With the resources of the Twin Rivers Institute and opportunities for field work in Hydrology, students study global issues in local contexts. The program culminates with a capstone project of the student's own choosing in which the student brings all his knowledge to bear on a single environmental issue.

### Environmental Science Course Descriptions

#### BIO 301: General Biology

This course introduces the principles and concepts of biology. Emphasis will be placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular level.

*Prerequisites: SCI 101: Life Science, SCI 102: Physical Science, STT 201: Statistics*

*Credits: 4*

#### BIO 302: Principles of Ecology

This course introduces the conceptual framework of ecology, the major ecological issues, and the skills used to study ecology. Emphasis will be placed on traditional levels of organization. These may include: pattern-process duality, hierarchical levels of organization (individual organisms, populations, communities, ecosystems, landscapes, and the biosphere), and dynamics, which are the quantitative rules by which patterns form. Ecological issues regarding the environment, species coexistence, interactions and diversity, energy flow, ecosystem organization and stability may be studied using graphs, statistics and modeling.

*Prerequisites: BIO 301: General Biology*

*Credits: 3*

#### BIO 306: Botany

This course is an introduction to diversity of the plant kingdom. The course will emphasize important aspects of cytology, morphology, taxonomy, natural history, life cycles, and ecology. Students will participate in identification and collection of local flora.

*Prerequisites: BIO 301: General Biology*

*Credits: 4*

#### BIO 401: Zoology

This course will examine biological science through the study of animals. The course will emphasize the diversity and evolutionary adaptations of animal groups, general principles in biology, and application of biological principals to environmental problems. Topics may include comparative physiology, anatomy, morphology, behavior, and ecology of animal taxa.

*Prerequisites: BIO 301: General Biology*

*Credits: 4*

#### CHE 301: General Chemistry

This course is an introduction to the physical and chemical properties of matter. Topics will range from atomic structure of elements to the principles of chemical reactivity. Examples selected from the chemistry of natural and

contaminated air, water and soil will be used to emphasize the basic concepts.

*Prerequisites: SCI 101: Life Science, SCI 102: Physical Science, STT 201: Statistics*

*Credits: 4*

### ENV 202: Introduction to Environmental Science

This course examines contemporary environmental problems, introducing the major concepts pertaining to human interactions with the biosphere. We will explore both local and global scales of this interaction. Course topics may include: basic principles of ecology (flow of energy, cycling of matter and the role of feedback), human impact on global systems, the Gaia Theory, and roots of human perceptions about the reactions of nature. We will discuss methods for answering questions regarding the consequences of our actions and focus on methods for organizing information to evaluate complex issues.

*Prerequisites: SCI 101: Life Science, SCI 102: Physical Science*

*Credits: 3*

### ENV 302: Geoscience

This course examines our active planet, Earth processes, and anthropogenic environmental factors and their cycles. Topics may include: origin and history of the Earth including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origin and evolution of life and causes of extinction.

*Prerequisites: SCI 101: Life Science, SCI 102: Physical Science*

*Credits: 3*

### ENV 401: Hydrology

This course is a quantitative treatment of the hydrologic cycle. Topics will include: precipitation, evapotranspiration, runoff and subsurface flow; global change and hydrology; catchment and hillslope hydrology; hydrologic system–ecosystem interactions; hydrology and water resources management.

*Prerequisites: ENV 302: Geoscience*

*Credits: 3*

### ENV 404: Management of Environmental Problems

This course will examine the critical issues of environmental degradation in global and local systems related to air and water pollution, soil erosion, deforestation, strip mining, over dependence on fossil fuels and improper management of toxic and other wastes. Students will be asked to appraise the conservation methods and policies applied to these issues and consider the outlook for the future based upon continuing current trends.

*Prerequisites: Senior Status*

*Credits: 3*

### ENV 405: Techniques of Environmental Analysis

In this course students will learn about Geographic Information Systems (GIS) and environment measurement methods and instrumentation used to assess environmental systems. The higher order maps embodied in a GIS provide spatial representations of the real world that can be used for measurement, monitoring and modeling. Environmental analysis focuses on the detailed understanding of quantitative measurements made by researchers in environmental systems. This course will focus on the scientific context of the problem presented, the instrumentation and measurement methods used, and the regulations and environmental policies that are relevant to the system under study.

*Prerequisites: Senior Status*

*Credits: 4*

### ENV 408: Field Experience

This course is an opportunity for the student to avail himself of local resources including but not limited to the Twin Rivers Institute and/or the AUIS Botanical Garden. Each student will study global environmental issues in the local



context and will gain real life experience whilst under the supervision of an environmental scientist.

*Prerequisites: Senior Status*

*Credits: 2*

### ENV 410: Environmental Science Capstone

The Environmental Science major culminates with a capstone project of the student's own choosing. This project represents the fullness of the student's science education and brings all his knowledge to bear on a single environmental issue. The Environmental Science Capstone project may be united with the student's Field Experience. In order to facilitate the possible integration of the Field Experience and Capstone, it is generally anticipated that the same faculty member will function as a student's supervisor for both courses.

*Prerequisites: Senior Status*

*Credits: 2*

### POL 305: Comparative Environmental Policy

This course is an examination of the political and legal framework dealing with environmental problems in various countries. Emphasis is placed on developing critical skills for analyzing regimes of environmental legislation and regulation. Attention may also be given to the emergence of international environmental standards and agreements.

*Prerequisites: POL 201: Politics and Government, ENV 202: Introduction to Environmental Science*

*Credits: 3*

## International Studies Program Description

### University Requirements: 42 Credits

The Bachelor of Arts (BA) major in International Studies takes a broad, interdisciplinary perspective and concentrates on the role of economics, politics, and philosophy in shaping culture and nations. Accordingly, the major offers students both theoretical and practical insights into the sweep of human history, from antiquity to the present. With its particular emphasis on the development of notions of liberty, democracy, and market economics, the major aims at equipping students to better understand the ideas, societies, and institutions that comprise our contemporary world.

## International Studies Course Descriptions

### ECO 301: Principles of Microeconomics

This course is the foundational course in economics. It introduces students to the economic way of thinking, the means of understanding systems of social coordination, of understanding phenomenon of human action but not human design. It begins with such concepts as marginal and average, opportunity cost, sunk cost, economic and accounting profit, and tradeoffs. These concepts culminate in the tools of supply and demand curves, and emphasis in this class is placed upon the use of these tools to gain insight into real world examples. The tools and analysis presented in this class will help to illuminate a wide range of social issues, from pollution to the pricing decisions of firms.

*Prerequisites: No prerequisite*

*Credits: 3*

### ECO 302: Principles of Macroeconomics

This course applies the principles introduced in ECO 301 to examine the performance, structure, and behavior of the entire economy, be that a national, regional, or the global economy with an emphasis placed upon using micro-foundations to understand macroeconomic behavior. The course introduces concepts of national accounting (GDP, employment rates, etc.) and delves more deeply into what wealth actually is and what government can and cannot do to raise standards of living.

*Prerequisites: ECO 301: Principles of Microeconomics*

*Credits: 3*

### ECO 403: International Trade and Finance

This course applies the concepts developed in ECON 202 and 201 to build an understanding international trade. Concepts covered include the nature of trade generally, foreign exchange markets, the international monetary system and the organizations that govern it, and globalization.

*Prerequisites: ECO 302: Principles of Macroeconomics*

*Credits: 3*

### GEO 303: World Geography

This course will provide a broad overview of the major regions of the world with emphasis on the increasing interconnectedness of people and places due to the influence of globalization on world trade, travel, communication, culture, and the natural environment. It will cover the distributions, traits, and processes of the Earth's peoples and landscapes through the perspective of the spatial relationships of natural environments and human societies.

*Prerequisites: No prerequisite*

*Credits: 3*

### HST 306: World History since 1945

This course is a study of the major events of world history from the end of the Second World War to the present. Topics include social, political and economic change, the evolution of modern diplomacy and international relations, the emergence of the Superpowers, the Cold War, the end of colonialism, and discussions of Asia, Africa and Latin America, both in terms of domestic developments and conflicts, and how these areas of the world became arenas for conflict and competition between the Superpowers.

*Prerequisites: HST 102: World and European History II*

*Credits: 3*

### IST 202: Introduction to International Studies: Geopolitics Ancient and Modern

This course is survey of a selection of significant events in Thucydides' Peloponnesian War with constant reference to events—ancient and modern. In short, the course will be an analysis of the particular problem of the anarchic international system. Topics to be considered in this survey may include but will not be limited to the sources of wars, strategy, leadership, alliances, and treaties.

*Prerequisites: No prerequisite*

*Credits: 3*

### IST 410: International Studies Capstone: Democratic Theory

This course is a seminar devoted to the careful study of democratic theory which ties together the various disciplines learned throughout the International Studies major – history, political philosophy, ancient and modern politics, and economic theory and practice. Students bring these matters to bear to gain a fuller understanding of democratic theory and the philosophy of liberty. A thesis that discusses some aspect of these issues and their relevance for an emerging free, prosperous and democratic Iraq will be required.

*Prerequisites: Senior Status*

*Credits: 3*

### LIT 403: Literature and Politics

This course is an examination of selected works of literature that illuminate the significant questions of political and social life. The course focuses on great artists and writers who have explored the nature of human beings as it relates to the key questions, problems, and realities of politics.

*Prerequisites: ENG 202: English Composition and Public Speaking IV*

*Credits: 3*

### POL 301: Comparative Political Systems

This course is an examination and comparison of ancient and modern regimes, including the ancient polis and modern liberal democratic, authoritarian, and totalitarian regimes. The intent is to contrast ancient and modern political

principles and forms, and to show the range of alternatives available in modernity. The underlying focus is on modern liberalism: its meaning, justification, political forms, problems, and possible alternatives. Attention is given to comparison as a method of political inquiry.

*Prerequisites: POL 201: Politics and Government*

*Credits: 3*

### **POL 302: International Relations**

This course is an analysis of the relations among sovereign political communities. The relationship between war and diplomacy, along with the objectives, strategies, and instruments of foreign policy are examined. The course deals with issues such as the causes and justification of war and considers concepts such as the balance of power, collective security, treaty organizations, and regional organizations. Case studies will be employed to analyze and compare the foreign policies of contemporary regional and major powers.

*Prerequisites: POL 201: Politics and Government*

*Credits: 3*

### **POL 401: Political Philosophy**

This course is a survey of the ideas of major ancient and modern political philosophers. Emphasis is placed on close reading and critical interpretation of selected primary texts.

*Prerequisites: POL 201: Politics and Government*

*Credits: 3*

### **POL 403: American Government**

This course is an examination of the theory, institutions, and practices of the national government in the United States. The constitutional basis of the federal system, the separation of powers, the protection of civil liberties, and the role of citizenship are studied with references to the founding principles of the United States, the Constitution, leading Supreme Court decisions, and other primary sources.

*Prerequisites: POL 201: Politics and Government*

*Credits: 3*

### **POL 404: Leaders and Statesmen**

This course involves two elements: a survey of ancient and modern thought regarding the nature of leadership and statesmanship; and, an investigation of particular leaders and statesmen through biography and autobiography. The course is intended to raise questions such as these: What is leadership? What is statesmanship? What kind of knowledge do leaders and statesmen possess? Should leaders be bound by ethical and moral principles? What is the role of ambition in political life?

*Prerequisites: POL 201: Politics and Government*

*Credits: 3*

### **POL 406: Contemporary Political Trends**

This course is a consideration of the significant trends shaping the late twentieth century and early twenty-first century. Topics to be considered may include but will not be limited to post-communist transitions, post-tyrannical transitions, civil society, social capital, nation-building, and globalization. The course may consider texts by thinkers such as Alexis de Tocqueville, Edward Banfield, James Coleman, Francis Fukuyama, Samuel Huntington, and Robert Putnam.

*Prerequisites: POL 201: Politics and Government*

*Credits: 3*

# Business Administration Program Description

## University Requirements: 42 Credits

The Bachelor of Science (BS) major in business administration is designed to equip students with the tools necessary to excel in private sector enterprises. The discipline specific knowledge covered in this major includes accounting, finance, and economics and these areas are augmented with courses in management, law and ethics, quantitative analysis and information technology. Throughout the curriculum, an emphasis is placed on critical thinking and problem solving that will enable students to add value in a variety of commercial settings. This comprehensive blend of skills will prepare students for a variety of careers in commerce.

## Business Administration Program Course Descriptions

### ACC 301: Principles of Financial Accounting

This is an introductory course of the basics of accounting principles and practices. It covers the complete accounting cycle from analyzing accounting transactions to preparing and interpreting financial statements.

*Prerequisites: BUS 202: Introduction to Business*

*Credits: 3*

### ACC 302: Principles of Managerial Accounting

This course introduces the basic principles of managerial accounting, including manufacturing and cost accounting, budgeting, accounting for management decision-making, the use of accounting information for planning and control, and cash flow and financial statement analysis.

*Prerequisites: ACC 301: Principles of Financial Accounting*

*Credits: 3*

### BUS 202: Introduction to Business

This is an introductory survey course that covers the many facets of business including standard organizational forms, management strategy and leadership, the function of production, marketing fundamentals, accounting principles and the fundamentals of financial management and banking. In addition, the course provides students with a general knowledge of the modern business environment from a global perspective and discusses the importance of ethical and legal systems in the business arena.

*Prerequisites: No prerequisite*

*Credits: 3*

### BUS 401: Business Ethics

This course provides a comprehensive overview of business ethics in both theory and practice and examines the major ethical issues that challenge business managers in the global marketplace. Business practitioners need to be increasingly knowledgeable and aware of the ethical issues arising in accounting, finance, marketing, human resource management and management generally. The course is intended to teach students to recognize the existence and implications of ethical difficulties in business decision-making, to think for themselves in this area and to encourage the ability and initiative to develop arguments in support of their own conclusions.

*Prerequisites: BUS 202: Introduction to Business*

*Credits: 3*

### BUS 303: Quantitative Business Analysis

This course examines the application of mathematical and statistical techniques for business and management analysis and decision-making. Topics include statistical techniques (building on the content of the core statistics course), project management tools, time series analysis forecasting methods, quality control and decision making techniques in applied settings.

*Prerequisites: STT 201: Statistics; BUS 202: Introduction to Business*

*Credits: 3*

## BUS 410: Business Capstone

Each student will develop an entrepreneurial business plan for a new business idea. The successful student will apply concepts and practices learned in previous business courses in a comprehensive fashion. The student will be expected to address all of the conventional aspects of a business plan; a special emphasis will be placed on performing market research, creating an implementation plan, developing detailed financial projections and exploring potential financing options for the new business. At the conclusion of the course, the student must submit a written business plan and make and make a professional oral presentation.

*Prerequisites: MGT 403: Operations and Supply Chain Management*

*Credits: 3*

## ECO 301: Principles of Microeconomics

This course is the foundational course in economics. It introduces students to the economic way of thinking, the means of understanding systems of social coordination, of understanding phenomenon of human action but not human design. It begins with such concepts as marginal and average, opportunity cost, sunk cost, economic and accounting profit, and tradeoffs. These concepts culminate in the tools of supply and demand curves, and emphasis in this class is placed upon the use of these tools to gain insight into real world examples. The tools and analysis presented in this class will help to illuminate a wide range of social issues, from pollution to the pricing decisions of firms.

*Prerequisites: No prerequisite*

*Credits: 3*

## ECO 302: Principles of Macroeconomics

This course applies the principles introduced in ECO 301 to examine the performance, structure, and behavior and of the entire economy, be that a national, regional, or the global economy with an emphasis placed upon using micro-foundations to understand macroeconomic behavior. The course introduces concepts of national accounting (GDP, employment rates, etc.) and delves more deeply into what wealth actually is and what government can and cannot do to raise standards of living.

*Prerequisites: ECO 301: Principles of Microeconomics*

*Credits: 3*

## FIN 301: Principles of Finance

This course covers the basic concepts of finance including the time value of money, capital budgeting, cost of capital, tradeoffs between risk and return, basic portfolio models, and the capital asset pricing model. Other topics include debt and equity markets, valuation of securities, capital structure, dividend policy, working capital management, and capital restructuring.

*Prerequisites: ACC 301: Principles of Financial Accounting*

*Credits: 3*

## ITE 302: Introduction to Management Information Systems

This course is an examination of the integration of computing technologies, systems analysis, system design practices, and management criteria in the design of large-scale information management and decision-support systems, includes case studies and computing lab. This course also examines how managerial and analytic functions in public and private organizations can be performed via various computer-based applications, and provides in-depth coverage of selected decision support package.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

## MGT 403: Operations and Supply Chain Management

This course focuses on the theory, tools and techniques associated with the planning, design, control and improvement of business operations. Key overarching themes that are addressed in the course relate to productivity, quality and logistics management. Topics include operations strategy, product and service design, process design, job design and work organization, capacity planning and control, inventory management, supply chain management, lean operations and quality management.

*Prerequisites: ACC 301: Principles of Financial Accounting; BUS 202: Introduction to Business; ITE 302: Introduction to Management Information Systems*

*Credits: 3*

### MGT 404: Strategic Management

This course shall introduce students to the process of strategic thinking and managerial processes through the use of case study analysis and industry evaluations.

*Prerequisites: MGT 403: Operations and Supply Chain Management*

*Credits: 3*

### MGT 406: Organization Management

This course focuses on the concepts and methods of managing an organization. The overall course objective is to identify, apply, and evaluate techniques for structuring and resolving managerial problems in public and private organizations. Topics include: culture and change; strategic planning and implementation; organization structure; human resource management; groups, teams and motivation; leadership; and operational management.

*Prerequisites: BUS 202: Introduction to Business*

*Credits: 3*

### MKT 301: Principles of Marketing

This course is an introduction to the concept of marketing and its impact in both society and individual businesses. The course begins with considering marketing from a broad, societal perspective and a focus is put on the concepts of corporate social responsibility and marketing ethics. From there, an organizational focus is stressed and topics include: marketing planning, creating and managing brands, segmentation, product distribution, pricing strategies and an exploration of creating customer value. Also considered is a study of consumer behavior and the factors that influence consumer decisions.

*Prerequisites: BUS 202: Introduction to Business*

*Credits: 3*

## Information Systems and Technology Program Description

### Major Requirements: 42 Credits

The Bachelor of Science (BS) major in Information Systems and Technology (IST) provides training in the application of systems theory and information technology to organizational operations and management. Information systems in organizations are of strategic significance because of the role systems play in enabling organizational processes and strategies. The major prepares students for rewarding careers in database administration, network administration, programming, IT project management, and systems analysis, each of which are highly dynamic fields in great demand in today's information society. Students will have the opportunity to pursue various options, such as the application of technology in managerial functions, management of information resources, training and consulting, or entrepreneurial endeavours at the leading edge of technology in business.

## Information Systems and Technology Course Descriptions

### CSC 202: Introduction to Programming

The purpose of this course is to introduce students to programming principles and practices with an emphasis on web-based programming. Hypertext Markup Language (XHTML), Extensible Markup Language (XML), Cascading Style Sheets (CSS), and Javascript will be covered as client-side programming environments. PHP and MySQL will be introduced on server-side. Syntax, overall program design, testing and debugging will be intensively examined. Basic programming techniques and topics will be emphasized including the use of variables, functions, conditionals, loops, functions and arrays.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

### ITE 301: Data Communications and Networks

This course introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare you to select the best network design, hardware, and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

### ITE 302: Introduction to Management Information Systems

This course is an examination of the integration of computing technologies, systems analysis, system design practices, and management criteria in the design of large-scale information management and decision-support systems, includes case studies and computing lab. This course also examines how managerial and analytic functions in public and private organizations can be performed via various computer-based applications, and provides in-depth coverage of selected decision support package.

*Prerequisites: CSC 101: Computer Science & IT Applications*

*Credits: 3*

### ITE 305: Database Management Systems

This course provides students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models, verifying the relational data models' structural characteristics with normalization techniques, and implementing and utilizing a relational database using a personal database management system. The course will also include coverage of basic database administration tasks.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

### ITE 306: E-Commerce Application Design

This course introduces students to models and applications used in E-commerce and E-business. It covers the fundamental issues and typical challenges one can face in designing an E-Commerce web-based application. It starts with a review of web and server-side technologies, then moves on to design issues of creating tiered and scalable applications; takes a look at various e-commerce applications and developing business-to-business applications using XML, SOAP AND BizTalk servers, among others.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

### ITE 307: Systems Analysis and Design

The practice of system analysis draws on many aspects of information technology. This course aims to give students experience of the possible systems analysis techniques. It is intended as an essential and introductory unit for beginning students in the area of system analysis and design. The emphasis is on the practical application of modeling techniques and students are expected to demonstrate an ability to capture requirements for a new system and then to produce an accurate requirement specification using a combination of modeling techniques.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

### ITE 308: IT Project Management

Project Management is now a key concern of many major companies particularly those that operate under a project oriented structure. This course provides the student with the skills expected of a Project Manager. The course pays particular attention to the skills relevant to IT projects but is general in nature.

*Prerequisites: CSC 101: Computer Science and IT Applications*

*Credits: 3*

### ITE 401: Computer Networks: Design and Implementation

This course prepares students with the knowledge and skills required to install, operate, and troubleshoot a small to medium size enterprise network. The topics include WAN technologies, network security; media (wired and wireless), and routing and switching fundamentals. The TCP/IP and OSI models are covered extensively and IP addressing, operating and configuring IOS devices including VLANS emphasized. IP routes, managing IP traffic with access lists, and establishing point-to-point connections are covered as well.

*Prerequisites: ITE 301: Data Communications and Networks*

*Credits: 3*

### ITE 403: Information Security

The course emphasizes the need for good Information systems security management. Its aims are to identify the problems associated with Information security management and to demonstrate how those problems are resolved. Therefore Information security requires an understanding of relevant technological issues and of the social/organizational issues. This leads to the development of a security policy based on a security model. Over the last decade, many security-related standards have been produced by international standards bodies. This module examines some of the most important of these standards in detail. E.g. Information Security standard, ISO27001. In doing so it illustrates how international standards now cover many aspects of the analysis and design of secure systems. Particular reference is made to the USA Department of Homeland security, Information Technology (IT) Security Essential Body of Knowledge (EBK).

*Prerequisites: ITE 301: Data Communications and Networks*

*Credits: 3*

### ITE 404: Information and Knowledge Management

This course is focused on the aspects and issues of knowledge management (KM) and information systems used for knowledge management. The course presents the theory and practice of KM from an integrated interdisciplinary approach that makes sense of the confusingly wide variety of technological and business KM perspectives arising simultaneously from artificial intelligence, information systems, and organizational behavior. Covering the “hard” technical components of computer tools and technology for managing knowledge, without losing sight of the “soft” management needs and challenges in leveraging knowledge effectively within an organization. Critically evaluates the nature, computer representation, access, and utilization of knowledge versus data and/or information within a human context.

*Prerequisites: ITE 302: Introduction to Management Information Systems*

*Credits: 3*

### ITE 406: Information Systems Strategy, Management and Acquisition

This course explores the issues and approaches in managing the information systems function in organizations and how the IS function integrates/supports/enables various types of organizational capabilities. It takes a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. The course addresses issues relating to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. The remainder of the course is focused on developing an intellectual framework that will allow leaders of organizations to critically assess existing IS infrastructures and emerging technologies as well as how these enabling technologies might affect organizational strategy. The ideas developed and cultivated in this course are intended to provide an enduring perspective that can help leaders make sense of an increasingly globalized and technology intensive business environment.

*Prerequisites: Senior Status*

*Credits: 3*

### ITE 407: Advanced Database Management Systems

While still centered around the core database skills using a personal database system introduced in ITE 304, this course expands its coverage to the capabilities of an industrial-strength database management system. In addition to developing database applications, the course helps the students understand how large-scale packaged systems



are highly dependent on the use of DBMSs. Building on the transactional database understanding, the course also provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

*Prerequisites: ITE 304: Database Management Systems*

*Credits: 3*

### ITE 409: IST Capstone One: Project Analysis and Design

The capstone modules (part A and B) offer students the opportunity to develop their analytical and critical skills in an extended project based on an IST topic, selected by the student, which will be approved and supervised by a member of the teaching team. Project Analysis and Design requires the student to develop an in-depth analysis and justification of their chosen project using suitable SAD techniques.

*Prerequisites: All 300 level courses*

*Credits: 3*

### ITE 410: IST Capstone Two: Project Implementation

The capstone modules (part A and B) offer students the opportunity to develop their analytical and critical skills in an extended project based on an IST topic, selected by the student, which will be approved and supervised by a member of the teaching team. Project Implementation requires the student to implement their design and make any justified modification to their chosen project using suitable tools and techniques.

*Prerequisites: ITE 409: Capstone: Project Analysis and Design*

*Credits: 3*

### MKT 301: Principles of Marketing

This course is an introduction to the concept of marketing and its impact in both society and individual businesses. The course begins with considering marketing from a broad, societal perspective and a focus is put on the concepts of corporate social responsibility and marketing ethics. From there, an organizational focus is stressed and topics include: marketing planning, creating and managing brands, segmentation, product distribution, pricing strategies and an exploration of creating customer value. Also considered is a study of consumer behavior and the factors that influence consumer decisions.

*Prerequisites: BUS 202: Introduction to Business*

*Credits: 3*



# Research Centers of

## The American University of Iraq, Sulaimani

In order to support the well-established liberal arts curricula in the International Studies Program and enhance intellectual life at the university, AUIS has created inter-disciplinary research centers in three specialized areas: the Center for Peace and Security Studies (CPSS), the Center for Regional Studies (CRS), and the Center for the Study of Ancient Mesopotamia (CSAM). Staffed by research professors and student research assistants, the Centers will serve as forums for debates and discussions of the contemporary political, economic, social, historical, archeological and linguistic issues relating to Iraq and the region. They will bring together the academic community with practitioners, government officials, policy-makers, and outside experts through ongoing seminars, brown-bag lunches, guest-lectures, workshops, conferences, student-centered activities, and publications.

Moreover, the Centers will sponsor Scholar-in-Residence and Young Fellows programs to enable both senior scholars and pre- and post-doctoral students to conduct research, teach, and generally contribute to the enrichment of university life. Through these comprehensive educational initiatives, AUIS hopes to integrate different communities of Iraqi students and produce the next generation of young leaders who can contribute to building a productive, tolerant, peaceful, and democratic society.

### Center for Peace and Security Studies (CPSS)

Inspired by the challenges and opportunities of stabilizing post-Saddam Iraq, the Center for Peace and Security Studies (CPSS) will create a space to encourage cooperation and policy debate between military strategists and post-war reconstruction practitioners working in Iraq. The CPSS will expose AUIS students to the multidisciplinary fields of peace and security studies, international leadership, contemporary theories and practices of conflict resolution, and transitions to democracy. The program aims to establish cooperative relationships with leading universities, think tanks, and international organizations engaged in scholarly and pragmatic approaches to strategic planning and conflict resolution, with a focus on strengthening the capacity of Iraqis to address their security situation constructively and, if possible, to respond to it non-violently. The objective is to encourage a learning environment shaped by positive relationships between students, faculty, and a vibrant and open civil society. The CPSS has three main projects:

### Center for Regional Studies (CRS)

The Center for Regional Studies (CRS) aims to foster understanding and encourage innovative research of contemporary critical issues shaping the politics, economy, and society of the Middle East. The Center's interdisciplinary approach encourages students, faculty, and experts in diverse specialty areas to engage in cross-regional debates and comparative research in topics ranging from water rights, regional trade, urban migrations, and resource-sharing.

### Center for the Study of Ancient Mesopotamia (CSAM)

The Center for the Study of Ancient Mesopotamia (CSAM) encourages and supports historical, archeological and linguistic research on the region that comprises parts of contemporary Iraq, Turkey, Iran and Syria from the earliest civilizations until the first millennium CE. Housed at The American University of Iraq, Sulaimani (AUIS), the Center will provide a forum in which local and visiting scholars can access the necessary resources to conduct and present their research to the academic community. By virtue of its location in a secure part of northern Iraq which is surrounded by sites of extraordinary historical importance, AUIS is uniquely positioned to facilitate these activities. The Center also sponsors an interdisciplinary lecture series that will provide students, faculty, and independent scholars the opportunity to exchange research findings and engage in comparative analysis. In doing so, the Center aims to establish cooperative agreements with internationally-recognized research institutions and universities to promote the study of ancient Mesopotamian history.

### Scholar-in-Residence Program

**Scholar-in-Residence Program:** The AUIS Scholar-in-Residence Program will sponsor senior scholars to reside at the university for up to one academic year to teach and conduct research in the International Studies program. Resident scholars will also participate in university life by engaging in colloquia and conferences sponsored by the Research Centers and sharing research findings. AUIS will offer resident scholars

**Young Fellows Program:** AUIS Research Centers welcomes pre- and post-doctoral students interested in conducting research on any of its functional areas and in one or more countries that comprise the region of the modern Middle East. Selected fellows can take residence at the university for up to one year. AUIS will provide fellows with internal

travel arrangements, library access, office space, and an email account.

**Application Process:** Applications should include a:

- 1) Curriculum vitae
- 2) Cover letter
- 3) 3-5 page research proposal
- 4) Sample of written or published work, and
- 5) Names of two references.

# Academic Personnel



## President - Dr. Athanasios Moulakis

Dr. Athanasios Moulakis is president and provost of American University Iraq, Sulaimani (AUIS), bringing to the university more than 40 years of experience in academia and higher education in the U.S., Europe, and Asia. AUIS offers a student-centered American-style liberal arts education and embraces an open and innovative culture geared toward shaping the region's future leaders.

Moulakis joined AUIS in September 2010 after serving as chief academic officer, interim president and distinguished professor of Government and International Relations at the American University of Afghanistan, Kabul. He completed a fellowship with the Athens-based Onassis Foundation, and served as an adjunct scholar in South-East European Studies at the Woodrow Wilson International Center for Scholars, Washington, D.C. He also directed the Institute of Mediterranean Studies at the university of Italian Switzerland, Lugano.

Moulakis held faculty posts in political science, philosophy and the humanities at the university of Colorado, Boulder, Col.; the European University Institute, Florence, Italy; the London School of Economics; and Ruhr Universität, Bochum, Germany. He has authored and edited numerous books, including *Beyond Utility, Liberal Education for a Technological Age*, which won the AAC&C Frederick Ness Award for Best Book on Liberal Education and was named Choice "Outstanding Book of the Year."

Moulakis holds a doctorate of philosophy magna cum laude in Political Theory from Ruhr Universität, Bochum, Germany, and MDP Certificate from the Harvard Graduate School of Education. He is fluent English, German, French, Italian and Modern Greek.

## Dean of Faculty - Dr. Darcy Edwin Wudel

Darcy Wudel received his B.A. degree in geography and M.A. degree in political science from the University of Alberta. He earned his Ph.D. in political science from the University of Toronto. Prior to joining the faculty at AUIS, he taught at Hampden-Sydney College, Averett University, and Deep Springs College. He has published articles on the political thought of William Shakespeare and Alexis de Tocqueville. He has served as co-editor of two volumes of essays on liberal education. He is currently the Dean of Faculty and the Convener of the Core at AUIS.

For More Admissions Information:  
Call +964 53 511 2000  
Visit [www.aus.edu.iq](http://www.aus.edu.iq)  
Email [admissions@aus.edu.iq](mailto:admissions@aus.edu.iq)

Or Visit Our Campus:  
The American University of Iraq, Sulaimani  
Sulaimani – Kirkuk Main Road, Raparin  
Sulaimani Governorate  
Kurdistan Region, Iraq



THE AMERICAN UNIVERSITY OF IRAQ  
SULAIMANI