



2018-2019 Catalog

The American University of Afghanistan
Darulaman Road
PO Box 458 Central Post Office
Kabul, Afghanistan
VOL. 11, Copyright © 2018

Policy Information Effective September 2018

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PRESIDENT'S MESSAGE

Welcome to AUAF, the American University of Afghanistan! We are a unique institution of learning dedicated to providing a world-class higher education that prepares students from Afghanistan and the region to be tomorrow's leaders. At AUAF, students learn more than just the knowledge and skills necessary to be successful; they also develop and internalize the core competencies necessary to thrive in the 21st century. Inherent in their educational program, students develop the character, integrity, mutual respect, critical insight, and state of mind needed to be successful stewards of their country's future. They graduate with the pride and recognition that comes from having successfully completed the most rigorous and fulfilling university education available in the region. Allow me to briefly share with you my vision for this very unique university.

Fundamentally I believe AUAF should be more than just an academic institution. We should become an integral part of the social and cultural fabric of Afghanistan. Our graduates must be the catalyst for change and bring to the work force the requisite knowledge and skills that will have a substantive impact on Afghan society.

AUAF therefore must be positioned to provide the right environment for the development of these skills while maintaining a balanced relationship with the Afghan community in both the public and private spheres. The overall mission of AUAF can be best served when it reflects not only a holistic orientation towards education but also by having a strategic posture of sustainable growth and expansion of its curricular and development programs.

Effective leadership in higher education begins with a demonstrated commitment of delivering quality programs for students and to realize success through measures which reflect accountability and productivity. An inherent part of my vision therefore is to ensure that we are all focused on helping students and faculty become the best of who they are.

I believe strongly in the development of the whole person emotionally, socially, physically, and academically. Character development is an essential element of this belief and an integral part of my vision for AUAF. People of character seek to discover the truth, decide what is right and demonstrate the courage and commitment to act accordingly. The true measure of a person, in my view, is reflected in this very important value set. I want all of our students at AUAF to become students of character.

It will be essential for faculty members to feel comfortable applying new technologies and approaches to instruction and learning. My vision includes creating the environment to make that happen. Managed correctly, this vital element can have a positive impact on not only keeping the best possible faculty for AUAF but also further advantage the very student population we want to succeed.

Essentially, my vision for AUAF can be summarized by three overarching concepts: Rigor, Relevance, and Relationships. By *rigor*, I mean maintaining and sustaining a balanced and challenging curriculum that will lead to overall success in student *performance*. An inherent component of this concept is accountability and productivity from all staff and faculty. By *relevance*, I mean having a process of implementing curricular standards and benchmarks that are readily applicable both inside and outside the classroom learning environment so students have the core competencies necessary to thrive in the 21st century. By *relationships*, I mean that we are in the *people* business. Creating an environment which fosters a climate of openness, trust and teamwork along with community engagement is how I envision AUAF moving forward.

Finally, my vision for AUAF is informed by my view on what a quality educational experience brings to all of us - weaving all concepts into one and revealing the interconnectedness of everything: law, science, business, technology, politics, language, philosophy. It is a thread directly connecting the learner to the past, and the possibilities of the future. It offers the chance to view life in both new ways and old ways. It expands the mind and sets it free in the world of thought, in the world of possibilities. Ultimately, through a quality educational experience, we are all connected to the essence of being.

By creating an environment of inclusion that inspires and empowers everyone to reach their full potential, our character as a university of higher learning will shape not only our own destinies but the destinies of those who follow us.

As president, I welcome you to this extraordinary community of learners, and to a remarkable opportunity to make a real difference in the lives of others.

Together we can become part of a noble endeavor to shape a new vision and future for AUAF and for Afghanistan.

UNIVERSITY CALENDAR

The most update calendar can be found online at
<https://www.auaf.edu.af/academics/registrar/academic-calendar/>.

***Calendar subject to revision. Check the online calendar for the most up-to-date calendar.**

MISSION

The American University of Afghanistan is dedicated to providing world class higher education that prepares leaders to meet the needs of Afghanistan and the region.

VISION

The American University of Afghanistan will rank among the outstanding American international universities, serving as a model for private not-for-profit higher education in the country and the region. The university will be known for academic and professional programs that build on liberal studies and provide enlightened instruction in key areas that serve the development of the country and promote the aspirations of its students.

AUAF will operate from a spacious, attractive campus that is equipped with excellent, up-to-date facilities and technical capacity. The university will employ a diverse, highly educated international faculty to attract and instruct the finest male and female students in the country in a thriving environment of social and scientific inquiry.

Graduates will be able to think critically, meet the challenges of a rapidly changing world, be competitive with graduates of other universities globally, achieve technical and electronic expertise, develop new enterprises and employment opportunities, and assume leadership positions in business, education, social services, government, law, international relations, and other sectors. Together, the university and its constituents will contribute to the progress and prosperity of the country and the region.

VALUES

The American University of Afghanistan is committed to rigorous transparency in all areas as it advances academic freedom and the unfettered pursuit of knowledge. It respects the principles of equality and fairness without regard to gender, ethnicity, religion, or kinship, and will conduct itself accordingly. It esteems original scholarship, academic honesty, meritorious instruction, and public service in its faculty, staff, and students. AUAF embraces diversity and community, understanding that personal responsibility and ethical behavior enhance the collective achievements of students and other constituents of the university. It believes that the university's responsibility reaches beyond the campus and the timely graduation of students to embrace the future employment and educational success of the university's alumni. The university is committed to playing an active role in the extension of educational services to the people, agencies, businesses, and organizations of Afghanistan.

AUAF: A BRIEF HISTORY

The idea to establish an American University in Afghanistan emerged in 2002, based on the success of other American universities around the world. Today, the university is Afghanistan's only not-for-profit, private and independent university. It is non-political and non-sectarian, and committed to educating future generations of leaders in business, society, and government.

University Milestones:

2002: Dr. Sharif Fayezi, the Afghan Minister of Higher Education, proposes the establishment of the nation's first independent university, and in a speech to the nation, President Hamid Karzai stresses the importance of education to the country.

2003: In an address to the United Nations Educational, Scientific, and Cultural Organization (UNESCO), U.S. First Lady Laura Bush announces support for educational initiatives in Afghanistan, and U.S. Ambassador Zalmay Khalilzad gives strong support for establishing the American University of Afghanistan.

2003: The Afghanistan High Commission for Private Investment offers 99-year leases on two large tracts of land, in southwest Kabul near the gutted Darulaman Palace, to develop a private university. The American University of Afghanistan Foundation is chartered in Delaware as a nonprofit philanthropic organization to receive these leases.

2004: The Afghanistan Ministry of Higher Education grants a charter to the American University of Afghanistan (AUAF) under Article 46, Chapter 2 of the Afghan Constitution and Article 445 of the Civil Code. The Coordinating Council of International Universities, based in the U.S., initiates a feasibility study to recommend an institutional framework for the new university.

2004: The University's Board of Trustees conducts its first meeting in Dubai, U.A.E.

2005: In March, U.S. First Lady Laura Bush visits the site of the new university and announces a grant from the U.S. Agency for International Development (USAID) to launch the institution.

2005: On a five-acre site that is part of the land lease, two buildings heavily damaged in combat between Afghan and Soviet forces in the 1980s and the resulting factional war are repaired for office and classroom use.

2006: In March, AUAF admits its first group of 53 students to its Foundation Studies Program, designed to strengthen student's English language and study skills. In September, the first credit-bearing undergraduate courses are offered, along with the first adult professional level programs.

2007: The University implements its first vision and academic plans, and begins offering summer courses.

2008: In June, U.S. First Lady Laura Bush announces \$42 million in funding from USAID over five years. By the end of the year, enrollment in the undergraduate and Foundation Studies programs reaches almost 350 students.

2009: In August, the Board of Trustees appoints Dr. C. Michael Smith as the university's president. Through a \$5 million grant from USAID, the university installs a state-of-the-art e-learning facility so that students can benefit from collaboration with other universities within the region and as far away as the U.S. Support from the Bayat Foundation helps the university renovate the gymnasium. The Friends of the American University of Afghanistan, with offices in Washington, is awarded 501(c) (3) non-profit status by the Internal Revenue Service.

2010: Enrollment increases to 550 students. New degree programs—the Bachelor of Business Administration, Bachelor of Science in Computer Science, Bachelor of Arts in Political Science and Public Administration—are approved by the Board of Trustees. The design of the new campus is completed with support from USAID. In May, the first student completes requirements for an undergraduate degree. In June, a successful fundraising event is held in Washington for the Laura Bush Women's Resource Center. In August, the university opens a newly constructed faculty office building.

2011: The University opens the spring semester in January with its first convocation. Enrollment rises to 789 students, including 21 percent women. In May, the university holds its first graduation ceremony and holds groundbreaking ceremonies for faculty and staff housing on the new campus. In August, a new faculty office building opens on the original campus.

2012: In January, the university admits more than 150 new students to its Foundation Studies and Undergraduate programs, bringing the total number of students in those programs to 879. PDI enrolls more than 800 students, a record. In February, the university breaks ground on its \$5 million International Center for Afghan Women's Economic Development. Also, in February the Under Secretary for Commerce Francisco Sanchez visits campus to unveil AUAF's newest program, the Commercial Law Initiative, which will offer courses on commercial law.

2013: In January, the Department of Law is created, and the first students begin classes. Spring enrollment rises to 958 students, and 50% of the 2013 freshman class is female. 123 students – including the first cohort of MBA students – graduate at a ceremony in May held in front of AUAF's new International Center for Afghan Women's Economic Development (ICAWED), a \$5 million, state-of-the-art facility designed to support female Afghan business owners. Former Ambassador Ryan Crocker returns as private citizen to deliver the commencement address. The ICAWED Center hosts its first major international conference just weeks after opening. The university signs another five-year cooperative agreement with USAID valued at more than \$40 million. Fall enrollment tops 1,000 students, a major university milestone, with females comprising 30% of the overall student body.

2014: The University begins its largest degree program to date – A Master's in Education for 320 students from across the country. Each province is represented in this program in partnership with the Ministry of Education.

2015: The University's offers a new minor in Gender Studies, and also, the Bachelor of Business Administration program adds two new concentrations: Operations Management and Marketing. The Professional Development Institute opens a new center in Jalalabad city. The International Centre for Women's Economic Development offers professional development training programs to Afghan women.

2016: University breaks ground on the Women's dorm sponsored by USAID Promote. Bayat Foundation breaks ground on a new science and technology building on the International Campus. Both new buildings scheduled to open in 2017.

The AUAF community is attacked on the night of August 24. The death of students, faculty, staff, neighboring employees, and security forces leaves the entire academic community shocked. The university undergoes a major shift in academic operations to the international campus. The US Embassy in Kabul and USAID commit additional funds to assist with rebuilding and reopening.

AUAF has its first online semester in the fall for undergraduate and MBA students with the support of the MoHE.

2017: University operations for undergraduate and graduate courses move to the International Campus for the 2017 spring semester. On campus dorms open for female students on the International Campus. AUAF's Board of Trustees announces Dr Kenneth Holland as the new president starting in summer 2017. David Sedney is awarded the honorary diploma for his work on reopening the university.

2018: University opens the new Bayat Information and Technology Center on International Campus. The Bayat Center is a state-of-the-art science and computer center with science labs, faculty offices, and computer labs. Dorms for male and female students open on the International Campus. The university opened a 200-bed female dorm with funding through the USAID Promote Program. The funding included the cost of the design and construction the dorm. It is a three-story, 3,000 square-meter building for 200 female students with dormitory rooms, study areas, gym, and a lounge. Construction on the new mosque started with a projected opening date for the summer of 2019. Amb Mawani from the Aga Khan Development Network is awarded the honorary degree for her dedication and work on social and cultural support in Afghanistan.

BOARD OF TRUSTEES

Board Officers

David Sedney, Chair
Arsalan Lufti, First Vice Chair
J. David Grizzle, Treasurer
Dr. David Edwards, Secretary

Trustees

Masud Akbar
Dr. John H. Alexander
Farhad Azima
Mariam Bayat
Christian Destremau
Emal Dusst
Akram Elias
Yalda Hakim
Eklil Hakimi
Shair Baz Hakimy
Frank Islam
Shamim Jawad
Erik G. Jensen
Dr. Zalmay Khalilzad
Jawed Ludin
May Makhzomi
Saad Mohsehni
Dr. M. Ishaq Nadiri
Dr. Muthanna G. Abdul Razzaq
Leslie M. Schweitzer
Dr. Marin Stremecki
Chris Taylor
Debra L. Zumwalt

ADMISSION

The American University of Afghanistan admits qualified students in the fall, spring, and summer terms. The fall semester usually begins in late August or early September and the spring semester usually begins in late January or early February. Applications for undergraduate admission must be received by the Admissions Office on or before the published deadlines, and must include evidence of successful completion of an appropriate secondary education program. Deadline information is available through the Admissions Office.

ADMISSION PROCESS

The Admissions Office reviews each applicant's qualifications based on a variety of criteria in order to ensure that the applicant can be successful in meeting the demands of a challenging American-style curriculum taught in English. Prospective students must provide official records of their secondary school performance and other supporting documents. Information provided in the admission application is evaluated along with the applicant's past academic record and proficiency in English.

ENGLISH PROFICIENCY

AUAF uses the Test of English as a Foreign Language (TOEFL) to assist in determining whether an applicant meets the university's undergraduate entrance requirements. In most cases, a minimum score of 500 (or equivalent) on the TOEFL is required. Other relevant factors, such as achievement in the university's Academy Program and prior education in institutions in which English is the language of instruction may also be considered. IELTS results may, in appropriate cases, substitute for the TOEFL score.

English Proficiency Tests (EPT) are administered by the university at regular intervals throughout the year. Applicants for admission are encouraged to register for the EPT at their earliest convenience. EPT tests assess listening comprehension, grammar, vocabulary, and reading comprehension. These tests assist the university in placing applicants in courses best suited to their level of English proficiency.

More information on the TOEFL, IELTS, and EPT, including fees and scheduling, may be obtained from the Admissions Office.

To be considered for admission, applicants must submit the following documents to the Admissions Office:

- Completed application form
- Original high school transcript
- Original high school diploma
- Original national ID (Tazkira or passport)
- Original score report for either TOEFL or IELTS

Transfer students from other post-secondary institutions must also provide:

- Transfer application form accompanied by an essay

- Official transcript(s) of previous post-secondary courses

All documents must be original. The Admissions Office staff will verify these documents, make copies, and return them to the applicant.

If the applicant qualifies for admission, he or she will be notified by the Admissions Office via email or phone. In order to matriculate, the applicant must accept the offer of admission, in writing, and pay a 25,000 Afghanis (AFN) non-refundable deposit. The deposit will be credited to the student's course fees for the semester. Prospective students and applicants should verify payment details and deadlines with the Admissions Office.

Once admitted to the Undergraduate Program, each student will be tested on English writing, mathematics, and information literacy. Students will be placed into classes appropriate for their proficiency in these fields. Some students may be required to take one or more non-credit remedial courses. Placement exams are only allowed to be taken once at the start of the student's studies. If a student does not take the placement exam then they are placed at the entry level (pre-academic) levels and must complete all courses in the sequence in order to advance.

Applicants not eligible for undergraduate admission based on their English language proficiency will be placed in the Academy Program. Applications for the Academy Program must be received by the date published by the Admissions Office. The Academy Program is designed to refine listening, speaking, and reading skills, and to improve writing and math ability and other skills so that the student will be successful in undergraduate courses. Students must maintain a B average or better in order to remain in the program and not score any courses with a C- or lower.

Since the language of instruction at AUAF is English, students must maintain the minimum entrance requirement level throughout their studies in order to continue at the university. In their own interest and for their fellow students, all students must demonstrate that they can cope with the language demands of an English language university during their studies. Language requirements are not waived based on previous enrollment and it is expected that students maintain and improve their English-language level during their degree program.

AUAF reserves the right to review or change the admission decision based on English language proficiency when a student tests at a lower level after a break in their studies from the university. The University reserves the right to request an English Language Proficiency test from any student or applicant regardless of their academic background.

ACCEPTANCE OF TRANSFER CREDIT

AUAF may award transfer credit for comparable work done at universities that are similar to AUAF with regard to mission and instructional level for undergraduate degrees. AUAF's master degree programs do not accept any transfer credits.

Transfer credits will only be considered according to the following requirements:

1. The student initiates the request for transfer no later than six weeks after the start of their first term at AUAF by:
 - a. Completing a form provided by the Registrar's Office; and
 - b. Providing an official sealed transcript along with course descriptions from the student's previous institution. Transcripts and course descriptions in languages other than English must be accompanied by a translation. Translations from Afghan institutions should be authenticated by the Ministry of Higher Education.
 - c. For accredited colleges and universities in the U.S., students must provide a course description from the catalog and syllabi for each course for which a transfer credit is requested. Transfer credits for courses are subject to verification by examination or interview. Transfer credit from non-accredited colleges and universities from outside the U.S. are not eligible for transfer.
 - d. If students wish to have their transcript evaluated to determine which courses to take in the entering semester, they must submit all materials (transcripts, syllabi, course descriptions) no later than one week prior to the first day of classes for that semester. (It is recommended that students submit this material before orientation to be properly advised.) Materials submitted after this time cannot be evaluated prior to the end of the drop/add period.
2. The course for which transfer credit is requested was taken at a university that meets one of the following criteria:
 - a. Institutions that have US regional accreditation (regional accrediting bodies include the Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges)
 - b. Institutions that have been granted candidacy by a regional accrediting association.
 - c. Institutions other than in Afghanistan that have recognition or accreditation by the Ministry of Higher Education or similar government body in the nation where the courses were taken.
3. The course for which credit is requested also meets the following criteria:
 - a. The course for which transfer credit is requested must have been taken in the previous five years. Courses will not count toward degree requirements if taken more than five years prior and are not shown on the AUAF transcript.
 - b. The grade earned in the course for which credit is requested must be the equivalent of a C or better (C- grades and lower are not eligible for transfer credit).
 - c. The course for which transfer credit is requested must be at the 100-level or equivalent, or above; no credit will be given for remedial courses.

- d. No more than 60 hours may be awarded as transfer credit. Departments may place further limits on the transfer of specific program requirements with approval of the Provost.
- 4. Credits or courses NOT eligible for transfer to AUAF include:
 - a. Pass/Fail or courses with similar grades
 - b. Course work that was audited.
 - c. Course work with withdrawal grades such as W, WP or WF.
 - d. Technical programs/certificates or life experience, or military service, volunteer work or other similar situations.
 - e. Courses that are intended as a review of secondary school materials, such as courses designated remedial/developmental/preparatory
 - f. Course work which, by an evaluation of its content, is deemed inconsistent with standard college/university curricula.
 - g. Transfer credits from a completed degree at another institution to be applied for the same degree at AUAF.
- 5. Other information:
 - a. Students must allow at least four weeks after providing their transcript to the Registrar's Office for the evaluation of their credentials.
 - b. If a transcript is submitted during periods when department chairs are generally not on campus, the process can take much longer.
 - c. Grades earned from transferred credits are not used in calculating GPAs.
 - d. Credit earned from an institution using a quarter -based academic calendar will be converted to semester credits. For credits based on other systems, the department chair will base credit on the content covered.
 - e. Final decisions regarding the acceptance of transfer credits are made by the academic department which houses the course requirement for which transfer credit is requested.
 - f. Students wishing to complete work at other institutions after entering AUAF must receive prior approval from the appropriate department chair as well as registrar.
 - g. The last 30 credit hours of undergraduate work must be completed at AUAF.
 - h. Students will be tested for IT, math, and science equivalencies. Placement exams will be administered by the appropriate departments. Award of transfer credit will be based on transfer course completion and AUAF placement exam results.

TUITION, FEES AND FINANCIAL ASSISTANCE

Tuition is charged to cover instructional costs, including textbooks and supplies, administrative expenses and other necessary costs of university operation. Scholarships, need-based financial assistance and work-study opportunities are available for select students who require financial support depending on funding availability.

TUITION AND FEES

Tuition and fees are the individual responsibility of the student and are payable to the Student Finance Office. Except for expenses specifically covered by designated scholarship, financial aid, or other awards, the student is also responsible for all other costs associated with attending the American University of Afghanistan, including notebooks, textbooks, transportation, and living expenses. Unless prior arrangements have been made, all deposits, tuition, and any other fees must be paid before the start of classes. Tuition and fees are officially approved annually by the Board of Trustees and announced by the university.

DEPOSIT

Once accepted into the university, students are required to pay a non-refundable deposit of 25,000 AFN prior to registering for classes at AUAF. This deposit is applied toward the student's tuition fee. If a student decides not to attend classes after paying the deposit, the student must forfeit the amount unless a refund is requested through a proper petition and approved by the Provost.

METHOD OF PAYMENT

All students are billed, and all payment must be made, in Afghanis unless prior arrangements have been made for payment in US dollars. Students are expected to either pay the full amount of tuition at the beginning of the semester or decide to enroll in a three-month installment payment plan with the Student Finance Office. Once enrolled in the monthly installment plan, students must make sure that they pay their installments on time so as to not incur additional late fines. Failure to make timely payments may result in disenrollment from the courses in which the student is registered. Late fees cannot be waived under any circumstances. Grades will not be posted, transcripts will not be given, and enrollment in further classes will not be allowed until all accounts from previous terms have been paid in full. All payments are made at the Student Finance Office through AIB Bank wire transfer or credit cards. Cash is not accepted.

FINANCIAL ASSISTANCE

Current undergraduate students as well as applicants who meet the requirements for undergraduate admission may be considered for financial assistance from the university. To receive financial assistance in any one semester, students must register for a minimum of nine credit hours per semester. University sponsored financial

assistance is not available during the summer term. Students who drop to fewer than nine credit hours lose their financial assistance.

Privately funded scholarships and financial assistance programs may have additional stipulations. Scholarship students must meet the requirements of their individual scholarship program. All details regarding these programs is maintained in the Scholarship Office.

Financial assistance applications are submitted at the Student Finance Office. Students must demonstrate continuing need to remain eligible for financial assistance. They must also maintain a 2.0 grade point average, maintain minimum academic progress, no conduct violations, and remain in good academic standing. Financial assistance does not cover any repeated courses including classes that a student withdraws from in a previous semester.

SCHOLARSHIPS

The university offers a limited number of merit-based scholarships to students whether in the undergraduate program or Academy. There are no university-based scholarships for the graduate programs. One of our longest scholarship partnerships comes from:

AMZ Foundation: These scholarships are for 15 male and female students to pursue their undergraduate degree at AUAF.

Other scholarships may be awarded as resources are available. Further information is available at the Finance Office and Scholarship Office. Scholarship and financial aid students who withdraw or drop classes may be responsible for payment of courses. Please check with Student Finance or the Scholarship Office for the most up-to-date information. Withdrawing from class(es) will impact the percentage of financial aid awarded in future semesters.

REFUND POLICY

AUAF tuition assessment policy is based on the semester in which classes occur. This policy applies to classes in any given semester, even if students intend to remain in their program and return for classes in a subsequent semester. Scholarship students that withdraw or drop from classes are responsible for any payments.

AUAF will refund any tuition money paid if the student drops the course before the start of the semester (minus any tuition deposit). The last date to withdraw from any course(s) and receive a tuition refund is the 7th day of the semester for Spring and Fall. Since Summer and Winter semester is shorter than other semesters, the last day to withdraw for a full refund will be different. Although a tuition refund is not available after the 7th day of any semester, students may be able to replace a dropped or withdrawn class with another class in the same semester, without additional tuition assessment as long as it occurs before the end of the ad/drop period.

For students who withdraw from all courses in any given semester:

- If a student withdrawal from all courses within a given semester occurs **prior** to the 7th day of the semester, no tuition will be assessed, no financial aid will be disbursed, and there will be no transcript record of the course(s). The tuition deposit is non-refundable no matter when the withdrawal occurs.
- If the student withdrawals from all courses within a given semester occurs after the 7th day of the semester, but prior to the first installment payment, the tuition will be pro-rated according to the number of installments. Any tuition refund is allocated pro-rata to its payment source (scholarship, sponsorship, student, etc). Courses withdrawn during this period will have a transcript record of a "W." Courses withdrawn before the second installment will be pro-rated again according to the number of installments.
- If withdrawal from all courses within a given semester occurs after the second installment payment then there will be no adjustment for either tuition or financial aid, unless late withdrawal has been approved by the Director of Student Affairs for medical reasons or death of an immediate family member. Courses withdrawn during this period will have a transcript record of a "W."
- To begin the process of withdrawing from all courses within a given semester, a student must contact the Registrar's Office.
- Withdrawing from course(s) impacts negatively future financial aid eligibility and percentages awarded. Financial aid is not available for repeated courses and the student is responsible for all tuition costs associated with a course that is repeated, including withdrawn courses.

For students who withdraw from one or more courses but remain enrolled in other courses in any given semester:

- No tuition will be assessed for courses dropped **prior** to close of business (4:00pm) on the 7th day of the semester, and there will be no transcript record of the course. Financial aid disbursement will be made no earlier than the 7th day of the semester.
- If the student withdrawals from a course within a given semester occurs after the 7th day of the semester, but prior to the first installment payment, the tuition will be pro-rated according to the number of installments. Any tuition refund is allocated pro-rata to its payment source (scholarship, sponsorship, student, etc.). Courses withdrawn during this period will have a transcript record of a "W."
- No tuition refund will be available for individual courses withdrawn after the first installment deadline of the semester. Courses withdrawn during this period will have a transcript record of a "W." Financial aid is not given for courses that are repeated including withdrawn course(s).

Please refer to the published Academic Calendar for the drop/add periods for each semester.

ACADEMIC REQUIREMENTS AND REGULATIONS

Students are responsible for making themselves familiar with the contents of this catalog and the student handbook published by the Student Affairs Office. Academic regulations are subject to change and every effort is made to inform students of any changes through normal university communication channels. Students should consult with their academic advisors on issues or questions pertaining to this catalog or their degree programs. The Academic Handbook continues to serve as the source of information about AUAF. As with the printed version, the online Academic Handbook presents a comprehensive snapshot in time of the university. The information here is updated once per academic year with changes to the curriculum unless a review to match ministry requirements is required.

TEACHING AND LEARNING ENVIRONMENT

The university is committed to providing a fair, safe and stimulating teaching environment to students and faculty. It is therefore critical that students and faculty members, regardless of their nationality, religious beliefs, ethnicity, gender or economic background, be equally encouraged to participate in the learning process. Harassment of any sort is not tolerated either in or outside the classroom.

ACADEMIC LOAD

Full-time undergraduate students, students on academic probation (i.e. with a GPA of below 2.0 or a failing grade in a developmental or first year course) can register for a maximum of 12 credit hours in the Spring and Fall semesters. Freshmen may take no more than 13 credits during their first semester.

Students with a GPA of at least 2.0 are allowed to register for up to 15 credit hours. For a course load of more than 15 credit hours, approval from the student's academic advisor and a cumulative GPA of a 3.50 or higher. Under no circumstances may a student enroll in more than 18 credits in a semester. The maximum load in any five-week summer session is seven credit hours.

Students must carry a minimum of 9 credits in the fall and spring semesters to be eligible for financial assistance. Students enrolled with less than 9 credits per semester are considered as part-time students.

CLASS DESIGNATION

The number of credit hours earned by a student defines his or her class designation as follows:

Credit Hours Earned	Class Designation
0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

COURSE NUMBERING AND DESCRIPTIONS

Courses are identified by an alphabetic prefix followed by a number. The prefix, such as ANT for Anthropology or ITC for Information Technology and Computer Science, indicates the discipline or department. The number indicates the level of the course and specifically identifies it. General education courses are identified by the designation (GE). The letter following the GE designation identifies the category of the general education requirements the course fulfills. Each course listing has a brief title and a summary description, and notes any prerequisites for the course. Course numbers that have previously been used for a course with different content can be reused until five years have passed since the last offering was offered.

The following course numbering system is presented for information and guidance purposes to plan course schedules:

001-099: Courses that are remedial, which do not carry academic credit, but that carry administrative credit for purposes of calculating tuition, full- or part-time status, financial aid eligibility, and satisfaction of special program requirements.

100-199: Introductory courses generally considered appropriate for the first-year college student. Courses that are prerequisites to more advanced courses. May or may not award General Education credit. They do not carry undergraduate advanced-level credit. Freshman, sophomores, juniors, and seniors may register for them. Typically taken within the first two years of at AUAF.

200-299: Courses that are intended for sophomores, juniors, and seniors who have completed the 100-level prerequisites. May or may not award General Education credit. May be introductory courses in a subject that requires 100-level work in other disciplines as prerequisites. Freshmen may register for them if they have satisfied the prerequisites through courses.

300-399: Courses that require 200-level prerequisites or that are of sufficient complexity or difficulty that they require a broader educational background and maturity to perform at optimal levels. In some disciplines sophomores may register for them if they meet the above standards. Generally taken by juniors and seniors who will receive advanced-level undergraduate credit but not graduate credit.

400-499: Advanced undergraduate level courses. Students with senior standing may register for them.

500-699: Courses intended exclusively for graduate (MBA) students. Students must be a graduate student to register for this type of course. Graduate students are not able to enroll in 400-level classes or lower without approval from the graduate chair.

COMPLETION OF THE ENGLISH SEQUENCE

Students in the undergraduate program are required to complete the Freshman English sequence (ENG 110 and ENG 115) before registering for 300- or 400-level courses.

GRADING SYSTEM

The university uses a letter grading scale that includes, as of Fall 2015 semester, plus and minus letter grades (see charts below). Letter grades are assigned specific numerical quality points (noted below). Grade point averages (GPAs) are calculated on the basis of a 4.0 grading scale. GPAs are calculated on a semester and accumulative basis. The semester GPA indicates a performance in a particular semester while the cumulative GPA indicates the overall academic performance since enrollment. Students must maintain a minimum of a 2.0 cumulative GPA to remain in good standing. Grades are assigned and counted only for courses taken for credit. Courses taken with an S/U (Satisfactory or Unsatisfactory) or P/F (Pass/Fail) option are not calculated into the GPA. No grade changes are allowed after the first week of the following semester that the original grade was assigned. Once a student graduates their GPA becomes static. No additional courses after graduating will count toward the GPA calculation. GPAs are truncated after two decimal places. GPAs will not be rounded (e.g., a cumulative or semester GPA of 1.999 is truncated at 1.99 and will not be rounded to 2.00).

GRADING SYSTEM

<u>UNDERGRADUATE</u>			<u>GRADUATE</u>		
Grade	Points	Description	Grade	Point s	Description
A (94-100%)	4.0	Excellent	A (94-100%)	4.0	Excellent
A- (90-93%)	3.7		A- (90-93%)	3.7	
B+ (87-89%)	3.3		B+ (87-89%)	3.3	Very Good
B (84-86%)	3.0	Good	B (84-86%)	3.0	Good
B- (80-83%)	2.7		B- (80-83%)	2.7	Conditional Pass
C+ (77-79%)	2.3		C+ (77-79%)	2.3	
C (74-76%)	2.0	Satisfactory	C (74-76%)	2.0	Satisfactory
C- (70-73%)	1.7		C- (70-73%)	1.7	
D+ (67-69%)	1.3		F (0-69%)	0.0	Fail
D (60-66%)	1.0	Pass (except ENG core)			
F (0-59%)	0.0	Fail			

Grades not included in the Grade Point Average

P	Pass*	W	Withdrew/Dropped
F	Fail	WP	Withdrew-Pass (Prior Fall 2011)
I	Incomplete	WF	Withdrew-Fail (Prior Fall 2011)
S	Satisfactory*	IP	In Progress
U	Unsatisfactory	AU	Audit (currently not offered)
TR	Transfer credits		

*Indicates a performance at the minimum level of "C" for Undergraduates and "B" for Graduates

STUDENT APPEAL OF A GRADE

Students have the right to an objective, professional evaluation of their academic work and to fair, equitable treatment in their academic relationships with members of the faculty. To initiate the process of appealing a grade earned during a given semester, students who believe they have a legitimate grievance must first confer with the professor of the course. This student/professor conference must take place no later than the end of the first week of the semester following the issue in question. If the issue

is not resolved at the instructor level, the student may appeal to the Department Chair by submitting a full, fair, written account of the incident or circumstances giving rise to the grievance. If the matter is still not resolved, the student may appeal to the Provost who serves as the AUAF's Provost and would have the final say on the appeal.

RESIDENCY REQUIREMENTS FOR A DEGREE

Candidates for the bachelor's degree are expected to complete their senior year (30 credit hours) in residence at AUAF. Transfer students must complete at least 50 percent of the required credits for the degree in residence at AUAF. 400-level courses in the student's major may not be taken outside AUAF.

PRESIDENT'S AWARD LIST

The President's Award includes Honor and High Honor awards. The Registrar's Office issues a President's Award list of honor students at the end of the Fall and Spring semesters. Students must meet the following conditions to be placed on the President's Award List:

- Complete a minimum of 12 credit hours in the semester
- Have at least a 3.5 semester GPA
- Have no failing grades or withdraws in any courses during that semester
- Have no incomplete grades in the relevant semester
- Have no disciplinary action during the semester
- Have no disciplinary action pending
- Not on any current stop lists (excluding alumni stop list)

The Registrar's Office also issues a President's High Honor Award List of honor students each regular semester. To be included a student must have met all the conditions for the President's Award and have a 3.75 semester GPA or higher. Grade change submissions made after the first week of the following semester will not be calculated into the honor award criteria.

GRADUATION HONORS

The university will grant honors to students receiving a baccalaureate degree as follows:

- *Summa cum laude*: Cumulative GPA of 3.90 or above
- *Magna cum laude*: Cumulative GPA of 3.80-3.89
- *Cum laude*: Cumulative GPA of 3.65-3.79

Graduate degrees are not awarded with honors.

INCOMPLETE GRADE

All requirements for a course must be completed by the date assigned by the instructor and no later than the end of the final examination day for that course. A grade of "Incomplete" or ("I") is given only when failure to complete all requirements has been

caused by circumstances beyond the student's control and substantial amount of coursework (at least 60%) has been completed. Requests for a grade of "Incomplete" must be made in writing and filed with the Registrar's Office. The course work must be completed by the deadline agreed to by the faculty member and must not be later than the start of the ninth week of the semester following the semester in which the student enrolled in the course. If the coursework is not completed within this timeframe, the Registrar's Office will replace the Incomplete or "I" grade with an "F", which will remain permanently on the student's record. It is the student's responsibility to make sure that the required work is completed and the instructor's responsibility to submit the final grade to the Registrar's Office. Students who receive an Incomplete are ineligible for the President's Award for the semester. It is up to the discretion of the instructor to assign an Incomplete grade. A student with Incomplete grade(s) may be restricted to a maximum of 13 credit hours in the following Fall or Spring semester and 3 credits in the Summer sessions. Students are restricted to a maximum of three Incompletes during their degree program. Students with incomplete grades from the fall semester are not eligible to take classes in the winter session.

Students in graduate programs with an Incomplete grade are not eligible to take additional courses until their incomplete work is finished. Incomplete in graduate programs are only permitted in extreme cases and no more than two incomplete grades are permitted during the entire program. If a student has more than two incomplete grades they are not eligible to complete the program. Thesis completion must be completed by the second attempt or earlier.

FINAL EXAMINATIONS

Final examinations are held at the end of the semester at the time and place specified in the examination schedule online. <https://www.auaf.edu.af/academics/registrar/final-exam-schedule/>

Students may be excused from taking a final examination at the scheduled time only by providing valid medical or other documentation to the Registrar's Office and faculty member.

WITHDRAWING FROM CLASS

A student who stops attending a course after the Drop/Add period is over and who follows appropriate procedures with the instructor, advisor, library, student finance and the Registrar's Office will receive a "Withdrawal" or "W" grade on his or her academic transcript. A student may use this process to withdraw from a maximum of twelve credit courses during their undergraduate career and a total of six non-credit Academy courses (up to a total of 19 credits maximum as an undergraduate). This must process must be completed by the published withdraw semester deadline. Any withdrawn past the maximum of six credit undergraduate courses will receive an "F" grade.

MEDICAL WITHDRAWAL

Students may withdraw from courses if they suffer from a physical or psychological condition that prevents them from doing all the work required to complete coursework. Students may not withdraw from only one course in a semester due to a medical reason except in unusual circumstances where a course requires a particular physical ability. Permission of the Provost is required.

OTHER TYPES OF WITHDRAWALS

In some extraordinary cases, the university may allow a student to withdraw from all courses in a semester provided the student can detail, through a petitioning process, a compelling explanation and documentation of circumstances beyond the individual's control, such as work relocation or sudden financial hardship. Permission of the Registrar is required.

REPEATING A COURSE

A student may repeat a previously taken course only once if the course is still offered and their original grade was a C- or lower. The grade for the second attempt is counted toward the student's cumulative GPA. All attempts are recorded on the student's transcript, but only the grade of the repeated attempt is counted towards the GPA. Standard tuition and fees apply to repeated courses. Students must take the same course and course number for it to be considered a repeated class. Students that complete ENG 110 and ENG 115 with a grade of C or better are not able to repeat the course once completing higher level courses. Students on scholarship or financial aid must pay for the full tuition when retaking a course. Scholarship funds do not cover repeating any coursework.

OUT OF SEQUENCE COURSES

Credit is not awarded for prerequisite courses in science, mathematics or English after a more advanced course has been completed. For example, students will not be awarded credit for ENG 100/101 if taken after ENG 110 or for taking ENG 110 after completing ENG 115 successfully. A student cannot repeat remedial MTH courses once they complete the next level.

ACADEMIC ADVISING

Students with less than 30 cumulative credits are advised by the Student Affairs Office regardless of whether they have declared their intended degree program or not. After completion of 30 credit hours, students must declare their major and are advised in their major. Students with 30 or more cumulative credits who have not declared their degree plan also are advised by the Student Affairs Office but must declare their major in the semester immediately after they complete 30 credits or more. Students who have 30 or more credits and have declared their majors are advised by the department of their major. If a student does not declare a major by 45 hours, they will be placed on the STOP LIST, and they will not be removed until they declare their major.

Students are required to have advisor approval prior to registering for a class and also for dropping or adding a class to their schedule. Students are encouraged to maintain close contact with their advisors throughout the semester.

Advisors assist students in developing their program of study, interpreting university policies and procedures, and counseling them in other ways. A student should meet with his or her academic advisor regarding academic problems before approaching other university officials.

CATALOG YEAR

Academic programs may be updated annually based on a number of external and internal factors. An academic year starts in the Fall semester of one calendar year and ends after the Summer session of the next calendar year. All students admitted in one academic year are governed by the same catalog. Therefore, a student entering in the Fall semester of 2017 and another student beginning in Summer session 2018 are both governed by the same catalog. This means that they will be assigned an academic plan for their major under the provisions for that particular catalog year.

Students, in consultation with their academic advisor and the Registrar's Office, may elect to change their catalog year to a more recent year if the academic plan for that catalog year suits them better. The student cannot select some requirements from one catalog and other requirements from another catalog year. Changing a catalog year may impact financial aid eligibility and delay completion of studies. A catalog change does not reset the period of study to complete a degree. Students are still required to complete their degree with six years of starting their undergraduate studies and three years from their MBA studies.

COURSE EVALUATIONS

At the end of each term (including short sessions), students are required to complete course evaluations. Constructive feedback from students is critical to the university's commitment towards quality teaching and academic excellence. If a student does not complete their evaluation on time, they will remain on stop-list, and prevented from seeing their grades until evaluations open again in the next term.

ACADEMIC STANDING

Good Standing

A student is in academic good standing if their cumulative and most recent semester GPA is 2.0 or above.

Academic Probation

Academic standing is calculated at the end of each semester and session (fall, spring, summer, and winter). Undergraduate students who have a cumulative or semester/session GPA that falls below 2.00 or fails a developmental or first year course, will be placed on academic probation. To be removed from probation and stay in good standing, the student must achieve both a cumulative and semester/session GPA of 2.0 or higher in the following semester/session. A full-time student on academic probation may register for no more than four courses or a maximum of 12 credit hours. Students on scholarship may have additional requirements to remain in good standing. Graduate students with grades of C- or lower will be placed on probation and not able to take classes in the summer or short sessions until the term and overall GPA return above the minimum required. MBA students are expected to maintain a 3.0 GPA or higher in order to continue in the program. Graduation requirements are to have a completed thesis and a 3.0 GPA or higher.

Academic Suspension

Students who complete two consecutive semesters/session with a cumulative or semester GPA below a 2.0 (and/or repeated failing grades in first year or development courses) will be suspended from the university. Suspended students lose access privilege to the campus and also are not eligible to register for courses and/or participate in any activities on campus including dorms. They can appeal their suspension and if their appeal is approved, students may continue with their registration in the same term the following year.

Academic Expulsion

A second academic suspension, or three consecutive probations, will automatically result in expulsion, for which there is no appeal process.

Thesis Requirements for Graduate Students

Thesis Requirements

Check with your department for the most up-to-date requirements. The graduate thesis must meet the highest standards of scholarly work and make an original contribution to the field of management science. It must demonstrate the student's ability to use learning from graduate coursework to identify, diagnose, and resolve an important business issue. The thesis answers a question or proves or disapproves a hypothesis related to business, markets, or organizations. All theses must include an empirical element and either collect original data and provide a measurement (such as mean, median, and mode) or test a hypothesis.

A student who is writing his/her thesis must be continually enrolled. After having enrolled two times for three credit hours, the student may enroll for a one-hour course in order to maintain student status with all rights and privileges to campus life.

Thesis Supervisor

A faculty member is appointed with the student's consent to supervise the thesis process.

Thesis Committee

The Thesis Committee is responsible for reading and evaluating the student's thesis and deciding whether all requirements have been met. The Committee comprises the Department Chair/Supervisor plus two additional department faculty members. In some cases, a faculty member from outside the department could serve on the Thesis Committee. The Thesis Committee also serves as the Oral Examination Committee.

Process for MBA students

Though the process of writing a thesis will vary between students, the following is a general timeline.

MGT 598 Thesis Preparation Students may take this course as soon as prerequisites are met. Thesis Proposal Students normally complete this at the end of the MGT 598 Thesis Preparation course. Thesis Supervisor When ready, the student can apply to the Thesis Coordinator to assign a supervisor. The supervisor may work with the student as soon as the student has registered for MGT 599 Thesis Writing. Students must pay for the MGT 599 Thesis writing courses for each semester they register in.

Literature Review The student substantially completes the literature review.

Research Design The student determines what data is to be collected, the source of that data, and designs an instrument or methodology for collecting the data. Data Analysis The student analyzes the data and then writes the results. Complete Draft The student completes a complete draft of the thesis and submits it to his or her Thesis Supervisor for review and editing.

Final Draft The student makes revisions required by the Thesis Supervisor and submits the final draft to the Thesis Committee before the mid-term of the semester (or halfway through the summer session). Three hardcopies are submitted in the required format. The student must also submit a signed Declaration of Authorship with the final draft and submit the draft to Turnitin.

Thesis Committee Review: The Thesis Committee reviews the thesis and decides on whether additional revisions are necessary or the thesis has met requirements. Oral Examination The student meets with the Thesis Committee to orally defend the thesis – see Oral Examination section below. During the 20-minute examination students should present the main arguments and findings of the thesis. The Committee will deliberate and render on of the following decisions:

- Pass
- Pass with Minor Revisions
- Major Revisions Required; or
- Fail.

Students who do not pass must meet with the Chair of the Business Department to determine the student's future course of action. Submit Final Version of Thesis Once the Thesis Committee passes the thesis, the student must submit three bound copies to the Business Department. In addition, the student must pay for the thesis to be archived with the AUAF Library. Students are not able to defend their thesis more than two times. The second attempt is considered the last and final attempt. In order to be considered part of a commencement ceremony students must have completed and submitted the thesis at least one month before the end of the semester (and at least one month before the commencement ceremony).

Selecting a Thesis Topic

1. The student should choose a thesis topic that interests him or her, plays to the student's strengths and highlights his or her intellectual competencies. For example, if the student has a particular interest in finance, he or she should choose the finance field to be the central discipline and build a thesis topic around a major question in finance.
2. Most importantly, the student should select a topic for which there is likely to be a reasonable amount of readily available information from public or private sources.
3. The student should pay attention to the smallest factual details, checking and rechecking facts and ensuring that the data collected is robust and not marred by any errors. Poor quality data will inevitably result in a weak thesis.
4. The student may collect data in various ways. Qualitative data is typically collected from focus groups, individual interviews, and participatory interactions. Quantitative data may be collected using on-line or face-to-face surveys, experiments or polls.
5. The student should synthesize, integrate and use knowledge from different disciplines (Finance, Managerial Economics, Operations Management, Strategic Management, etc.) as much as possible. Successful theses often draw links between different fields to bring these different perspectives together to shed new light on an interesting research question.

MBA theses will be judged against international best practices for scholarly research. The student will need to present facts that are credible and verified. Therefore, the student should provide references for each claim or assertion. Failure to properly attribute and or give credit for your sources will expose you to charges of plagiarism or copyright infringement.

Format

The thesis must be 75-100 double-spaced pages at 12-point Times New Roman font with normal standard margins. Students should check with the MoHE for the most up-to-date information on format and length.

Thesis Structure

The thesis is organized in chapters to have a logical flow. The outline presented below provides guidance on how the thesis should be structured though individual theses may vary somewhat.

Title Page

See Appendix B for the required thesis title page.

Chapter 1. Introduction

The introductory chapter sets the stage for the thesis by providing a clear and concise statement of the research problem and the specific research question. The chapter should provide background to the problem such as a description of the industry, challenges the industry has encountered, and why the problem is important. The student should identify the central hypothesis or measurement and briefly describe how empirical data will be tested.

Chapter 2. Literature Survey

The second chapter should provide a critical review of the existing literature on the problem. Sources must be credible and academic, not from the popular media. The literature survey should answer the questions: What is known? What has been written on the topic in the academic literature? What has been written on this topic in the practitioner literature?

Chapter 3. Methodology and Research Design

This chapter will discuss the methodological approach and research design. This includes a description of the data and how you intend to collect and analyze it. Data can be quantitative or qualitative depending on the research question. The strengths and weaknesses of your chosen research design should be critically discussed. The purpose of this chapter is to convince the reader that you have chosen the correct methodology to answer

Chapter 4. Empirical Analysis and Finding

This chapter describes the empirical analysis and summarizes your key findings. For example, if the student collected quantitative data, he or she could use regression (t-test, Z-test) to test the hypothesis. If the student collected qualitative data, he or she could use chi-square tests for the hypothesis.

Chapter 5. Conclusions

The final chapter concludes by summarizing the main argument of the hypothesis or findings related to the data measurement, what has been learned from the research, and what implications the findings have for business practice.

References

All published and unpublished works should be appropriately referenced.

Appendices

The appendices include spreadsheets, computer code, survey instruments, and other materials used.

Oral Examination

The oral examination of the thesis will be carried out based on the following criteria.

1 Objectives of Research Question

Are these clear and focused?

Are they relevant to management research or practice?

Have they been achieved?

2 Methodology and Research Design

Is it appropriate to the question?

Is there a rationale behind the design?

Does it address the issues of validity, reliability and generalizability?

3 Literature Review

Is it relevant?

Are all major sources referenced?

Is their evidence of critical thinking?

4 Data Collection and Analysis

Is there appropriate use of primary and secondary data?

Is the data relevant to the research question?

How good is the quality of analysis?

5 Conclusions and Recommendations

Are the conclusions persuasive?

Are the conclusions supported by the data?

6 Internal Consistency and Logic

Is there continuity between various sections?

Is there logic in the argument?

Is there an introduction, analysis, and conclusion?

7 Style and Presentation

Is the format and use of language, tables, and figures appropriate?

Is the length of the project acceptable?

Thesis submission is a major component of AUAF's graduate programs. Students should be prepared to spend a full year (or longer) writing, revising, editing, and formatting their thesis papers.

ACADEMIC CREDIT HOUR DEFINITION

The primary role of the credit hour is to provide a reasonable and prudent proxy standard for student engagement and learning. A semester credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: 1) One hour (equivalent to 50 minutes) of classroom or direct faculty instruction and a minimum of two additional hours (equivalent to 100 minutes) of student work each week for approximately sixteen weeks for one semester of credit; or 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities of instructional delivery and design modes including laboratory work, internships, practical, and other academic work leading to the award of credit hours. A unit of undergraduate academic credit is awarded to a student upon the successful completion of an approved instructional course, or by the demonstration of competency, demonstration of proficiency, or fulfillment of learning outcomes that is the equivalent to that provided by an approved instructional course.

REGISTERING FOR COURSES

A student must have his or her advisor's approval to register for courses. Although assisted by advisors, students have the ultimate responsibility for planning and selecting courses that will fulfill their degree requirements, and ensuring that they have met course prerequisites. Students are strongly advised to register during early registration week in order to ensure the right courses and sections are selected and advisors have sufficient time to review schedules for approval.

Students must be registered prior to the first day of classes but may adjust their schedules during the Drop/Add period. Entering freshmen may only register for a particular set of courses. New students must attend student orientation and take placement tests for Mathematics and English prior to the first day of classes. New students may not register for more than 13 credit hours in their first semester but are allowed to register for the following courses unless otherwise placed differently through placement testing:

- ENG 110 Academic Writing I or ENG 100/101 Writing Lab
- UNV 100 University Success
- ITC 109 Introduction to Computers or ITC 110 Introduction to Information Technology
- MTH 101 Introduction to College Mathematics or MTH 110 College Algebra

If students enroll in fewer than 13 credit hours in their first semester, the courses taken must include ENG 100/101 or ENG 110 and UNV 100.

In certain cases, students may be advised to take alternative courses depending on the results of their placement tests in mathematics and English composition.

ADJUSTING COURSE SCHEDULE

Students may change their academic course schedule without penalty by dropping and adding courses during the Drop/Add period. It is the student's responsibility to make sure all adjustments to schedule are made during the Drop/Add period. Adjustments after the Drop/Add period will incur a financial and/or grade penalty. Students may not add a course after the Drop/Add period. Students must get advisor approval prior to adding any course.

DROPPING CLASSES

If students drop a course after the Drop/Add week, they will receive a "W" grade on their transcripts. Students will not receive a full refund of their fees for any course dropped after this period. Students who stop going to class but do not officially drop or withdraw from a course will receive a failing grade of "F." A student may withdraw only through filing the appropriate paperwork with the Registrar's Office. Withdrawing from class(es) will impact future semester of financial aid percentages awarded for students on scholarship and/or financial aid.

ATTENDANCE POLICY

An important component of the education at AUAF is the development of a professional attitudes and behaviors in our graduates. To that end, students are expected to attend classes regularly and be seated in the classroom before classes begin. Instructors will take attendance. Late arrival or early departures may be counted as an absence. When more than 25% of the course classes have been missed ***for any reason, excused or unexcused***, the student will be assessed a grade of "F" for the course. This 75% attendance requirement is a minimum for the student to receive credit for the course. The instructor is free to reduce the number of allowed absences, define what an excused absence is, and set the penalties for absences. The only exception is that classes missed due to campus closings are not counted as absences.

An instructor is not obligated to give make up examinations or other make-up work if a student misses a test or fails to complete assigned work, whether or not the absence is excused. If a student anticipates that they might be forced to miss a significant number of classes, even with an excuse, they are encouraged to drop (or withdraw) the course or seek an incomplete.

A student serving in an official capacity as a representative of the university may be excused from classes ***if prior arrangements are made*** between the student and the instructor. The student must still complete all required course work within a specific time frame agreed upon by the student and the instructor. For an absence to be excused for a medical reason, a written letter from the attending physician is required.

PRAYER TIME

Students will adhere to the university policy concerning prayer times. Students are allowed prayer time, although class instruction will continue. A maximum of seven minutes will be allowed for prayer time. Students should return promptly and when leaving a returning to class, students should be respectful and quiet.

LEAVE OF ABSENCE

Students are required to file a leave of absence form if they are planning not to enroll in any Fall or Spring semester. Students should be aware that all undergraduate coursework must be completed within 6 years of starting their undergraduate program and three years for a graduate degree. A leave of absence is counted as part of the six years of studies. A leave of absence can negatively impact a student's ability for continued financial aid or scholarships. Students should check with Student Finance to make sure they understand the impact of a leave of absence. Students can take a **maximum of one semester** leave of absence during their entire studies.

READMISSION

Students who are not enrolled in a Fall or Spring semester without applying for a leave of absence will be required to meet the admissions requirements applicable to the semester of reenrollment in order to continue their studies at AUAF. Such students will be readmitted under the catalog for the year in which they are reenrolled. Students

must complete their degree within six years of starting their undergraduate studies and three years for a graduate degree. Time spent away from the university – including approved leave of absences – are counted as part of the period of study.

Students in good academic standing who applied for a leave of absence or officially withdrew from the university may be readmitted to their original program of study through a petition process.

PERIOD OF STUDY

To be awarded the Bachelor degree at AUAF, students must complete between 120 and 132 credit hours, depending on the major, earn a grade-point average of “C” or better, pass all required courses, both overall in major and in any declared minors. These requirements must be completed within six years of the date of first registration as a freshman. All students are responsible for tracking their academic progress and completing their degree in a timely manner.

Graduate degrees, including MA and MBA, must be completed within three years of starting the program, including any leave of absences or probation/dismissal semesters. The three-year period of study also includes thesis approval. All students are responsible for tracking their academic progress and completing their degree in a timely manner.

REINSTATEMENT

Students on academic suspension must apply for readmission to AUAF after their suspension period is over, or at least two months before the beginning of the following semester, whichever comes later. The Registrar and Provost are responsible for making all decisions regarding the readmission of suspended students. Students who do not appeal their suspension within the allocated time can potentially be expelled from the university. Students are only able to re-apply for readmission one time. A student who is academically suspended twice is not eligible for reinstatement – there is no appeal for a second academic dismissal.

STUDENT HONOR CODE

Students must adhere to the honor code and the code of conduct as described in the student handbook.

STUDENT RECORDS

Academic records are maintained within the Student Information System. The Registrar’s Office issues electronic and paper copies of students’ academic records as needed. Students’ academic records are maintained on a long-term basis and are available, for a fee, to students, alumni and former students upon request. Student records may not be disseminated to any agency or individuals, including family members, without prior consent from the student. Students should notify the Registrar’s Office immediately upon noticing any irregularities on their academic transcript or other official records. Student records are the property of the university,

and only authorized university officials or authorized government agencies have access to them. In accordance with university regulations, **copies** of those records may be made available to the student or graduates. Documents are not sent electronically and there is a charge for any duplication expenses.

STUDENT INFORMATION AND PRIVACY

Registered students have the right to:

- Review information contained in their academic records
- Request changes or updates to their personal data
- Consent to disclosure of their education records to third parties
- Donors who fund students are entitled to university academic records as needed

TRANSCRIPTS

Students may obtain official transcripts of their academic records from the Registrar's Office by submitting a signed request form. The university issues only complete transcripts per policy. Students cannot request partial transcript records. A fee is charged for official transcript copies. Students may download their unofficial transcript, for free, through the online Student Information System. Students cannot be on any stop-list when requesting official and unofficial transcripts.

NAMES ON CERTIFICATES, DIPLOMAS, DEGREES

A student's name on certificates, diplomas and degrees will be spelled in English exactly as it appears on the student's passport or national identity card when admitted for the first time to AUAF degree programs. If a name on a passport or an identity card does not appear in English, then the English spelling of the name will be in accordance with the preference of the student. A student may request a change of his/her name, its spelling or other information mentioned on their transcript only upon providing supporting government documentation for the change. Students who change their names or other information on their transcript after leaving the university will be issued transcripts in the name and/or information under which they were enrolled at the university. Once a student graduates from AUAF, no changes can be made to transcripts except to correct administrative errors.

GRADUATION REQUIREMENTS

A degree is not conferred for a mere collection of credits. A well-balanced, unified, and complete program of study is required. The overall program of the student frequently will exceed the minimum requirements as specified for each degree. To graduate, a student must complete all academic requirements prescribed for the particular degree within the recommended timeframe. Students are discouraged from taking courses not relevant to their degree program. All financial and administrative holds must be cleared for the awarding of the degree and issuance of the diploma. The student must meet the residency requirements described elsewhere in this catalog and must not have any pending disciplinary actions. All bachelors' degrees at AUAF carry the following requirements that must be met before a student can participate in the commencement

ceremony and/or receive a diploma:

- Each bachelor's degree must be a minimum of 120 semester hours (minimum of 132 semester hours for a BA-LLB degree, 121 BS in ITCS) of 100-level or above courses
- At least:
 - The 30 final credit hours must be completed at AUAF
 - 50% of the credits required for a major must be completed at AUAF
 - No more than 60 hours may be awarded as transfer credit. Departments may place further limits on the transfer of specific program requirements with approval of the Provost.
 - A 2.0 cumulative GPA must be earned
 - All 400-level coursework must be completed at AUAF
 - Complete all studies within six years of first enrollment

An overall GPA of 2.0 and 120 credits hours (more for the BA-LLB degree) are required for a bachelor's degree. The specific details of each degree requirement can be found in this catalog. Once a student graduates they can no longer take courses to improve their GPA. The GPA is static upon graduation

MBA graduation requirements must meet the minimum requirements below:

1. 3.0 overall GPA or higher of 42 completed credits.
2. Completed and approved thesis four weeks before the end of the semester.
3. An MBA student who fails a single course or who earns three C's (C+, C, C-) will be put on academic probation and not eligible for graduation.
4. Period of study is three years or less. MBA degrees must be completed within three years of starting the program including any leave of absences or academic dismissals.

GRADUATION APPLICATION

An application for graduation must be turned in to the Registrar's Office no less than two semesters before the student wishes to graduate to ensure proper review of coursework needed for degree completion. Please refer to the academic calendar for graduation application deadlines. A call for Intent to Graduate is usually made by October 15 of the academic year.

The university reserves the right to modify any or all programs in accordance with sound academic and business practices. Responsibility for ensuring completion of all graduation requirements lies entirely with the student. Students are eligible to participate in the commencement ceremony as long as they can reasonably complete their degree requirements by the end of the spring semester (or have six credits or less) that can be completed in the summer session.

INFORMATION LITERACY as defined by the Association of College and Research Libraries

Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." Information literacy also is increasingly important in the contemporary environment of rapid technological change and proliferating information resources. Because of the escalating complexity of this environment, individuals are faced with diverse, abundant information choices--in their academic studies, in the workplace, and in their personal lives. Information is available through libraries, community resources, special interest organizations, media, and the internet. Increasingly information comes to individuals in unfiltered formats, raising questions about its authenticity, validity, and reliability. In addition, information is available through multiple media, including graphical, aural, and textual, and these pose new challenges for individuals in evaluating and understanding it. The uncertain quality and expanding quantity of information pose large challenges for society. The sheer abundance of information will not in itself create a more informed citizenry without a complementary cluster of abilities necessary to use information effectively.

Information literacy forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

Information literacy is related to information technology skills, but has broader implications for the individual, the educational system, and for society. Information technology skills enable an individual to use computers, software applications, databases, and other technologies to achieve a wide variety of academic, work-related, and personal goals. Information literate individuals necessarily develop some technology skills.

Developing lifelong learners is central to the mission of higher education institutions. By ensuring that individuals have the intellectual abilities of reasoning and critical thinking, and by helping them construct a framework for learning how to learn, colleges and universities provide the foundation for continued growth throughout their careers, as well as in their roles as informed citizens and members of communities. Information literacy is a key component of, and contributor to, lifelong learning. Information literacy competency extends learning beyond formal classroom settings and provides practice with self-directed investigations as individuals move into internships, first professional positions, and increasing responsibilities in all areas of life. Because information literacy augments students' competency with evaluating, managing, and using information, it is

now considered by several regional and discipline-based accreditation associations as a key outcome for college students.

GENERAL EDUCATION

The bachelor's degree at AUAF consists of two components: the general education requirements and the requirements of the student's major. This section provides an overview of the general education requirements that all students must complete.

In the general education coursework, students explore the foundations of various academic disciplines, gaining a broad framework of knowledge. This helps students to gauge their own intellectual interests and abilities and assists them in choosing their own major. Students are encouraged to complete the general education requirements as soon as possible in their academic programs. Students need not select their major upon enrollment but are expected to formally declare their major upon satisfactory completion of 30 semester credit hours of coursework.

Content areas of the general education requirements are noted below, and the number of semester credit hours required in each is indicated. The total requirement of the general education program is 60 credit hours. General education courses need to be completed before taking upper-level coursework in the major.

AFGHANISTAN STUDIES (GE-A) 3-6credit hours

Courses in Afghanistan Studies provide instruction on the histories, cultures and geographies of Afghanistan. Students choose a course that may focus analysis on cultural, social, economic, political systems, their interrelationships, or how they affect and are affected by geophysical processes. Students learn to communicate knowledge, thoughts and reasoning clearly and effectively.

COMPOSITION (GE-C) 9 credit hours

Composition courses provide instruction in the methods and conventions of standard written English (i.e., grammar, punctuation, vocabulary) and the techniques that produce effective texts. A "C" grade or higher is required in ENG 110 and 115. Third-level composition courses, ENG 215, ENG 220 or ENG 271

Note: As of Fall 2013, ENG 120 cannot be used to satisfy the third-level composition requirement.

HUMANITIES (GE-H) 6 credit hours

Humanities courses provide instruction in the key themes, ideas, and terms of humanities disciplines. Students can choose courses from the various disciplines, learning the history, theory and/or methodologies used. Each course enables students to recognize and analyze the key elements, biases and influences that shape thought and practice. These courses emphasize clear and effective analysis and approach issues and problems from multiple perspectives.

INFORMATION TECHNOLOGY & COMPUTER SCIENCE (GE-IT) 3 credit hours

The Information Technology and Computer Science (ITCS) courses concentrate on basic theoretical concepts and practical application of information and/or computer systems. These courses provide instruction in techniques, skills and tools necessary to identify, analyze, interpret and solve problems related to information technology and computer science. Students will learn to effectively communicate knowledge of these systems and technical information. Required course: ITC 101 or ITC 110 or ITC 109 (for students who started in Fall 2018 or later).

MATHEMATICS (GE-M) 6 credit hours

Courses in mathematics focus on: solving equations and inequalities, statistics, algebra, trigonometry and applying these concepts to solving problems. These courses include reasoning in abstract mathematical systems, formulating mathematical models and arguments, using mathematical models to solve problems and applying mathematical concepts to real-world conditions.

PHYSICAL SCIENCE (GE-P) 8 credit hours

The physical and biological sciences provide instruction in the basic concepts, theories and terms of science and the scientific method. Courses focus on major scientific developments and their impacts on society and the environment. Students will develop empirically testable hypotheses derived from the study of physical processes and human and non-human beings and will apply logical reasoning skills through scientific criticism and argument.

SOCIAL AND BEHAVIORAL SCIENCE (GE-S) 6 credit hours

This course identifies the key themes, ideas and terms of the social and behavioral science disciplines. Students can choose courses from the various disciplines, learning the history, theory and/or methodologies used. They will learn to identify, describe and explain social institutions, structures and processes. These courses emphasize the effective application of accepted problem-solving techniques as well as the evaluation of opinions and outcomes.

UNIVERSITY SUCCESS (GE-U) 1 credit hour

All students are required to take university success in their first semester. This course is an introduction to college life in an American style education and will equip students with the basic skills and a framework of information literacy that is necessary for success in their academic careers. Required course: UNV 100 or UNV 101.

GENERAL EDUCATION ELECTIVES (100 level or higher) 18 credit hours

Students complete 18 credit hours of additional course work at the UG 100-level or higher.

Note:

- First and second year students generally take 100- and 200-level classes.

- A grade of C or better is required to earn general education credit in ENG 110 and ENG 115.
- General education courses cannot be taken P/F (Pass/Fail).
- Certain classes are approved to count for multiple general education categories though the course may count only toward one-degree category.

ACADEMIC PROGRAMS

ACADEMY PROGRAM

The Academy Program provides students with the appropriate skills in English to succeed in English-only instruction in their undergraduate programs. Following an entrance assessment prospective student are assigned to one of two levels. These correspond approximately to intermediate, and advanced levels and are known respectively as Academy A and Academy B.

Students follow an intensive program of approximately 15 hours per week for 15 weeks, followed by an examination to assess their readiness to move upward within the program or to move on to their undergraduate program. Coursework contains a variety of skills including math, computer, and English. Students continuation in the program is based on class attendance, participation, grades, engagement, and exit scores. Progress is assessed weekly and in order to remain eligible students must meet minimum attendance and/or academic requirements. Once a student successfully completes the program they are eligible to move on to the Undergraduate program pending review of their coursework and any exit exams.

UNDERGRADUATE DEGREE PROGRAM: BACHELOR'S DEGREE

The bachelor's degree requires a minimum of 120 credit hours (121 credits for BS in ITCS, 132 credit hours for a BA-LLB degree) and takes approximately four years for a full-time student to complete. As part of the bachelor's degree, a general education requirement assures a broad education in the liberal arts and sciences. In addition, more specific coursework, offered primarily but not exclusively during the third and fourth years of the academic program, concentrates upon the student's chosen field of study.

The university offers the following undergraduate degree programs:

- Bachelor of Business Administration
- Bachelor of Science in Information Technology and Computer Science, 121 credits
- Bachelor of Arts in Political Science and Public Administration
- Bachelor of Arts and Laws (B.A.-LL.B.) – five-year program, 132 credits

Previously offered bachelor's degree programs are available to students who were enrolled in the undergraduate program prior to the 2010-2011 academic year.

GRADUATE DEGREE PROGRAM: MASTER'S DEGREE

The university offers the following master's degree programs:

- Master of Business Administration
- Master of Education (per funding availability)

OTHER PROGRAMS

PROFESSIONAL DEVELOPMENT INSTITUTE

The Professional Development Institute (PDI) provides customized courses to individual client-organizations. The content, duration, scheduling, and location of courses are flexible and determined through consultation with interested organizations. PDI maintains core competencies in the areas of English-language instruction, management, and other professional skills. Each course design is adapted to the needs of Afghan adult learners and promotes task-based learning. Courses also incorporate components such as time management, research and application of information, methods of communication, and skills of reasoning and analysis.

ENGLISH LANGUAGE CENTER (ELC)

The aim of ELC is to prepare students for further academic studies in an English environment. Incoming student level is considered intermediate with a TOEFL score ranging from 400-420. Each week revolves around a specific topic of English that will be used to build language skills.

ACADEMIC DEPARTMENTS

DEPARTMENT OF BUSINESS

Mission Statement

The Department of Business provides students with theories and concepts related to international, world-class business practices. The department seeks to graduate students who will be competitive in domestic and international firms, and who can successfully continue their studies at the post-graduate level.

The objectives, curriculum, and teaching methodologies of the department are designed to provide students with 1) a solid foundation in appropriate areas of knowledge at the level of international best practices; 2) an in-depth introduction in one discipline (accounting, finance, or management); 3) an understanding of professionalism and its practices; 4) excellent presentation and business writing skills; 5) outstanding critical thinking skills; and 6) an understanding of business ethics in the international community.

DEGREE DESCRIPTIONS

The Department of Business provides students the following degree options:

- Bachelor of Business Administration (BBA) with an emphasis in Accounting, Finance, Operations Management, or Marketing.
- Masters of Business Administration (MBA).

UNDERGRADUATE DEGREE REQUIREMENTS

The BBA degree requires students to complete a minimum of 120 total credit hours of coursework normally comprising of the following coursework:

- 60 credits of general education courses
- 39 credits of business core courses
- 21 credits in an emphasis

UNDERGRADUATE COURSE REQUIREMENTS

Students must take the following courses as part of the general education requirements:

- ENG 110 Academic Writing I (with a C grade or higher, C- or lower requires the course to be retaken)
- ENG 115 Academic Writing II (with a C grade or higher, C- or lower requires the course to be retaken)
- ITC 110 Introduction to Information Technology
- MTH 110 College Algebra
- MTH 130 Calculus I
- UNV 100 University Success
- MGT 100 Introduction to Business

UNDERGRADUATE CORE REQUIREMENTS

The following courses constituting 39 credit hours are required for all students pursuing a BBA degree regardless of emphasis:

- STA 210 Statistics I
- STA 230 Statistics II
- FIN 200 Corporate Finance
- ACC 200 Financial Accounting
- ACC 250 Managerial Accounting
- MKT 200 Principles of Marketing
- ECO 200 Economics I
- ECO 250 Economics II
- MGT 310 Business Communications
- MGT 320 Information Systems
- MGT 350 Organization Behavior
- MGT 450 Business Policy and Strategy
- MGT 400 Business Law and Ethics

UNDERGRADUATE BUSINESS CONCENTRATIONS

Students are further required to take 21 credit hours of course work in their emphasis as follows:

Accounting

- ACC 300 Intermediate Accounting I
- ACC 350 Intermediate Accounting II
- ACC 370 Performance Management
- ACC 400 Advanced Forensic Accounting
- ACC 430 Accounting Information Systems
- ACC 450 Auditing
- ACC 470 Taxation

Finance

- FIN 300 Advanced Corporate Finance
- FIN 310 Venture Capital and Private Equity
- FIN 340 Investments
- FIN 400 Comparative Finance: Islamic and International
- FIN 420 Money and Banking
- FIN 430 Real Estate Finance
- FIN 460 Risk Management in Financial Institutions

Operations Management

- MGT 300 Human Resource Management
- MGT 330 International Business
- MGT 360 Operations Management I
- MGT 365 Technology and Operations Management II
- MGT 410 Organizational Leadership
- MGT 440 Project Management
- MGT 445 Procurement

GRADUATE DEGREE AND COURSE REQUIREMENTS

The Master of Business Administration program comprises a minimum of 14 courses for credit plus a thesis that provide a comprehensive view of general business management. Classes are admitted on a cohort basis. Each cohort progresses through an established sequence of courses that first develop the concepts, tools techniques, and best practices for organizations. Then these are brought together to develop analytical skills. No more than two C grades are allowed in the program. Students have the option of a one-time retake of a third C in order to remain in good standing. Any grade lower than a C can dismiss the student from the program permanently.

The following types of courses are taken by MBA students:

- ACC 500 Financial Reporting and Analysis
- ECO 500 Managerial Economics
- FIN 500 Corporate Finance and Financial Markets
- FIN 510 Applied Corporate Finance
- FIN 550 Corporate Finance & Financial Markets
- FIN 560 Project Finance
- FIN 565 Entrepreneurship
- MGT 500 Leading People and Organizations
- MGT 520 Operations Management
- MGT 530 Strategic Management
- MGT 570 Business Law and Ethics
- MGT 590 Business Planning
- MKT 500 Marketing Management
- QBM 500 Decisions Analysis
- Thesis Prep
- Thesis paper – all MBA students must complete a thesis

Thesis

A Master's thesis is a research project resulting in a substantive paper that involves original collection or treatment of data and/or results. The final product, in the student's own words, of a Master's thesis is a paper of publishable quality. The Master's thesis involves original research and exemplifies an original contribution to scholarship. Thesis requirement must also meet the standards as published by the MoHE.

Marketing

- MKT 300 Consumer and Business Customer Behavior
- MKT 320 Market Research and Forecasting
- MKT 360 Media and Promotion Planning
- MKT 400 Integrated Marketing and Communications
- MKT 410 Pricing and Product Strategies
- MKT 420 Service Marketing
- MKT 450 Marketing Capstone

DEPARTMENT OF INFORMATION TECHNOLOGY AND COMPUTER SCIENCE

Mission Statement

The Information Technology and Computer Science Department provides students with practical and theoretical knowledge of:

- Modern software design, development, and implementation techniques
- Modern communication and networking technologies
- Information storage, retrieval, and management techniques
- Mathematical and scientific approaches in ITCS

DEGREE DESCRIPTION

The Information Technology and Computer Science Department provides students with the following degree:

- Bachelor of Science (BS) major in Computer Science and Information Technology

The curriculum provides a balance between important theoretical concepts and practical applications, and provides students with solid mathematical foundations. Once students have earned 30 credit hours and have declared their intended degree program, they are advised within the department. Elective courses give students the opportunity to learn more about the following areas:

- Computer Networking and Telecommunications
- Database Design and Administration
- Web Systems and E-business/E-Commerce
- Software Engineering

DEGREE REQUIREMENTS

The BS degree requires students to complete a minimum of 121 total credit hours of coursework, comprised of:

- 60 credits of general education courses including UNV 100 University Success
- 33 credits of core coursework in Information Technology and Computer Science
- 10 credits of approved mathematics and physics course work
- 12 credits of Information Technology and Computer Science electives
- 6 credits of free electives

COURSE REQUIREMENTS

Students must take the following courses as a part of the general education requirements or general electives:

- ITC 101 Introduction to Computers or ITC 110 Introduction to Information Technology (or ITC 109 for students who started fall 2018 or later)
- MTH 110 College Algebra
- PHY 120/121 Introductory Physics I and Lab
- MTH 130 Calculus I

CORE REQUIREMENTS

The following courses, constituting 33 credit hours, are required for all students pursuing a major in Information Technology and Computer Science:

- MTH 120 Discrete Mathematics
- ITC 110 Introduction to Information Technology
- ITC 210 Computer Systems Hardware and Organization
- ITC 215 Programming I
- ITC 220 Fundamentals of Networking and Telecommunication
- ITC 225 Programming II
- ITC 230 Database Concepts
- ITC 311/L Data Structures
- ITC420 Information Technology Management

ITC ELECTIVES

Students are also required to choose a minimum of 12 credit hours of course work from the following:

- ITC 321/L (or ITC 320) Advanced Networking and Telecommunication
- ITC330/L Advanced Database Concepts
- ITC340 Human-Computer Interaction
- ITC 350/L Open-Source Software
- ITC 400 GUI Programming
- ITC 115 or ITC410 Web Systems and eBusiness
- ITC430 Artificial Intelligence
- ITC485 and/or ITC 499Special/Current Topics in IT
- INT400 Internship
- ITC 490 Thesis

MATHEMATICS AND PHYSICS REQUIREMENTS

Ten credit hours of approved mathematics and physics coursework are required before students begin their senior year:

- STA 210 Introduction to Statistics (formerly STA 200)
- MTH 145 Calculus II

- PHY 135/136 Introductory Physics II and Lab

APPROVED ELECTIVES

Six credit hours of approved general electives are required to complete the degree.

DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

Mission Statement

The Department of Political Science and Public Administration is dedicated to academic excellence in the liberal arts tradition. Consistent with the overall mission of the American University of Afghanistan, the Department strives to impart to student's intellectual curiosity and the tools to assess and analyze complex problems.

DEGREE DESCRIPTION

The Department of Political Science and Public Administration provides students with the following degree option:

- Bachelor of Arts (BA) with a major in Political Science and Public Administration

The Department offers courses that introduce students to both the intellectual content and research methods of political inquiry. The Political Science and Public Administration degree is composed of a diverse curriculum in the disciplinary subfields of International Relations, Comparative Politics and Afghanistan Government and Politics as well as an overview of Public Administration which is designed to prepare students to understand and assess politics. Elective courses in allied disciplines including Anthropology, Sociology, History, English, Economics and Legal Studies will enable students to analyze political concepts and issues from the prism of related fields.

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION DEGREE OBJECTIVES

- Understand basic political concepts in the fields of International Relations, Comparative Politics and Afghanistan Government and Politics
- Understand the structure and working of Afghanistan's government
- Develop skills to assess government policy
- Understand the interaction between politics and policy which makes administration necessary and defines its tasks
- Facilitate the development of critical reading, writing and discussion skills
- Use oral and written communications effectively
- A minimum of 120 total credits of coursework
- 60 credits of general education courses which must be completed before taking upper-level POLS and PAD coursework
- 30 credits of Political Science courses with the following breakdown:
 - Required core courses which include:
 - POL 110 Introduction to Political Science

- POL 130 Introduction to Afghanistan and Government Politics
 - SOC 310 Social Science Research Methods
- Each student must take two courses out of the following Political Science subfields:
 - POL 210 Introduction to International Relations
 - POL 220 Introduction to Comparative Politics
 - POL 221 Comparative Politics of the Middle East
 - POL 224 Government and Politics of the Middle East
 - POL 250 Introduction to Political Theory
- Five upper level courses (300 or 400) in Political Science from:
 - POL 310 Advanced Theories of International Relations
 - POL 311 Peace and Conflict Resolution
 - POL 315 Political Violence and Terrorism
 - POL 317 Islam and Politics
 - POL 325 The Arab/Israeli Conflict
 - POL 330 History of Political Reform in Afghanistan*
 - POL 335 State Building and Political Development in Afghanistan
 - POL 341 Western Political Thought I
 - POL 342 Western Political Thought II
 - POL 346 Islamic Political Thought
 - POL 415 International Security
 - POL 420 Democratization
 - POL 425 International Political Economy
 - POL 499 Special Topics in Political Science
 - Any POL 300 and 400 class not listed above
- 4 courses in Public Administration:
 - PAD 110 Introduction to Public Administration
 - PAD 210 Public Policy Making
 - PAD 310 Future Governance in Post-Conflict Societies
 - PAD 370 Anthropology of Public Policy
 - PAD 410 Project Management for Public and Non-Profit Organizations
 - PAD 499 Special Topics in Public Administration
 - Any PAD 300 and 400 level course not listed above
- 18 credits of electives (nine of which must be at the 300 or 400 level) in Social Sciences, Humanities or Law from not used for another requirement:
 - ANT 210 Cultural Anthropology
 - ANT 340 Advanced Qualitative Research Methods
 - ECO 320 Intermediate Microeconomics
 - ECO 340 Intermediate Macroeconomics
 - ENG 210 World Literature
 - ENG 211 World Literature II
 - ENG 213 Contemporary World Literature
 - ENG 230 Introduction to the Study of Language
 - HIS 203 Islamic History I
 - HIS 205 Islamic History II
 - HIS 210 Modern Middle Eastern History
 - HIS 230 History of Western Civilization

- HIS 330 History of Political Reform in Afghanistan
- HUM 399 Special Topics in Humanities
- Any LGS courses at 200-level or higher
- POL 399/499 Special Topics in Political Science

* This course is cross listed with HIS 330

DEPARTMENT OF LAW

Mission Statement

Through an innovative, conceptually rigorous, and pragmatically dynamic curriculum, the mission of the Department of Law is to produce graduates who have the capacity to think, write, speak, and act as professional lawyers.

DEGREE AND CERTIFICATE DESCRIPTIONS

The Department of Law provides students with the following degree options:

- Bachelor of Arts and Laws (B.A.-LL.B.)

The Certificate in Legal Studies is no longer available and was discontinued in 2013. Students must have completed their degree before summer 2013 in order to have been eligible for the certificate.

BACHELOR OF ARTS AND LAWS DEGREE REQUIREMENTS

- 132 total credits of coursework (five-year program)
- 60 credits of general education courses
- 72 credits of law courses
 - 9 credits of Legal Foundation
 - 39 credits of Legal Core
 - 9 credits of Practical Skills Courses
 - 15 credits of Legal Electives

GENERAL EDUCATION REQUIREMENTS

- ENG 110 Academic Writing I
- ENG 115 Academic Writing II
- ENG 215/220/271 (Choose one)
- LGS 110/200 Introduction to Laws of Afghanistan
- ENG 130/150/210/211/230/240 (Choose one)
- HIS 101/105/203/210/230/330 (Choose one)
- BIO 130/131, CHE 125/126, CHE 127/128, PHY 120/121. PHY 135/136, PHY 235/236 (Choose 2)
- ITC 101 Introduction to Computers (or ITC 109 for students who started fall 2018 or later)
- POL 110 Introduction to Political Science
- UNV 100 University Success
- ECO 200 Economics

- 9 credits in Legal Foundation
- 3 credits in Information Technology
- 39 credits in Legal Core
- 6 credits in Mathematics
- 8 credits in Physical Science (with labs)
- 18 additional credits in General Education electives
- UNV 100 (1 credit) University Success

LAW DEGREE REQUIREMENTS

LEGAL FOUNDATION

- LGS 160 Legal Methods I
- LGS 260 Legal methods II
- LGS 261 Professional Responsibility

LEGAL CORE

100-Level coursework

- LGS 150 Introduction to Islamic Law

200-Level coursework

- LGS 212 Law of Obligations I: Contracts
- LGS 220 Constitutional Law
- LGS 230 Criminal Law
- LGS 240 International Law
- LGS 250 Introduction to Islamic Law
- LGS 270 Comparative Law
- LGS 280 Property Law I

300-Level coursework

- LGS 310 Commercial Law
- LGS 312 Law of Obligations II: Civil Responsibility
- LGS 325 Administrative Law
- LGS 330 Islamic Criminal Law
- LGS 351 Family Law
- LGS 352 Inheritance Law

LOCAL PRACTICE REQUIREMENTS*

300-Level coursework

- LGS 360 Political & Practices of Informal Dispute Resolution
- LGS 362 Civil Procedure
- LGS 363 Criminal Procedure Practicum

LEGAL ELECTIVES**

300-Level coursework

- LGS 311 Tax Law and Policy
- LGS 320 Advanced Constitutional Law
- LGS 321 National Security Law
- LGS 322 Media and Telecommunications Law
- LGS 340 International Humanitarian Law
- LGS 341 International Refugee Law

- LGS 342 International Human Rights Law
- LGS 343 International Criminal Law
- LGS 344 International Trade Law
- LGS 361 Legal Writing in Pashto
- LGS 364 Negotiations
- LGS 370 Comparative Constitutional Law
- LGS 371 Comparative Islamic Law
- LGS 372 Comparative Regulatory Law

400-Level coursework

- LGS 410 International Business Transactions
- LGS 411 Islamic Finance and Commercial Law
- LGS 460 Clinical Education***
- LGS 461 Commercial Drafting
- LGS 462 Legislative Drafting
- Any LGS 400 level course not listed above

* These courses may have Dari language requirements. Accommodations may be made for students who are unable to read and write Dari at an advanced level or who do not intend to practice law in Afghanistan.

** Students must choose a minimum of 27 LGS credits not used for another requirement. This list of legal elective options is not final and is subject to change.

*** AUAF will develop a variety of clinical opportunities for students focusing on diverse areas of practice, including trial advocacy, women and children's rights, and criminal defense.

MINORS

Minors at AUAF broaden students' perspectives in interdisciplinary coursework and bridge together the major with an emphasis on a secondary focus. The degree requirements must be completed during the same term/semester as the minor. All minor coursework must be completed concurrently with the degree. Students are not able to graduate and then return to complete minor requirements.

Undergraduate students in good standing are eligible for one minor. Undergraduate students may be required or may choose to complete a minor as part of their Bachelor's degree. Some degree programs may have specific program recommendations as to the minors to pursue.

A minor consists of at least 18 semester hours including several upper-level academic work concentrated in one academic discipline and the coursework must not be the same as the student's major. A student interested in pursuing a minor should talk with their academic advisor about the particular discipline they want to pursue once they have declared a major. The minor declaration form must be submitted at least one semester (fall or spring) before graduation. Students choosing to complete a minor will graduate with more than 120 credit hours.

It is the responsibility of the student to make sure that they satisfy the requirements for the minor. Students should contact their advisor for any questions regarding the completion of the minor.

If a student decides that they no longer wish to pursue a minor, they must contact the Office of the Registrar and follow the process to have it removed from their degree plan.

Credits used to complete the minor may also be used towards the major requirements. Not all courses offered in the minor are offered each semester. Students should work with their advisor to plan accordingly.

Course requirements for approved minors follow:

Gender Studies Minor (15 credit hours)

3 Credit must be included from the following:

GEN 110 Introduction to Gender Studies

3 Credit must be included from the following:

GEN 210/SOC 210 Sociology of Gender

9 Credits must be included from the following:

GEN 310/POL 499 Gender in Afghanistan

SOC 310 Social Science Research Methods

GEN 410/SOC 410 Marriage and Family

GEN 499 Special Topics in Gender Studies

Any GEN 300/400 level course not listed above

English Minor (18 credit hours)

Required Course: ENG 150 Response to Literature (3 credits)

Plus 15 credits of ENG 200-level courses or higher. Including (but not limited to) the following courses:

- ENG 210 World Literature I
- ENG 211 World Literature II
- ENG 220 Creative Writing
- ENG 230 Introductions to the Study of Language
- ENG 250 Introduction to Short Story
- ENG 240 Survey of American Literature
- Literature: Introduction to Poetry
- Short Story
- British Literature
- Language and Globalization
- Fiction/Poetry Workshops
- ENG 310 English Translation to Dari/Farsi
- ENG 315 Dari/Farsi Translation to English
- ENG 322 Introduction to Shakespeare
- ENG 325 Classical Persian Literature
- Literature and Philosophy
- Great Authors
- Any ENG 300 or ENG 400 course not listed above
- Any HUM 300 or HUM 400 course not listed above

(Note: the required ENG 110/ENG 115 and the general education composition courses do not count towards the Minor)

Law Minor (18 credit hours)

The Law minor would be granted to students from other majors who complete any 18 credits of law not including LGS 110. For those students who matriculated in or after Fall 2013, at least 6 of those credits must be at the 300-level or above. The law minor immediately replaces the law certificate.

Math Minor (18 credit hours)

Required core courses - A total of 12 credit hours as follows:

9 credit hours which include:

- MTH 120 Discrete Mathematics (3 credits)
- MTH 130 Calculus I (3 credits)
- MTH 145 Calculus II (3 credits)

3 credit hours (1 course) from one of the following classes:

- MTH 135 Linear Algebra (3 credits)
- MTH 245 Calculus III (3 credits)
- Any MTH 200 class not listed above

6 credit hours - Minor Elective courses - Choose any two (2) of the following courses:

- MTH 310 Linear Optimization (3 credits)
- MTH 320 Differential Equations (3 credits)
- MTH 330 Probability (3 credits)
- MTH 340 Game Theory (3 credits)
- Any MTH 300 or 400 level course not listed above
- Any STA 300 or 400 level course not listed above

THE OFFICE OF STUDENT AFFAIRS

Academic endeavors at AUAF are important to student success and achievement. Life outside of the classroom, however, is also important. Students who are more active and involved on campus often do better academically in their courses. The Office of Student Affairs provides all students with many opportunities for active engagement and personal development. Students who wish to find on or off campus employment, join student clubs, or participate in various campus events should contact the Office of Student Affairs.

The Office of Student Affairs offers programs and services for:

- Residence Life - which oversees student housing
- Career Services – which includes work-study opportunities
- Student Sports Activities
- First Year Experience (FYE) Program – which includes academic advising for freshmen, UNV 100: University Success course, new student orientation, and the annual Convocation ceremony
- Student Conduct
- Campus Programming – which includes the Fun Fair and Simurgh’s Feather Awards
- Student Government Association (SGA)
- Student Clubs and Student Activities

STAFF

Paul Penton

Director, Campus Programming, Student Activities, Career Service

Steven Rogers

Student Development Specialist, Graduation planning, New Student Orientation

Wahab Hussaini

Sports Activities Coordinator

Masouma Hussaini

Female Sports Coordinator

Mohammad Zarif Karimi

Administrative Assistant

Sara Fayazi

Residence Hall Coordinator

Mustafa Hatam

Residence Hall Coordinator

Mahdi Haidary

Student Development Specialist

RESIDENCE LIFE

AUAF provides limited housing options in university-run male and female residence halls, which are located near to the campus. Priority for housing assignments is given to enrolled, full-time, undergraduate students. Part-time, evening, and/or non-degree students are housed on a space-available basis only.

The Residence Life Office manages housing assignments and the day-to-day operations of the residence halls. Each residence hall has a full-time Residence Hall Coordinator (RHC) and part-time Resident Assistant (RA) who oversee the facility as well as smooth the transition to university life. Students are encouraged to visit with their RA or RHC for any assistance they need.

CAREER SERVICES/ WORK STUDY PROGRAM

Assistance is available to help students in their career choices and in finding positions after they graduate. The office coordinates student employment on and off campus and also assists with internship placement related to the student's degree choices. The office also advises and counsels students in regard to career choices, assists students in résumé and curriculum vitae preparation and organizes career fairs. The office also assists students considering graduate schools.

Transitioning successfully from the academic to the professional world is easier with professional work experience. To assist students in gaining valuable professional experience, the university has a work-study program that provides students with opportunities to work while pursuing their studies.

Students interested in working while enrolled may apply for general employment positions. Students are assigned to departments within the university according to their skills and areas of need. This system ensures that students are placed where they will learn and make the greatest contribution to the functioning of the university. As students gain experience and seniority, they may request specific positions.

Students may apply to the work study program at the Student Affairs Office or at careerservices@auaf.edu.af.

STUDENT SPORTS ACTIVITIES

The Michelle Bayat Gymnasium at AUAF is one of the most active spots on campus. The Sports Activities staff provides the AUAF community with many interesting activities. Daily sport activities taking place in the gym include; badminton, ping pong, body building, soccer, volleyball, handball, basketball, mixed martial arts and self-defense (for males and females). Many tournaments are organized by the Sports Activities staff which takes place in the gym or on the new International campus. Faculty, staff, and students are encouraged to participate.

ACADEMIC ADVISING

Academic advising services are offered to students throughout the academic year. Each student is assigned an advisor from the Office of Student Affairs beginning in their first semester in the undergraduate program. The student's instructor for their UNV 100 class is assigned as their academic advisor. The Office of Student Affairs advises students who have completed fewer than 30 credit hours and who have not yet declared their major/minor. Students placed on academic probation must meet with their advisor throughout the

semester. Students who have declared their academic majors are advised by faculty advisors from their academic department for the remainder of their undergraduate careers.

STUDENT CONDUCT

The university expects that students complete all examinations, tests, papers, and other assignments according to the standards set forth in this code. Students are responsible for understanding their rights and responsibilities as defined by the honor code.

The honor code is based on the Five AUAF Community Foundation Principles which are Civility, Ethical Behavior, Morality, Respect, and Integrity. Students on probation or have current conduct or behavior violations are subject to expulsion if additional violations occur while on probation.

HONOR CODE VIOLATIONS

Academic violations include, but are not limited, to:

- Plagiarism
- Cheating
- Alcohol
- Dishonesty
- Physical Assault and Battery
- Verbal Assault
- Failure to comply to a university official
- Weapons
- Theft
- Respect for Property
- Guest Conduct
- Harassment and Intimidation
- Smoking in non-designated areas
- Other Academic Misconduct - No specific set of rules or definitions can embrace every act of academic misconduct. A student who employs any form of academic deceit has violated the intellectual enterprise of the university.

MBA and MA students (all graduate students) who violate the Code of Conduct are expelled with no opportunity for readmission to the program. Graduate students are expected to set an example for all students and to maintain a strong academic integrity code.

First Offense

The student is given an 'F' in the course and the violation is recorded on the student's transcript, suspension for a semester or expulsion. The student is limited to 12 credits (or less) in each future fall and spring semesters, and 3 credits or less in summer courses.

Second Offense

The student is given 'F' in the course and the violation is recorded on the student's transcript. The student is also suspended for a minimum of one full semester, or expelled. The Code of Conduct offense will also appear on the student's transcript.

Third Offense

The student is expelled from the University with no opportunity to re-enter.

A lack of knowledge of what constitutes cheating, plagiarism or other violations in the Code of Conduct is not taken into consideration. Students are fully responsible for educating themselves on violations.

UNV 100: UNIVERSITY SUCCESS (1 Credit hour)

The Office of Student Affairs offers a mandatory 15-week, one-credit freshmen seminar that requires students to attend class once each week. All new undergraduate students must take this during their first academic semester. This class is designed to encourage a successful adjustment of new students to the AUAF community and the American-style liberal arts education system by covering such topics as academic and self-management skills, learning styles, major and career exploration, ethics, diversity, and academic advising-related issues. Additional emphasis is placed on writing, teamwork, presentation skills and future career goals.

NEW STUDENT ORIENTATION

At the beginning of each academic semester, all new students are encouraged to participate in the new student orientation. During the orientation, students will have a chance to meet other new and returning students, faculty, and staff. Students will take Math, English and ITCS placement tests, learn more about academic requirements, campus resources, mission, vision and values of AUAF. Students will also sign the AUAF Honor Pledge, set up their student email accounts, learn how to use PowerCampus, and register for their courses. Additional activities during the orientation include campus tour, team building activities, shared meals, and educational and fun activities led by the Student Government Association.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Each year, the students have the opportunity to participate in the SGA election and vote for their favorite candidates. The SGA consists of 8 members who represent the different areas of campus such as Foundation Studies Program, Undergraduate Program, MBA Program, and Residence Halls. There are 4 officers who lead the SGA and they are; President, Vice President, Secretary, and Treasurer. Their term is for one calendar year and they oversee all the student clubs on campus as well as coordinate many educational and entertaining events during the year. They assist with all of the major campus events such as orientation, convocation, and commencement. They assist new and current student clubs on a variety of issues.

STUDENT CLUBS

Student clubs and organizations are recognized through an official approval process and approved by the Student Government Association. Student clubs and organizations are initiated when enough students indicate interest in forming and leading the activity/group. Faculty advisors assist in keeping the club or organization vibrant and provide leadership to the members.

Student Clubs that have been organized at AUAF in the past and present include:

1. Arête Business Club;
2. Political Science Club;
3. Law Students' Association;
4. University Computer Club;
5. Debate Club;
6. Model United Nations Club;
7. Islamic Club;
8. Speech Club;
9. Photography Club;
10. Community Service Club;
11. Men's Soccer Club;
12. Women's Basketball Club;
13. Women's Volleyball Club;
14. Table Tennis Club;
15. Mixed Martial Arts Club;
16. Women's Self-Defense Club.

CAMPUS SECURITY

The university security policies and measures are developed and imposed with advice of the AUAF security manager to ensure the safety and welfare of students, faculty and staff. All students must comply with all security rules, and any individual failing to do so may be subject to disciplinary action, including dismissal from the university. Students must carry their student ID cards with them at all times. ID cards are required for entry to campus.

FACILITIES AND RESOURCES

AUAF is located on a five-acre campus in the Darulaman area (District 6) in Kabul. The current campus is made up of eight main buildings, six of which are classrooms and faculty offices.

CLASSROOMS

The university has two computer laboratory classrooms. An open computer laboratory is also available during limited hours. The computer classrooms seat 22 students each and are equipped with desktop computers. The open computer laboratory is available for all students. Classrooms and laboratories feature desktop computers and LCD monitors. A state-of-the-art video-conferencing facility is available for instruction and meetings.

TUTORING AND WRITING CENTER

The university has separate facilities for tutoring students in mathematics and assisting students with their writing abilities. The instructional staff of the Science and Mathematics Department is available in the mathematics tutoring center to help students, individually and in small groups, with specialized instruction for MTH and

ENG classes. A facility staffed with writing instructors is also available to help students improve their writing composition.

BERNICE NACHMAN MARLOWE LIBRARY

The Bernice Nachman Marlowe Library houses the university's growing print and database collections. It features an integrated library system and online catalog. Wireless Internet service for laptops is available. Approximately 40 computer stations complement nearby computer laboratories and provide sufficient access for all students. To meet varying scholastic styles and preferences, the library has quiet study rooms as well as rooms where students may meet, talk, and engage in group learning.

The library conducts information literacy instruction for all new undergraduates and also designs refresher sessions and targeted classes upon request. The library is also responsible for textbook distribution. The library will undergo major changes in the 2017/2018 and move their operations to the International Campus by the end of the academic year.

RESIDENCE HALLS

AUAF provides a number of housing options that provide accommodation for full time students. The Residence Life Office manages housing assignments and the day-to-day operations of the residence halls. Additional information may be obtained from the Student Affairs Office.

MICHELLE BAYAT GYMNASIUM

The Michelle Bayat Gymnasium provides a stage and auditorium in addition to athletic facilities, and was renovated with a generous donation by the Bayat Foundation.

CAFETERIA

The AUAF Cafeteria is open to students, faculty, staff, and visitors from 11:30 am to 7:00pm throughout the fall and spring semester. Hours can fluctuate depending on the demand, holiday, academic schedule.

FOOTBALL FIELD

The university has a practice football field on the International Campus on Darulaman Road.

FACULTY OFFICE BUILDINGS

The university has two buildings devoted to faculty offices; one building completed in 2010 and one in 2011 on the West Campus. Currently staffed by PDI and Women's programming staff.

AZIZI BUILDING

The Azizi Building contains classrooms and faculty offices. It was renovated with a generous donation from the founding chairman of the Board of Trustees, Mirwais Azizi.

SALEHA BAYAT BUILDING

The Saleha Bayat Building, renovated with help from the Bayat Foundation, contains classrooms and administrative offices.

DR. MARJORIE PEACE LENN STUDENT LIFE BUILDING

The Dr. Marjorie Peace Lenn Student Life Building contains facilities and operations to support student life.

INTERNATIONAL (NEW) CAMPUS

AUAF also has a 99-year lease from the Afghan government on an 80-acre tract of land next to the Afghan parliament buildings and across Darulaman Road from the existing campus. This has now become the university's main campus for undergraduate and graduate classes.

COURSE DESCRIPTIONS

COURSE PREFIXES AND CODES

Courses are listed alphabetically. The course prefix is indicated by a three-letter abbreviation of an academic discipline. For example, ANT refers to Anthropology and MTH refers to Mathematics. The three letter prefix is followed by the course number indicating the course level. Courses at the 100-level are usually introductory courses while 200-level courses usually have a 100-level prerequisite. Both 100- and 200-level courses are included in the general education requirement and are generally taken by freshmen and sophomores. Courses at the 300- and 400-level are advanced courses that are part of the major and are typically taken by students with junior and senior standings.

Please refer to the prefixes listed below:

ACC	Accounting
AMS	American Studies
ANT	Anthropology
BIO	Biology
CHE	Chemistry
COM	Communications
ECO	Economics
ENG	English
FIN	Finance
GEN	Gender
HIS	History
HUM	Humanities
ITC	Information Technology and Computer Science
JOU	Journalism
LGS	Law
MGT	Management
MKT	Marketing
MTH	Mathematics
PAD	Public Administration
PHL	Philosophy
PHY	Physics
POL	Political Science
QBM	Quality Business Management
SOC	Sociology
STA	Statistics
UNV	University Success

Other abbreviations are added upon approval of Faculty Senate

AUAF CREDIT COURSES

Not all courses listed below are offered each semester. The listing is a guide to the types of offerings of the university. All prerequisites are subject to change. Please check the online registration system for the most up-to-date prerequisite requirements.

ACC 200 Financial Accounting - 3 credit hours

This course examines the uses of accounting information for reporting to users both inside and outside the company, the interpretation of accounting data, analysis of financial statements, and income and cash flow analysis. The course also examines the nature of assets and liabilities and builds a comprehensive understanding of the accounting reporting process. Required for all Business majors. Prerequisite: MGT 100 and MTH 110.

ACC 250 Managerial Accounting - 3 credit hours

This course covers the uses of accounting information by business management for internal decision-making. Topics include cost behavior, cost-volume-profit analysis, budgeting and budget controls, responsibility accounting and standard costing. Capital budgeting, pricing, product, and investment decisions are also examined. Required for all Business majors. Prerequisite: ACC 200 and MTH 110.

ACC 300 Intermediate Accounting I- 3 credit hours

This course is the first of two courses (ACC 300, ACC 350) that cover the process of preparing and presenting financial information about a firm for external users. Topics include the standard-setting process, recognition, measurement, disclosure of assets and liabilities on the statement of financial position, and elements on the statement of comprehensive income. Prerequisite: ACC 200 and MTH 110.

ACC 350 Intermediate Accounting II - 3 credit hours

This course is the second of two courses (ACC 300, ACC 350) that cover the process of preparing and presenting financial information about the entity for external users. The course examines the standard-setting process, covering aspects including recognition, measurement, and disclosure of equity investments, equity, financial instruments, income taxes, statement of changes in equity, and statement of cash flows. Prerequisite: ACC 300.

ACC 370 Cost Accounting - 3 credit hours

This course is an in-depth examination of accounting for costs in manufacturing and service organizations and how costs relate to the financial statements. Topics include materials, labor, indirect costs, budgeting, standard costing and variance analysis, direct costing, and activity-based costs. Prerequisite: ACC 250.

ACC 380 Islamic Accounting – 3 credit hours

The course analyzes the nature and extent of Islamic Accounting concepts, methods and techniques, which are used in accounting practices that are in accord with Shari'ah principles. The course will provide students with an understanding of the standards issued by the Accounting and Auditing Organization of Islamic Financial Institutions (AAOIFI) and how it compares with the International Accounting Standards and U.S. GAAP standards. The course will also cover governance and auditing issues for Islamic Financial Institutions. Prerequisite: ACC 300. Offered on a yearly basis.

ACC 430 Accounting Information Systems - 3 credit hours

This course is a comprehensive examination of accounting information systems with emphasis on how organizations accumulate, classify and report information for external stakeholders and internal decision makers. Prerequisites: All lower division business degree requirements.

ACC 450 Auditing - 3 credit hours

An introduction to auditing and the professional responsibilities of independent and internal auditors. Topics include legal and professional obligations; international auditing standards; the acquisition, evaluation, and documentation of audit evidence; reporting the results of the audit engagement; and risk identification, assessment, control, and mitigation; evaluation of internal control systems; compliance testing; substantive testing; operational audits; statistical sampling and auditing automated systems. Prerequisites: ACC 350 and all lower division business degree requirements.

ACC 470 Taxation - 3 credit hours

Comprehensive introduction to taxation as it applies to both individuals and businesses. Topics include the operation and scope of tax systems, computation of corporate tax liabilities and gains, different types of taxes, and the impact of taxes on reported income and cash flows. Prerequisite: ACC 350 and all lower division business degree requirements. This course is offered in the spring semester only.

ACC 500 Financial Reporting and Analysis – 3 credit hours

This MBA course covers corporate financial reporting including the analysis, and the interpretation of financial statements. Topics include the role of International Financial Reporting Standards including disclosure requirements, factors that affect financial performance, and analytical limitations. No prerequisites.

ACC 550 Managerial Accounting - 3 credit hours

This MBA course covers managerial accounting concepts and practices as applied to internal decision-making. Topics include cost-behavior, cost-volume profit analysis, budgeting, standard costing with activity-based costing, variance analysis and control, responsibility centers, short-term decision-making, and capital budgeting.

Prerequisites: ACC 500, QBM 500.

ANT 110 Introduction to Anthropology (GE-S) - 3 credit hours

The purpose of this course is to provide a general introduction to the discipline of anthropology. As a holistic field that studies the human condition across time and around the world, anthropology consists of four subfields: physical/biological anthropology, archaeology, cultural anthropology, and linguistics (with an emphasis on introductory concepts in cultural anthropology). The course format is primarily lectures based on the course textbook and class discussion. Students have opportunities to apply anthropological perspectives and concepts to everyday life and social issues in several short writing assignments. Prerequisite: ENG 110.

ANT 210 Cultural Anthropology - 3 credit hours

The course provides students who have some background in cultural anthropology with more in-depth understanding of the field's approach, topics of interest, and contributions to describing and explaining social diversity. Course readings include ethnographies (books) and articles that address different aspects of social life around the world, with a special focus on studies conducted in Afghanistan. The course will review cultural anthropology as a social science approach, covering the concepts of culture, ethnography, application, and theory. It will also look at important topical areas, including language, expressive culture, social organization, political life, economic exchange, relatedness and kinship, and globalization. The format of the course is primarily discussion, with some lecture by the instructor. Students apply their learning through responses to readings and in a final project. Prerequisites: ENG 115 and either ANT 110 or instructor consent.

ANT 340 Advanced Qualitative Research Methods -3 credit hours

This course provides foundational knowledge of social research and cultural anthropology with more advanced experience in qualitative and ethnographic research methods. The course covers techniques in formulating a qualitative research project; collecting data through interviewing, observation and document review; analyzing qualitative data; and writing research results. Students apply these techniques through their own research projects. Assigned readings include materials relating to qualitative and ethnographic methods as well as material relating to one or more substantive themes explored in the course. Prerequisites: ENG 115 and either SOC 310, ANT 210 or instructor consent.

ANT 370 / PAD 370 Anthropology of Public Policy –3 credit hours

There are few areas of human life today that are not regulated by government policies. Policy shapes the way social problems are conceptualized, legitimized, and addressed, especially in the context of development. Policy is also an important location of interaction between the state and transnational actors. This course examines public policy from the perspective of anthropology. Policy has become a central organizing principle of modern society, used to shape, regulate, and order society. The course addresses what policy is, how policies work, and what policies do in terms of organizing and classifying people, intervening in present social conditions, and providing direction for the future. Prerequisites: ENG 115 and ANT 210 or instructor consent.

BIO 130/131 Introduction to Biology I and Lab (GE-P) - 4 credit hours

Introduction to Biology is an examination of basic biological concepts such as the cell, metabolism, genetics, reproduction, development, evolution and ecology. This class is designed for non-science majors. The course includes both a three-hour lecture and a one-hour lab component. Must be taken concurrently (lecture and lab). Prerequisite: ENG 110 and MTH 101 or higher. Replaces SCI 210/211.

BIO 132/133 Introduction to Biology II and Lab (GE-P) - 4 credit hours

Introduction to Biology II is a continuation of the study of biology that includes both the basic concepts of biochemistry and their application to living organisms. The course content is aimed at making biology easier to understand because it explains biology in basic biochemical terms and relates it to the world around us. In addition, the students will be prepared to understand and evaluate new developments that will arise in the future, thus enabling them to be better consumers and decision makers. Specifically, photosynthesis, metabolism, genetic engineering and cloning, and genetic modification of living organisms are examined in biochemical detail. The course is designed for non-science majors to meet the requirements necessary to fulfill the General Education curriculum. Many of the topics in the lectures have additional information located on the website associated with the textbook that encourage individual investigations of those topics. Must be taken concurrently (lecture and lab). Prerequisite: BIO 130/131.

CHE 125/126 General Chemistry (GE-P) - 4 credit hours

General Chemistry is an examination of basic chemical concepts. Topics covered include the scientific method, problem solving, states and properties of matter, atomic theory, periodic table, chemical bonding, nomenclature, formulas, chemical equations, balancing chemical equations, stoichiometry, limiting reactants, gas law, solutions, solubility, concentration ionic equations, acid-base reactions, oxidation-reduction reactions, intermolecular forces and the properties of water. The course includes both a three-hour lecture and a one-hour lab component. Must be taken concurrently with CHE 126 General Chemistry I Lab. Prerequisite: ENG 110 and MTH 110.

CHE 127/128 General Chemistry II (GE-P) - 4 credit hours

Continuation of CHE 125. Emphasizes kinetics, equilibrium, descriptive chemistry, nuclear chemistry, and special topics. Successful completion prepares students for and satisfies prerequisite for Organic Chemistry I and further study in life and physical sciences. Successful completion satisfies prerequisite for Organic Chemistry I. Must be taken concurrently with CHE 128 General Chemistry II Lab. Prerequisite: CHE 125/126.

COM 100 Introduction to Mass Communications – 3 credit hours

A broad survey of communication issues, trends, and professions. This course exposes students to theory and issues related to the role of communication in daily life, and presents them with career options in journalism, media design, marketing and public service. Students will examine and investigate the role of media in society, including its history and the current state of press freedom and free speech in Afghanistan and in the world. This course is primarily lecture-based, but it also includes practical exercises and a final multi-media project.

COM 200 Introduction to Journalism (GE-H) – 3 credit hours

An overview of journalism fundamentals and ethics, exploring how news is defined, reported, written and produced across print, broadcast and online media platforms. Coursework includes the history of journalism in Afghanistan and around the world, and introduces the fundamental writing and fact-gathering skills of journalism. Students will examine case studies and participate in discussions about journalism and its role in a democratic society. Prerequisites: ENG 115.

COM 230 DIGITAL MEDIA LITERACY AND SKILLS - 3 credit hours

In today's interconnected world, digital media literacy is the first step to understanding the social, cultural and ethical issues that go along with the use of new and emerging technologies. Digital media literacy is the ability to access, analyze, evaluate, create, reflect upon, and act with the information products that media disseminate, especially focusing on digital media (Internet and/or mobile phone based). Coursework will teach skills in understanding digital services in Afghanistan; providing relevant content; skillfully maneuvering through digital technologies and services; assessing the quality of digital services; and understanding security in digital communities. Through in class workshops, video screenings, interactive media demonstrations and a final course project, students will learn hands-on skills to make sense of and control their media environments, as well as develop critical thinking skills to understand and create media. Prerequisites: ITC 101 or ITC 109.

ECO 200 Economics I - 3 credit hours

This course introduces students to basic theories and concepts in both microeconomics and macroeconomics. Topics include how individuals, households, firms, and governments allocate scarce resources, supply and demand, equilibrium price and quantity, and elasticity of supply and demand. This course also covers national economies including aggregate demand and supply, long-term productivity and growth, short-term fluctuations, fiscal and monetary policies, inflation, and measurement of economic activity. Prerequisite: MTH 110 and MGT 100.

ECO 250 Economics II - 3 credit hours

This course introduces basic theories and concepts in macroeconomics. Topics include GDP, inflation and price level, wages and unemployment, economic growth, capital formation, the financial system, short-term economic fluctuations and macroeconomic policy. Prerequisite: MTH 110, ENG 115 and MGT 100.

ECO 500 Managerial Economics – 3 credit hours

This MBA course is an introduction to the principles of microeconomic analysis used in managerial decision-making. Topics include demand analysis, cost and production functions, and behavior in competitive and non-competitive markets, sources and uses of market power, game theory, and competitive strategies. Prerequisites: QBM 500.

ENG 098: Developmental Studies in Academic Writing/Reading - 6 credit hours

This is a developmental English language course at the first level, and the course prepares students for college-level reading, writing, and critical thinking. The course provides an overview of the fundamentals of grammar, mechanics, usage, sentence structure, and paragraph development. The course also includes reading practice to improve critical thinking, comprehension, vocabulary and study skills. Students must earn a C or better to pass this course. The course does not satisfy the English requirements for any degree program.

ENG 099: Studies in Academic Writing/Reading - 6 credit hours

ENG 101 - Prep Studies in Academic Writing/Reading -6 credit hours

This course provides a refinement of grammatical, mechanical, and usage principles including an overview of the strategies of paragraph and essay development in academic writing, including the reassessment of grammatical skills, the writing process, the fundamentals of composition with emphasis on revision, rhetorical modes, and cognitive abilities necessary to produce effective paragraphs and essays. The course also integrates intensive reading practice of unsimplified academic texts to develop the ability to understand and critically appraise such texts, with an emphasis on recovering main ideas, their development and support. A student must receive a grade of C or better to receive credit for this course. This course does not count toward degree requirements.

ENG 100 Writing Laboratory- 3 credit hours

This course provides intensive practice and training in academic writing with emphasis on the writing process, revision, and the fundamentals of composition, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective prose. The course provides numerous and varied assignments with opportunity for revision. Registration restricted to freshman students only. This course has been replaced by ENG 101. Students need a "C" or better before continuing. This course does not count toward degree requirements.

ENG 101 English Academics/Writing Laboratory- 6 credit hours

This course provides intensive practice and training in academic writing with emphasis on the writing process, revision, and the fundamentals of composition, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective prose. The course provides numerous and varied assignments with opportunity for revision. Registration restricted to freshman students only.

ENG 110 Academic Writing I (GE-C)-3 credit hours

This course is designed to develop the ability to produce clear expository prose. The course requires students to learn and practice writing processes and strategies, including various rhetorical modes, audience analysis, topic selection, thesis support and development, editing, and revision. Students are introduced to the basic elements of argument and academic research. Emphasis is placed on written communication, critical thinking, and critical reading at a university level. Prerequisite: ENG 099, 100, ENG 101 with a "C" grade or higher (C- grade or lower will need ENG 099 retaken) or placement score into ENG 110.

ENG 115 Academic Writing II (GE-C)-3 credit hours

A continuation of Academic Writing I to further develop the student's ability to write argument essays and informative reports supported by research. Students improve their ability to read, summarize, and paraphrase and to properly integrate quoted material. Using the university library and its academic databases, students conduct research and become familiar with a range of scholarly journals relevant to their college curriculum and fields of interest. Prerequisite: ENG 110 with a C grade or higher. C- or lower in ENG 110 will require ENG 110 to be retaken. ENG 115 needs a C grade or higher in order for the credits to be counted toward the degree. C- or lower does not meet the degree requirements.

ENG 120 Public Speaking (GE-E credit only)-3 credit hours

This course is designed to help students develop confidence and poise as public speakers. Students learn to apply current developments in communications and social psychology as they prepare narrative, persuasive, informative, and descriptive speeches. By the end of the semester, students are able to demonstrate understanding of the interaction between speaker, speech, and audience. Prerequisite: ENG 110 with a C grade or higher. As of fall 2013, ENG 120 can no longer be used toward the general education composition requirement.

ENG 150 Response to Literature (GE-H) and (GE-C or GE-H)-3 credit hours

This course surveys American, English, and European literature from a variety of genres and time periods. Through lecture and discussion, students learn how to experience, respond to and interpret literary works, and to consider the values selected works express. Prerequisite: ENG 110 with a C grade or higher.

ENG 210 World Literature (GE-C or GE-H)-3 credit hours

A survey course covering literary works from Antiquity, the Middle Ages, and the Renaissance. This course presents a study of world literature with emphasis on major authors from around the world. All forms of literature will be covered, including poetry, prose, and drama. Class will consist of discussion and written assignments that stress insight into the works and the correlation of history, culture, literature, other fine arts, and the author's comments on life and the meaning of existence. Emphasis will be placed on critical, analytic reading skills, participation in-depth, constructive class discussion, and critical, evaluative writing. Prerequisite: ENG 115 with a C grade or higher.

ENG 211 World Literature II (GE-H)- 3 credit hours

A survey course covering literary works from the seventeenth century to the present. This course presents a study of world literature with emphasis on major authors from around the world. All forms of literature will be covered, including poetry, prose, and drama. Class will consist of discussion and written assignments that stress insight into the works and the correlation of history, culture, literature, other fine arts, and the author's comments on life and the meaning of existence. Emphasis will be placed on critical, analytic reading skills, participation in-depth, constructive class discussion, and critical, evaluative writing. Prerequisite: ENG 115 with a C grade or higher.

ENG 213 Contemporary World Literature (GE-H) - 3 credit hours

This course surveys current trends in world literature with supplemental works of critical theory. Students are introduced to psychoanalytic, Feminist, post-colonial and post-humanist theories. Students apply these approaches to contemporary authors from around the world. This course is conducted as a seminar, requiring intensive reading, in-class discussion, and three response papers demonstrating a close analysis of the texts. Primary concepts of hybridity and globalism are addressed through the study of émigré writings, works on exile, and urbanization. The course also explores current debates on translation and the concept of community in the age of networking. Prerequisite: ENG 115 with a C grade or higher.

ENG 215 Expository Essay (GE-C or GE-H)-3 credit hours

This course is designed to help the student develop a stronger writing voice, vocabulary, and knowledge of the styles of writing and conventions of the English language. Students develop the ability to analyze complex issues from a variety of perspectives, and to research, synthesize information, and properly cite references. Prerequisite: ENG 115 with a C grade or higher.

ENG 220 Creative Writing (GE-C or GE-H)-3 credit hours

This course presents a range of practical strategies to help students develop as writers. Students will write in a wide range of genres, from fiction and poetry to biography, autobiography and travel writing. Students are encouraged to identify their strengths and interests as writers and develop their own resources of memory, observation and voice. Prerequisite: ENG 115 with a C grade or higher.

ENG 225 Studies in Children's and Young Adult Literature (GE-H) 3 credit hours

This course studies children's literature using prize-winning and classic examples of paired fiction (the novel) with film and more recent examples of technological innovations in storytelling. The considered specific examples of children's literature aimed to teen and young adult audiences. Offered for study are 8 literary novels with correlated films and other technological innovations, such as cartooning, the introduction of computer mediated special effects (including Pixar theory); offshoots such as video games; and print medium graphic novels. The 8 novels are Howard Pyle's *The Merry Adventures of Robin Hood*; J. M. Barrie's *Peter Pan*; Lewis Carroll's *Alice Through the Looking Glass*; Mark Twain's *Tom Sawyer*; Carolyn Keene's [sic] *Nancy Drew* mystery [including versions of the ND Video Game]; *The Secret of the Old Clock*; JK Rowling's *Harry Potter and the Sorcerer's Stone*; Philip Pullman's *The Northern Lights* (aka *The Golden Compass*, Vol. 1 [Graphic Novel]); and Justine Fontes Korman's *Rango*. Prerequisite: ENG 115 with a C grade or higher and ENG 150.

ENG 230 Introduction to the Study of Language (GE-H) - 3 credit hours

This course provides students with an understanding of the development, use, growth, and spread of language as a distinctly human phenomenon. The example language for the course is, for the most part English. The course will define basic functions and roles

universal to all languages. Using English as an example, students will be encouraged to look at all languages, including their own languages, from various perspectives such as personal language acquisition, the development of speech communities, language history and change, language and national group identity, and the use of language(s) in contemporary globalization. Prerequisite: ENG 115 with a C grade or higher.

ENG 240 Survey of American Literature I (GE-H) - 3 credit hours

This course takes the student through the trajectory of the American literary experience and identity from native peoples and first contact, to nationhood, the 19th century jeopardy of disunion, on into the Gilded Age, and through the 20th century. Basic American themes such as exceptionalism will be examined along this trajectory. There is an interdisciplinary undercurrent that deepens understanding of works through historical context and the arts. Prerequisite: ENG 115 with a C grade or higher.

ENG 250 Introduction to the Short Story (GE-H) - 3 credit hours

Students become familiar with the genre of short fiction from many countries of the world. Reading selection may include such authors as Poe, Borges, Camus, Chekhov, Fuentes, Mishima, O'Connor, Bambara, Walker, Kafka, and De Maupassant. Students will be expected to read, think, write, and discuss critically the material covered in the class. Prerequisites: ENG 110 and ENG 115 (Academic Writing I and II) with a C grade or higher. This course fulfills credit towards the General Education Humanities requirement. GE-H

ENG 271 Technical Writing (GE-C) - 3 credit hours

Technical Writing / communication is an advanced writing course exploring the principles and practice of communication of technical material for many disciplines, including communication, technology, science and business. Students learn to write, research and design a range of documents, use graphics for digital and print medium and create oral presentations using technology. Assignments may include standard business documents (letters, memos, etc.) reports, instructions, and writing for blogs and the web; coursework consists of individual and collaborated projects. Prerequisite: ENG 115 with a C grade or better. Counts toward the general education composition requirement. GE-C

ENG 299 Special Topics: English (GE-H) – 3 credit hours

Topics vary from semester to semester. Students should consult the online schedule of classes for offerings well before the beginning of the semester. The intensive study of topics could involve literary, linguistic, rhetorical or other areas of English studies.

Prerequisites: Sophomore level or higher (30 credits) or permission of department chair. Note: this course may be repeated for a maximum of 6 credits with permission of department as long as the course content is different. Must have completed ENG 110 and ENG 115 with a C grade or higher.

ENG 310 Translation English to Farsi (GE-H) – 3 credit hours

The main objective of this course is to help the students improve their bilingual (English-Dari) translation skills. The main topics of the course will include: lectures on the history of translation from Farsi into English and vice versa; lectures on literary and non-literary translations; lectures and class discussion on Farsi grammar and punctuations and a comparative study of sentence structures and patterns in the two languages.

During the rest of the semester, the students will be asked to provide appropriate Dari equivalents for some common hard-to-translate English words, phrases, idioms, and sentences. Then the students will be helped to translate simple texts and then more complicated passages from English into Dari. Reading and translation materials from both languages will be provided from various sources. Prerequisite: ENG 115 with a C grade or higher and needs to have a strong understanding of written and spoken Dari.

ENG 315 Translation Farsi to English (GE-H) – 3 credit hours

The main objective of this course is to help the students improve their translation skills from Dari into English. Since English translation of Dari/Farsi texts began with literature, it is necessary to start this course with a few lectures on the history of English translation of classical Persian literature. These lectures will include early translations of Persian literary works by British scholars in India, such as the quatrains of Omar Khayyam, the Shahnameh of Ferdowsi, the Mathnawi of Rumi, the Divan of Hafiz and the Gulistan of Saadi.

The main part of the course, following the introductory lectures, will deal with hard-to-translate phrases, idioms, proverbs and sentences, with a comparative study of sentence patterns in Dari and English. Then the students will be required to provide appropriate English equivalents for these hard-to-translate Dari/Farsi words, phrases, idioms, and sentences. During the rest of the course, the students will be helped to translate simple Dari/Farsi paragraphs into English. As they improve their skills, they will be required to translate different Dari texts into English.

Reading and translation materials from both languages will be provided from various sources. As the first course of its kind, the course syllabus will be modified if necessary. Prerequisite: ENG 115 with a C grade or higher and a strong understanding of written and spoken Dari.

ENG 322 Introduction to Shakespeare (GE-H) – 3 credit hours

Introduction to Shakespeare is intended to acquaint the student with Shakespeare's language, as well as the Elizabethan world of England at the time of the Globe Theatre performances. The course approaches the language initially with Shakespeare's Sonnets, in order to familiarize the student with the iambic pentameter line, as well as the popular conceits and themes of Shakespeare's plays. Four of Shakespeare's plays are covered in the course, and each work is treated in detail according to genre and theme. The plays are approached not as literature, but as performed texts, and there are film viewings to accompany each work, which reinforces this point. Students are required to recite and interpret a sonnet, as well as write response essays for each play studied. Prerequisite: ENG 115 with a C grade or higher.

ENG 325 Persian Literature/Poetry (GE-H) – 3 credit hours

The course surveys a representative sampling of works of classical Persian literature dating from the rise of the New Persian language in the tenth century to the seventeenth century. Because poetry constituted the bulk of literary production in New Persian, most of the course is devoted to the reading, translation, and analysis of poems written in various genres by such poets as Rudaki, Khaqani, Nizami, Rumi, Sa'di, Hafiz, and Jami, and the course will read excerpts from the Shahnama. Course may include Afghan literature. Prerequisites: Completion of ENG 115 with a C grade or higher.

ENG 335 Classical Greek Literature and Philosophy (GE-H) – 3 credit hours

This course studies Greek literature and philosophy of the classical period (4th & 5th centuries BCE). Offered for study are key works of tragic and comedic drama; epic and lyrical poetry; and philosophy. Students will read and study texts in modern translation for content, dramatic and literary style, and philosophical argument. Of interest also are the relevant social, political, and technological conditions of the time, the emphasis being on philosophy and literature as living social and intellectual forms. Prerequisites: ENG 115 with a C grade or higher.

FIN 200 Corporate Finance - 3 credit hours

This course introduces the basic concepts and tools of modern finance. Topics include return and risk; financial instruments including equities and fixed income securities; and financial markets and their utilization by managers in different kinds of financial institutions. Prerequisites: ACC 200, MGT 100, STA 210, and MTH 110.

FIN 300 Advanced Corporate Finance - 3 credit hours

This is a more advanced course introduces the student to the theory and practice of corporate finance. Topics include capital budgeting, discounted cash flow valuation, real options, and cost of capital, capital structure, and dividend policy. Prerequisite: FIN 200, STA 210, and MTH 110.

FIN 310 Venture Capital and Private Equity - 3 credit hours

This course is a comprehensive introduction to venture capital and private equity. Prerequisite: ENG 115, FIN 200, STA 210, and MTH 110.

FIN 340 Investments - 3 credit hours

This course examines practical applications of investment theory in both fixed-income and equities markets. Required for the BBA major. Prerequisites: FIN 300 and STA 230.

FIN 360 Risk Management in Financial Institutions - 3 credit hours

This course examines the problems encountered in a wide range of activities of financial institutions, including asset and liability management, liquidity management, market risk and credit-risk management. Prerequisite: FIN 340.

FIN 400 International Finance - 3 credit hours

This course examines the operation of international currency exchange and capital markets and applies financial management principles to the financial decision-making in multinational corporations. Topics also include: Exchange rate forecasting, hedging of exchange and political risk, and financing and capital budgeting by multinational corporations. Prerequisite: FIN 340.

FIN 420 Money and Banking - 3 credit hours

The course will consist of two modules: The first is about financial system: institutions, instruments and the links between them. The second is about monetary policy, its theory and its practice as it applies to banking. Prerequisites: FIN 340 and ENG 115.

FIN 450 Islamic Finance - 3 credit hours

This course examines the basic concepts acceptable under the Sharia, and how they are being applied. This course examines the operation of international currency exchange and capital markets and applies financial management principles to the financial decision-making in multinational corporations. Topics also include: Exchange rate forecasting, hedging of exchange and political risk, and financing and capital budgeting by multinational corporations. Prerequisite: FIN 340.

FIN 500 Financial Management – 3 credit hours

This MBA course introduces fundamental concepts in finance that provide a framework for analyzing investment and financing decisions. Topics include investment evaluation including present value concepts and capital budgeting, alternative methods to finance investments over both the short and long-term, including capital structure policy, raising external capital, and leasing. Participants are also introduced to business valuation. Prerequisites: ACC 500, QBM 500.

FIN 550 Corporate Finance and Financial Markets – 3 credit hours

This MBA course focuses on investments as related to fixed assets and pricing. Topics include equity securities, fixed income securities, options, portfolio theory, the capital asset pricing model, asset allocation, measuring returns, the role of financial leverage, optimal capital structure, mergers and acquisitions, spinoffs and selloffs, and other advanced finance issues. Prerequisites: FIN 500.

FIN 560 Project Finance – 3 credit hours

This course teaches the financial know-how and negotiating approaches need by borrowers to implement large project finance transactions. Topics include credit assessment, deal structuring, choosing advisors and the final negotiation and documentation of a financing. A significant objective of this course is to teach methods which equip students to plan and execute project finance “deals” that succeed in accomplishing corporate strategic objectives. Prerequisites: ACC 500, FIN500, FIN 550, MGT 520.

FIN 599 Islamic Finance – 3 credit hours

This course is designed to provide a thorough understanding of the theory and practice of Islamic Finance. This course will offer an opportunity to consider the growing intersection between Islamic (or Shari’ah-compliant) finance and transactions. Issues to be discussed in detail include ribā-interest equivalence, form and substance in contemporary Islamic banking and finance, judgment of Shari’ah related transactions in contemporary Muslim and non-Muslim countries and whether or not Shari’ah related investing constitutes social capitalism. There will be ample discussion of legal and economic thought, as well as the place of ethics and virtue within traditional and modern manifestations of finance. Also discussed will be the origins of contemporary venture capital and private equity arising out of the Islamic mercantile tradition. Discussions of Shari’ah will focus almost exclusively on all school of thoughts perspectives.

GEN 110 Introduction to Gender Studies – 3 credit hours

This course is designed to provide students with an introduction to key directions and themes in contemporary gender studies. Students will have an opportunity to read some classic texts as well as recent work. The course is focused on theory and is not designed to systematically cover the history of women’s movements, although discussion of political/social movements will be included when appropriate. Prerequisite: ENG 110 with a C grade or higher.

GEN 210 Sociology of Gender – 3 credit hours

This course will explore the difference between sex and gender and begin with a descriptive analysis of what gender is and what it is not. This course explores the social constructedness of sex and gender. This means that we will look at the ways in which sex and gender are social phenomena that change over time and vary across cultures. We will critically examine the idea that sex and gender are fixed biological realities and discuss what feminist scholars have contributed to our understanding of gender as a major organizing aspect of society. Course readings focus on feminist theories and the empirical applications of these theories to show how gender arises out of our everyday interactions and is shaped by larger institutions such as education, work, and the family. We will discuss how gender inequalities are revealed through social patterns, and examine how the hierarchical gender system is both reproduced and challenged through the link between social structure and interpersonal experiences.

GEN 310 Gender in Afghanistan – 3 credit hours

This course will focus exclusively on gender issues and problems in Afghanistan. The course will be divided into two parts covering the period from 1929-1992 and 1992-present. The role of Islam, local customs and practices, political movements to

emancipate women and emergence of women into public life will be examined. The second part of the course will focus on the impact of war, violence and religious extremism on Afghan women's lives starting from the 1990s to the present.

GEN 410/SOC 410: Marriage and Family – 3 credit hours

This course examines the background of marriage and family systems throughout the world with special focus on Afghanistan. Attention will be given to topics such as love, gender roles, family violence, communication and conflict, separation and divorce, and remarriage and step-families. It provides insights into contemporary marital and family concerns. Prerequisite: GEN 310/POL 499. Satisfies General Education requirement in Social Sciences

GEN 499: Special Topics in Gender Studies – 3 credit hours

Course may be repeated for credit as topics vary.

Pre-requisite: any 300 or 400 level courses in the gender studies program. Satisfies general education requirement in Social Sciences.

HIS 120 History of Afghanistan (GE-A) or (GE-H)–3 credit hours

This course surveys the history of Afghanistan from its emergence as a distinct political unit in 1747 to the overthrow of the Taliban regime in 2001. The course examines the process of centralization, modernization, and socioeconomic development as well as the spread of competing ideologies, ethnic conflict, and religious extremism. Prerequisite: ENG 110.

HIS 203 Islamic History and Society I –3 credit hours

This course surveys Islamic history from 600 to 1500, including the rise and spread of Islam, the Islamic empire under the Umayyad and Abbasid caliphs, the emergence of regional Islamic states from Afghanistan and eastern Iran to North Africa and Spain, the arrival of the Steppe Peoples (Turks and Mongols), the Mongol successor states, and foundation of the great Islamic regional empires of the Ottomans, Safavids, and Mughuls. Students are introduced to the forces that have shaped Islamic civilization. Prerequisite: ENG 110.

HIS 205 Islamic History and Society II –3 credit hours

This course covers the history of the Muslim world from 1500 to the present, focusing on the decline of the Islamic empires, Western military, economic, and ideological encroachment; the impact of such ideas as nationalism and liberalism; efforts at reform in the Islamic states; the emergence of the “modern” Middle East after World War I; the struggle for liberation from Western colonial and imperial control; the Middle Eastern states in the Cold War era; and the present. Prerequisite: ENG 110.

HIS 210 Modern Middle Eastern History –3 credit hours

This course covers the history of the modern Middle East with the advent of modernizing reforms designed to meet the challenge of European world hegemony. By the turn of the 19th century, the expansive and vibrant Islamic societies were in a state of decline while the West had undergone a transformation that would ultimately enable it to dominate the rest of the world. In this course, students examine the ways in which reformers in the Ottoman Empire and Iran struggled to counter European imperialism and meet the challenge of modernity. Prerequisite: HIS 203 or HIS 205 or instructor consent.

HIS 330/POL 330 History of Political Reform in Afghanistan – 3 credit hours

This course will examine the various phases of political reform in Afghanistan beginning in the reign of King Amanullah and ending with the current state building efforts in the post-Taliban period. Prerequisite: HIS 120.

HUM 399 Special Topics in Humanities –3 credit hours

Subject matter will vary semester to semester and the course may be repeated. Consult with the instructor before enrolling to determine topics to be studied and the necessary prerequisites. This course may be used for the independent study under the supervision of specific faculty members or for special course offerings. Prerequisite: to be announced or permission of the instructor.

INT 49X (also BUS 490) Internship – 3-6credit hours (maximum of 6 credit hours allowed)

The internship option provides a project management and work experience in local business/corporation/ministry/NGO arranged in discussion with a faculty advisor. The internship is a hands-on experience and offers a unique opportunity for students to relate their academic education and career interests to on-the-job work experience in the corporate world.

Prerequisites: Approval of a faculty advisor. Internships are only allowed in the fall, spring and summer semesters.

Note: May be repeated once for a maximum of 6 credits

ITC 098/099 Introduction to Computers (GE-IT) – 1 credit hour

This short course will provide students a foundation for ITC 109 and will provide a survey of computing and information technologies and methods to conduct research, analyze information, and to communicate that information to global audiences, utilizing internet-based research tools and other software. Furthermore, this course will introduce students to basic concepts in computer science, information literacy and communication and teach students to apply those concepts to any field of study.

ITC 101 Introduction to Computers (GE-IT)–3 credit hours

This course will provide a survey of computing and information technologies and methods to conduct research, analyze information, and to communicate that information to global audiences, utilizing internet-based research tools and other software. Furthermore, this course will introduce students to basic concepts in computer science, information literacy and communication and teach students to apply those concepts to any field of study. GE-IT (no longer offered for three credits starting in fall 2018).

ITC 109 Introduction to Computer Programming (GE-IT)–3 credit hours

In this course, students will learn how to use R for effective data analysis and statistical modeling. The course will begin with an introduction to programming languages and programming in R. Students will design and write computer programs. In addition, students will learn basic syntax, coding grammar and “etiquette”, and a range of vocabulary to aid in data analysis. No knowledge of programming will be assumed. The course will be taught using R language. The R language provides a rich environment for working with data, especially for statistical modeling and graphics. This course will use a combination of lecture and exercises to teach introductory programming, data manipulation and basic statistical analysis skills. Prerequisites: UNV 100 (can be taken concurrently).

ITC 110 Introduction to Information Technology –3 credit hours

This is a survey course of the disciplines within Information Technology and Computer Science. This course will cover the following topics: (i) an introduction to computer hardware and discrete mathematics; (ii) an introduction to programming; (iii) an introduction to networking; and, (iv) an introduction to database design. Prerequisite: ITC 101 or ITC 109 or a passing score on the ITC placement exam.

ITC 115 Web Systems and Design – 3 credit hours

Students will learn basic website development and user interaction design skills. Students will build their own personal dynamic web site using industry-standard tools for flowcharting and simple scripting. They will also learn Search Engine Optimization (SEO), site analytics and learn the foundations of web-based marketing. They will learn the basics of server and locally hosted sites using open source services to understand the structure of their personal site. Prerequisite: ITC 101 or ITC 109 or a passing score on the ITC placement exam.

ITC 210 Computer Systems Hardware and Organization –3 credit hours

This course covers computer history, a comprehensive classification and explanation of basic components, CPU, memory, peripheral devices, storage media and peripheral devices, physical and logical storage, data organization, file storage, programs and software, system and application software, the basic concept of operating systems, architecture, and working of computing systems. Prerequisite: MTH 120.

ITC 215 Programming I –3 credit hours

This course covers concepts of software application development and develops skills in designing and writing simple computer programs. In addition to introducing important programming constructs and methodologies, this course discusses formal and practical study of the definition, applications and implementation of programming languages that includes linguistic concepts of syntax and semantics, translation of high level languages into executable form, and basics of data structuring and sequencing features, with focus from the Java domain. Prerequisite: MTH 120.

ITC 220 Fundamentals of Networking and Telecommunications –3 credit hours

This course introduces students of ICT to the concepts communication in ICT, with explanation of transmission impairments, transmission media (guided and unguided), synchronization code, modulation types, error detection, multiplexing, digital carrier systems, circuit switching, packet switching, ATM and frame relay, network types, network topologies, OSI model, TCP/IP introduction, LAN Systems (Ethernet, token ring, FDDI, etc.), LAN devices (repeaters, hubs, bridges, switches), principles of internetworking, wireless internetworking, IP multicasting, routing protocols, connection oriented protocol, network security requirements, public encryption and digital signatures, network management protocol, e-mail protocols, hypertext transfer protocol, DNS(domain name system) introduction to VoIP, VPN, servers and client server models, and design strategies. Prerequisite: ITC 210.

ITC 225 Programming II Application Programming in the .NET Framework C# –3 credit hours

The course covers the syntax and good coding practice of the C# programming language and its associated development environment, Visual Studio. NET. The course enables the students to apply object-oriented techniques to develop windows-based programming applications. Prerequisite: ITC 215.

ITC 230 Database Concepts –3 credit hours

This course covers the key concepts of data models, data base design, and systems to enable students to understand the theoretical basis of databases and be able to apply that knowledge in development, usage, and efficient management of relational databases. Prerequisites: ITC 110 and MTH 120.

ITC 240 Systems Analysis and Design –3 credit hours

This course introduces the insight into application software systems planning, analysis and design. Also introduced how businesses use these concepts in improving the productivity and quality. It also addresses, the ways of managing the systems implementation along with systems support to security issues. Prerequisites: MTH 110, ITC 110 and (ITC 101 or ITC 109).

ITC 250 Intermediate Data Analysis and Visualization –3 credit hours

This course introduces the insight into application software systems planning, analysis and design. Also introduced how businesses use these concepts in improving the productivity and quality. It also addresses, the ways of managing the systems implementation along with systems support to security issues. Prerequisites: ITC 110 and (ITC 101 or ITC 109).

ITC 255 Data Warehouses and Business Intelligence –3 credit hours

This course is designed for the comprehensive learning of data warehousing technology for business intelligence. Data warehouses have been created to store (archive) data from operational information systems. In the last 10 years, this information technology has matured and found to be very useful in generating valuable control and decision-support business intelligence for many organizations in adjusting to their Competitive business environment. As a result, there is now a fairly stable body of knowledge about the design, development and operation of data warehouses, which you will learn in this course. Moreover, students will apply and integrate the business intelligence knowledge learnt from IS7034 in SAP Business Intelligence suite. Prerequisites: ITC 110 and MTH 110.

ITC 310 Data Structures- 3 credit hours

Students explore the concept of data and its representation in a computer; linear lists, stacks, queues, strings, arrays, trees, orthogonal lists, and other advanced data structures used in high level programming languages. Students also engage in detailed study of a variety of techniques for hashing, sorting, and searching and the preliminary analysis of such algorithms to determine their complexity and efficiency. Prerequisite: MTH 110, ITC 225 and STA 210.

ITC 315 Software Engineering - 3 credit hours

How the software and software engineering (SE) is a driving tool for today's industrial software world? The best software processes coupled with various SE practices such as systems engineering, requirements engineering. Various types of design engineering, architectural engineering, component-level design, user interface design, and software testing strategies. This course will focus on Web engineering and managing software projects along with risk management. Students will learn through a balance of theory and applied coursework, such as estimation of software projects, process and project metrics, along with software project scheduling. Advanced SE topics such as Formal methods, Cleanroom and component-based SE, Software Re-engineering. Prerequisites: ITC 110, ITC 215, and ITC 225.

ITC 321 Advanced Networking and Telecommunication–3 credit hours

This course allows students to refine their network design and administrative skills through practice and theory. Topics covered include: information assurance, network security, cryptography, forensics, biometrics, security procedures and policies, data compression, wireless and mobile computing, enterprise networking, digital communications, and management of networks as part of the overall IT strategy within an organization. Students gain exposure to network administration tools and products used in commercial practice. Prerequisites: ITC 220 and ITC 215.

ITC 325 Computer Network Security III with Lab – 4 credit hours

Students will be introduced to computer and network security topics which include Cryptography, Authentication and identification schemes, intrusion detection, viruses, formal modes of computer security, secure operating systems, software protection, security of electronic mail and the world wide web, electronic commerce, firewalls and risk assessment. Prerequisites: ITC 220 or ITC 350.

ITC 330 Advanced Database Concepts–3 credit hours

This course allows students to refine their database design and development skills through practice and theory. Topics covered include: database design, transaction processing, data base security, distributed database processing, data mining, data warehousing, multimedia databases, digital libraries, and management of database design as part of the overall software design process. Students gain exposure to data base administration of current database products used in commercial practice. Prerequisites: MTH 130, ITC 215 and ITC 230.

ITC 335 Mobile Applications Development –3 credit hours

This course will introduce the unique requirements and methodologies necessary for developing dedicated and client-server applications that target smartphones, tablet computers, and other mobile devices. The Android operating system as the basis for this course. The general principles of mobile application development apply to all platforms and transitioning from Android to iOS or Windows 8 is relatively easy to do. The course will show students how to build professional, user-friendly computer programs applicable to real-world applications in an IT-modelled environment. The course will help students develop applications for the smart phone. They will use a software emulator to develop, and a real phone, to demonstrate the application. Prerequisites: ITC 225.

ITC 340 Human-Computer Interaction – 3 credit

This course will introduce students to the study of HCI, Usability and Ergonomics. Students will design and evaluate user-oriented interfaces. Attention will be given to Graphical User Interfaces, Multimedia and Interactive systems development, as well as integrating human cognitive skills with the tasks in the user's problem domain. It will also explore the experimental and heuristic approaches to interface construction and evaluation. Prerequisites: MTH 145, and ITC 311.

ITC 335 Mobile Application Development –3 credit hours

This course will introduce the unique requirements and methodologies necessary for developing dedicated and client-server applications that target smartphones, tablet computers, and other mobile devices. The Android operating system as the basis for this course. The general principles of mobile application development apply to all platforms and transitioning from Android to iOS or Windows 8 is relatively easy to do. The course will show students how to build professional, user-friendly computer programs applicable to real-world applications in an IT-modelled environment. The course will help students develop applications for the smart phone. They will use a software emulator to develop, and a real phone, to demonstrate the application. Prerequisite: ITC 215 and ITC 230

ITC 345 Introduction to Python – 3 credit hours

This course focuses on the fundamentals of computer programming using the Python interpreted programming language. Students will develop his or her problem-solving skills using the divide-and-conquer and top-down approaches to build real-world based software applications. Pupils will also learn the basics of the software development lifecycle: planning, development, testing, implementation and maintenance. Assignments will include hands-on lab practice coding and monthly fundamental checkpoint quizzes, divide-and-conquer approach programming projects, examinations to test essential programming and problem-solving skills, and a capstone object-oriented algorithmic project. Learners will study how to build professional, user-friendly computer programs applicable to real-world applications in an IT-modelled environment. Prerequisites: ITC 215 and ITC 230.

ITC 350 Open-Source Software–3 credit hours

Introduction to open source-based client/server networking, careers, security and assurance concepts. This course will focus on Linux as an open source platform and server operating system. Students will learn through a balance of theory and applied coursework by setting up and administering an open source client server operating system. Topics included are: file and hardware management, user account management, TCP/IP protocols, and installation of the Linux client and server operating system. Prerequisites: ITC 215 and ITC 220.

ITC 360 Big Data Management Systems and Visualization – 3 credit hours

The course reviews the state of the art in Big Data analytics and in addition to covering the specifics of different platforms, models, and languages, students will look at real applications that perform massive data analysis and how they can be implemented on Big Data platforms. There are two major components dealing with data. One is data integration and management. This requires an understanding of Relational Database Management Systems, ie. SQL Server, Oracle, DB2, MySQL, etc. and how they are designed for data manipulation, maintenance and storage. The second is data Analytics. This is the process of examine the data to generate information to draw conclusions. These conclusions are made possible by using R statistical software. Prerequisites: MTH 110, ITC 109 and ITC 250.

ITC 410 Web Systems and eBusiness –3 credit hours

Students integrate knowledge from earlier courses (programming, database, and networking) to learn the fundamentals of e-commerce and programming for the World Wide Web. Students use software engineering principles to take user and business requirements and translate them into highly functional e-Business systems. This course explores electronic business strategies, architectures, and successful design approaches. Students gain exposure to appropriate software tools for web development. Prerequisites: ITC 210, ITC 225, and ITC 230.

ITC 415 Cloud Computing –3 credit hours

Cloud computing has become a major commercial area for Internet product development and activity. The term has many uses: we use the cloud whenever we search the web, post a photo to Facebook, or use the mobile version of Google Maps for driving directions. Cloud computing enables a new kind of computation in which staggering amounts of data can be culled from sensors world-wide and then employed as the basis for problem solving in new styles that need to also be massively parallel, since the data ends up spread over large numbers of machines, with no single machine having more than a "shard" of the big picture. Many users think of the cloud as the ultimate "rent-a-machine" computing solution: as many virtual computing nodes as you might care to pay for, on demand. Finally, computing evokes a new kind of social phenomenon, namely the penetration of computing systems into society at every level, and a diversity of privacy, security and even legal issues tied to those developments. Prerequisites: ITC 215, ITC 220, and ITC 350.

ITC 420 Information Technology Management –3 credit hours

This course provides students with a capstone experience in information technology project management. Topics studied include: project management paradigms, professional practice, ethical issues, computer law, intellectual property, privacy, computing economics, software economics, software acquisition, system implementation, knowledge management, and human resource management. The course provides a context for students to integrate knowledge from the ITC curriculum with business culture, psychology, and social science. Prerequisite: ITC 220 and ITC 230.

ITC 430 Artificial Intelligence- 3 credit hours

This course introduces students to the foundations of artificial intelligence: its history, philosophy, accomplishments, and methodologies. Topics covered include informed search algorithms, game playing, knowledge representation and reasoning methods, expert systems, and neural networks. Opportunities exist for exploring specific topics of interest, such as robotics and machine learning. Extensive reading and programming projects are required. Prerequisites: MTH 145 and ITC 311.

ITC 435 Software Testing and Quality Assurance - 3 credit hours

This course will introduce methods for evaluating software for correctness, and reliability including code inspections, program proofs and testing methodologies. Formal and informal proofs of correctness. Code inspections and their role in software verification. Unit and system testing techniques, testing tools and limitations of testing. Statistical testing, reliability models. Topics include: Why do software testing? The meaning of black-box testing and white-box testing; Software Testing throughout the Software Process; Software Testing and Extreme Programming; The Automation of Software Testing; Difficulties and Limitations of Software Testing; The Business of Software Testing; Implementing and Automated Testing. Prerequisites: ITC 240 and ITC 315.

ITC 490 Special/Current Topics/Thesis in ITC - 3 credit hours

Subject matter varies from semester to semester depending on staffing. Consult with the instructor before enrolling to determine topics to be studied. This course can be used for the independent study of advanced computing topics or thesis under the supervision of an ITC faculty member as well as for other approved computing projects.

Prerequisite: MTH 130, ITC 210, completed 90 credits or more and permission of the instructor and advisor. Not repeatable for credit (maximum of three credits allowed).

LGS 110 Introduction to the Laws of Afghanistan - 3 credit hours

This course gives students an overview of the legal system of Afghanistan by focusing on the 2004 Constitution and laws currently in force. The course is divided into six major sections: The Legal History of Afghanistan, the Constitution and Laws of Afghanistan, Property Law, Commercial Law, Criminal Law, and Individual Rights. Relevant facets of Islamic law are emphasized throughout. The course exposes students to the basic skills of a lawyer through role-play and other interactive exercises, and includes individual and group homework assignments. Prerequisite: ENG 115 (may be taken concurrently).

LGS 150 Introduction to Islamic Law - 3 credit hours (formerly LGS 250)

This course covers the fundamentals of Islamic law and the importance of Shari'a as one of the primary sources of law in Afghanistan. Students learn how Shari'a law is defined and the role that it plays in shaping Afghanistan's pluralist legal system. The course focuses on topics such as: the history of Islamic law, sources of Islamic law (such as the Qur'an, Sunna, Ijma', Qiyas, Istishab al-Hal, al-Masalih al-Mursala, Sadd al-Dharay, and Istihsan), principles of deriving Islamic rules from different sources of Islamic law, and rights under Islamic law. The course also briefly discusses the Islamic economic system, family system, and social system. Prerequisite for law majors: LGS 160 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

LGS 160 Legal Methods I - 3 credit hours

This course introduces students to the fundamentals of legal writing, research, reasoning, vocabulary, and style. Students are taught in the context of resolving a legal problem, using simulations to facilitate practical learning and experience. Students will learn to construct legal arguments, read and interpret statutes, and write legal memoranda. Prerequisite: Either LGS 110 or LGS 200 and ENG 215. Only law majors may take Legal Methods I.

LGS 212 Law of Obligations I: Contracts - 3 credit hours

This course introduces students to the law of obligations. Students are exposed to how the law of obligations is treated within the civilian legal tradition as well as its treatment in the Civil Code of Afghanistan. The course begins by outlining the scope of the law of obligations and its various subcategories. The course then focuses on contractual obligations and covers formation of contract, interpretation of contract, defect in consent, and remedies. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

LGS 220 Constitutional Law - 3 credit hours

The Constitution of Afghanistan is the supreme law of the land in Afghanistan and is the ultimate tool for addressing government excesses. This course includes a comprehensive study of the Constitution of Afghanistan, including the powers of the executive,

legislature, and judiciary; individual rights granted to the people; protections for criminal defendants; and administrative agencies. The course also covers methods of constitutional interpretation, as well as principles of constitutionalism such as popular sovereignty and the separation of powers. Students will learn how the Constitution of Afghanistan is similar to and different from other constitutions of the world through a comparative constitutional law approach. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

LGS 230 Criminal Law - 3 credit hours

Criminal Law begins with the study of the history of criminal law in Afghanistan, theories of punishment, and the sources of criminal law. The course then reviews the components of criminal activity, including the mental state and the physical act, before examining the elements of specific crimes. Students also study the theories of criminal defense and the rights of accused persons, as well as comparative approaches to criminal law. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

LGS 240 International Law - 3 credit hours

This course introduces international law, covering both theoretical and practical approaches. The course provides an overview of topics such as the relationship between Afghanistan domestic law and international law, international dispute resolution, the use of force, human rights, sovereignty, international criminal law, and global trade and investment. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

LGS 250 Introduction to Islamic Law - 3 credit hours

This course will cover the fundamentals of Islamic law and the importance of Sharia as one of the primary sources of law in Afghanistan. Students will learn how Sharia law is defined and the role that it plays in shaping Afghanistan's pluralist legal system. The course will focus on topics such as: the history of Islamic law, sources of Islamic law (such as the Quran, Suna, Ijma, Qias, Istishabul Hal, Masaleh Mursala, Sadul Zariye, and Estehsan), principles of deriving Islamic rules from different sources of Islamic law, and rights under Islamic law. The course will also briefly discuss the Islamic economic system, family system, and social system. Prerequisite: LGS 110 with C grade or higher.

LGS 260 Legal Methods II - 3 credit hours

This course builds on Legal Methods I. Students are taught in the context of resolving a legal problem, using simulations to facilitate practical learning and experience. Through these simulations, students will learn to write legal briefs and deliver oral arguments. Thus, the course introduces basic concepts of court procedure, incorporating real world conditions and constraints. Prerequisite: LGS 160.

LGS 261 Professional Responsibility - 3 credit hours

This course prepares students to be ethical advocates and responsible professionals. The course examines the Advocate's Law as it pertains to the conduct of lawyers. Topics include a lawyer's duties to clients, courts, and society. The course also investigates the problem of public corruption in Afghanistan. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: LGS 110 or LGS 200.

LGS 270 Comparative Law - 3 credit hours

This course examines the predominant legal systems in the world including civil law, common law, customary law, and Islamic law. The course also examines the nature of comparative law, with an emphasis on the various comparative methods, the features of a legal tradition, and legal pluralism. This course will orient students to the complexity involved in comparing different legal systems and traditions. Particular emphasis will be placed on Afghanistan's legal system, where multiple legal traditions come into direct contact with one another. Prerequisite for law majors: LGS 160 and either LGS 250 or LGS 150 (may be taken concurrently). Prerequisite for non-law majors: Either LGS 150, LGS 250, LGS 210, or LGS 212.

LGS 280 Property Law I - 3 credit hours

This course introduces students to the fundamentals of real and personal property law in Afghanistan, providing a comparative survey of concepts of property relating to ownership, use, and exclusion. Coverage will include such topics as interests in property, property transfer, rights and duties of landlords and tenants, and government regulations and taking of property. The course also introduces students to the debate on the role of property law in economic development. Prerequisite: LGS 110 or LGS 200.

LGS 310 Commercial Law - 3 credit hours (Formerly LGS 210)

An advanced course that builds upon the commercial law concepts covered in LGS 110. The course begins with a discussion of the history of commercial law in Afghanistan, the role of commercial law in economic development, and the key Afghan commercial law institutions. The course explores commercial contract law, taxation, corporations, secured transactions, and international business transactions. Prerequisite: LGS 212 and completion math general education requirements.

LGS 311 Tax Law and Policy - 3 credit hours

This course examines key provisions of the Afghan tax code. The course also surveys diverse tax systems and policies of the world from a comparative perspective. Through this comparative analysis, students gain an understanding of the development of Afghanistan's tax system, as well as its current role in Afghan governance, and what its potential role might be in the future.

Prerequisite: LGS 310 and completion math general education requirements.

LGS 312 Law of Obligations II: Civil Responsibility - 3 credit hours

This course introduces students to the law of obligations as presented in the Civil Code of Afghanistan. The course continues the discussion on the sources of obligations. The course focuses on civil responsibility (extra-contractual obligation) - the obligation of citizens to not inflict harm on one another. The course will cover the three component parts of civil responsibility: injury, fault, and causation. The topics covered in the course include responsibility as a result of injury, responsibility for one's own deeds, responsibility for the deeds of others, and responsibility for injury caused by a thing. The last part of the course covers the area of unjust enrichment. Prerequisite: LGS 212 and completion math general education requirements.

LGS 330 Advanced Islamic Criminal Law - 3 credit hours

This course offers an in-depth examination of hudud, qisas, and ta'azir crimes under the Hanafi School of Islamic Jurisprudence, building upon the introduction provided in LGS 230 Criminal Law. Special attention will be paid to differentiating these crimes from other types of criminal offenses, their requisite punishments, and issues and complications arising from Afghanistan's dual level criminal law system. Prerequisites: LGS 230 and either LGS 150 or LGS 250 and completion math general education requirements.

LGS 320 Advanced Constitutional Law - 3 credit hours

This course addresses current topics in Afghan constitutional law, such as the role of Islamic law under Article 3 and local government law. The course will make use of real cases that pose constitutional questions, and analyze how those cases were resolved, or might be resolved, by the Afghan government. Students will also make use of documents from the constitutional drafting period to give students the opportunity to interpret and debate the application of constitutional provisions whose application has yet to be interpreted by the government. Prerequisite: LGS 220 and completion math general education requirements.

LGS 321 National Security Law - 3 credit hours

This course examines international and domestic laws governing how the government may protect its citizens. Topics include the international jus ad bellum, the Afghan national security system, separation of powers, Afghanistan's legal relationship with NATO, and the role of the military, intelligence agencies, and police. Prerequisite: LGS 220 and LGS 240 and completion math general education requirements.

LGS 322 Media and Telecommunications Law - 3 credit hours

This course considers the developing media and telecommunications industry in Afghanistan. Topics include government regulation of markets, the regulation of speech, and privacy rights. Students draw from Afghan cases and international comparative examples to enhance understanding in this burgeoning area of the law. Prerequisite: LGS 220 and completion math general education requirements.

LGS 340 International Humanitarian Law - 3 credit hours

This course introduces students to the international laws regulating armed conflict. Topics include the Geneva and Hague Conventions, the principles of distinction, proportionality, military necessity, and superfluous injury; the relationship between humanitarian law and human rights; protections for prisoners of war and civilians; direct participation in hostilities; rules of targeting; arms treaties; torture; genocide; war crimes; command responsibility; legal enforcement in international and domestic courts; and conflict typology. Special emphasis is placed on current and recent events in Afghanistan. Prerequisite: LGS 240 and completion math general education requirements.

LGS 341 International Refugee Law - 3 credit hours

This course examines the refugee through the lens of international law, relying heavily on the UN Convention and Protocol Relating to the Status of Refugees. The first half of the course grapples with the legal definition of refugee, as well as the legal protections (and lack thereof) refugees are afforded under international law. This part of the class will utilize case law, international treaties, and domestic practices to help students further the development of their analytical and critical thinking skills. The second half of the course will concentrate on the practical aspects of international refugee lawyering. By the end of the semester students will be able to successfully conduct legal interviews with refugee clients; complete comprehensive country of origin research; and submit, on behalf of a client, an Application for Refugee Status to the UNHCR. Prerequisite: LGS 240 and completion math general education requirements.

LGS 342 International Human Rights Law - 3 credit hours

This course examines the history and philosophy of the human rights movement and major international human rights treaties on political, civil, economic, social, and cultural rights. This course critically considers human rights enforcement mechanisms. Special emphasis is placed on Afghanistan's human rights record. Prerequisite: LGS 240 and completion math general education requirements.

LGS 343 International Criminal Law - 3 credit hours

This course examines how states cooperate to combat criminal activity through extradition and mutual legal assistance. In addition, the course examines international crimes and the history of their prosecution, at venues ranging from the military tribunals at Nuremberg to the International Criminal Court of today. Prerequisite: LGS 240 and completion math general education requirements.

LGS 344 International Trade Law- 3 credit hours

This course provides an in-depth overview of the fundamental concepts of international trade law system. Major topics include the General Agreement on Trade and Tariffs (GATT) and the World Trade Organization (WTO), as well as more recent treaties on services and intellectual property. Afghanistan's role in international trade is also

considered. Prerequisite: LGS 240 and ECO 200 and completion math general education requirements.

LGS 350 Advanced Islamic Legal Reasoning - 3 credit hours

This course develops the principles of Islamic law in LGS 150 Introduction to Islamic Law and applies them to a variety of advanced substantive areas of law through the examination of individual cases and comparative examples. Students will focus largely on Afghan cases and application, and utilize examples from other Islamic states on a comparative basis. Prerequisite: LGS 150 or LGS 250 and completion math general education requirements.

LGS 351 Family Law - 3 credit hours

This course examines the law governing marriage, divorce, and the rights and duties of spouses, children and other family members. There will be a special emphasis on the Islamic legal roots of Afghanistan's family law, including a comparison between Sunni and Shi'a approaches. The course also addresses issues arising from family dispute resolution within different systems of governance in Afghanistan. Prerequisite: LGS 150 or LGS 250 and completion math general education requirements.

LGS 352 Inheritance Law - 3 credit hours

This course provides a pragmatic look at local inheritance law practice in Afghanistan. Inheritance law is taught, as laid out under the Civil Code of Afghanistan. An extensive examination of the Islamic legal foundations of modern Afghan practice is included. The course also addresses issues arising from inheritance dispute resolution within different systems of governance in Afghanistan. Prerequisite: LGS 150 or LGS 250 and completion math general education requirements.

LGS 360 Traditional Justice and Dispute Resolution - 3 credit hours

Mediation has gained legitimacy worldwide by offering dispute resolution that is fast, low-cost, emotionally satisfying, and culturally acceptable. Afghanistan has a rich and popular tradition of informal mediation and Afghan legal professionals have a unique opportunity to adapt and incorporate traditional mediation practices as part of the modernization of state justice. This course will build students' skills in mediation and examine how Afghan legal professionals can contribute to reform efforts. Students should be prepared to complete a series of short writing assignments and to participate in frequent role-plays and other practical skills-building activities. Prerequisite: Any 200-level LGS course and completion math general education requirements.

LGS 361 Legal Writing in Pashto - 3 credit hours

This course prepares students to practice law in Afghanistan through practical instruction in Pashto vocabulary and legal style. This course covers oral and written legal Pashto, and makes use of a variety of classroom techniques to prepare students for real life legal practice. Students are required to complete several short-written assignments in Pashto, as well as a variety of in-class oral exercises including

discussions, presentations, and simulations. Prerequisite: LGS 260 and completion math general education requirements.

LGS 362 Civil Procedure Practicum - 3 credit hours

This course gives students practical civil procedure instruction and experience through the simulation of an actual civil litigation. The course covers the initial litigation stages of a civil dispute, considering alternative channels of resolution outside of the courtroom, while making courtroom litigation the central focus of the course. There is special emphasis on written and oral pleadings and motions in Afghan courts. Students are expected to complete written assignments and prepare for in-class oral presentations and arguments. Prerequisite: LGS 212 and LGS 260 and completion math general education requirements.

LGS 363 Criminal Procedure Practicum - 3 credit hours

This course gives students practical criminal procedure instruction and experience through the simulation of an actual criminal case. The course covers the initial stages of criminal prosecution and defense, considering the legality of the initial police investigation and detention of the criminal defendant(s). Students will gain practical experience working on aspects of both the prosecution and defense of criminal defendants. There is special emphasis on written and oral pleadings and motions in Afghan courts. Students are expected to complete written assignments and prepare for in-class oral presentations and arguments. Prerequisite: LGS 230 and completion math general education requirements.

LGS 364 Negotiations - 3 credit hours

This course introduces students to the theory of negotiation and the skills and techniques necessary for successful negotiations. Students should be prepared to complete a series of short writing assignments and to participate in frequent role-plays and other practical skill-building activities. Prerequisite: LGS 212 and completion math general education requirements.

LGS 370 Comparative Constitutional Law- 3 credit hours

This course surveys major world constitutional systems and considers the Afghan constitution in context. Topics include presidential and parliamentary systems, separation of powers, the role of the judiciary, and individual rights. Prerequisite: LGS 220 and completion math general education requirements.

LGS 371 Comparative Islamic Law- 3 credit hours

This course compares and contrasts the incredible diversity of legal and political systems in the Muslim world from North Africa to Southeast Asia. A special emphasis is placed on the history and development of these legal systems. Afghanistan's legal and political system is considered in context. Prerequisite: Either LGS 150 or LGS 250 and LGS 270 and completion math general education requirements.

LGS 372 Comparative Regulatory Law- 3 credit hours

The evolution of the modern administrative, regulatory state is one of the most striking features of legal development in the past century. The course offers a comparative look at advanced and developing states' approaches to agency law-making and considers the future of the Afghan regulatory system. Prerequisite: LGS 220 and LGS 270 and completion math general education requirements.

LGS 380 Property Law II - 3 credit hours

This course builds on LGS 280 Property Law I and examines property law practice in Afghanistan. The course delves into an extensive discussion on the role of property law in economic development. Topics include land registration systems, the role of courts in property dispute resolution, local and collective property regulation mechanisms, the role of government agencies and the administrative state, and issues of domestic and international displacement in Afghan property law. Prerequisite: LGS 280 and completion math general education requirements.

LGS 410 International Business Transactions - 3 credit hours

This course teaches students the legal complexities of doing business across borders. Topics include private international law, conflicts of law, trade and investment treaties, arbitration, and international contracts. Students are expected to complete short drafting and problem-solving assignments to enhance practical learning. Prerequisite: LGS 240, LGS 270, and LGS 310 and completion math general education requirements.

LGS 411 Islamic Finance and Commercial Law - 3 credit hours

This course surveys the Islamic laws governing interest and commerce and introduces modern Islamic financial and banking instruments. Students make use of Afghan cases and related current events, as well as comparative examples from other Islamic countries to enhance the learning experience. Practitioners working in the Islamic Finance arena join the class as guest lecturers to share their experiences, challenges, and successes working in this arena. Prerequisite: Either LGS 150 or LGS 250 and LGS 310 and completion math general education requirements.

LGS 460 Clinical Education- 3 credit hours

AUAF is developing diverse clinical opportunities for advanced students to begin the practice of law under the supervision of qualified attorneys. Under the clinical approach, students are able to engage in real world practice, in the supportive and enriching setting of a teaching environment. Likely clinical opportunities will include trial advocacy, women and children's rights, client counseling, and criminal defense. Prerequisite: May differ according to specific clinic and completion math general education requirements.

LGS 461 Commercial Drafting- 3 credit hours

This course provides students with practical training in drafting contracts and other commercial instruments. Commercial law practitioners participate as guest lecturers to share their experiences in this field and to provide practical guidance on commercial drafting in Afghanistan. Students are expected to complete several written assignments over the course of the semester. This course is well suited to prepare students who plan to complete transactional work in the Afghan business law arena. Prerequisite: LGS 260 and LGS 310 and completion math general education requirements.

LGS 462 Legislative Drafting- 3 credit hours

This course provides students with practical training in writing statutes and regulations. Afghan legislators participate as guest lecturers to share their experiences in legislative drafting processes. Students are expected to complete several written assignments over the course of the semester. The course is well suited to prepare students who plan to pursue a career in the legislature. Prerequisite: LGS 110 or LGS 200 and completion math general education requirements.

LGS 499: Special Topics in Law – 3 credit hours

Course may be repeated for credit as topics vary.

Pre-requisite: any 300 or 400 level courses in the gender studies program. Satisfies upper division credit requirements for the BA/LLB degree.

MGT 100 Introduction to Business- 3 credit hours

This course introduces basic business terminology and principles and the functions performed both by and within modern business organizations. Topics include business trends, forms of business ownership, entrepreneurship, management concepts, and functional units (e.g., accounting, finance, marketing, operations and human resources). Prerequisite: Must have completed 12 credits in residency at AUAF to include at least ENG 100 or ENG 101 or ENG 110, and either MTH 101 or MTH 110.

MGT 210 Introduction to Management - 3 credit hours

This course examines managerial and behavioral skills by familiarizing students with concepts, theories, and practices in the field of management and organization behavior, human resources management, and strategy. Topics include goal setting, planning, and behavior modification, human factors in organization, decision-making, and control. Prerequisite: MGT 100 and MTH 110.

MGT 300 Human Resources Management - 3 credit hours

This course covers concepts, theories, and practices related to the management of people within organizations. Topics include the responsibilities of the human resources manager, recruitment, selection, retention, career development, training and capacity development, forms of compensation, and performance evaluation and review. Prerequisite: MGT 210.

MGT 310 Business Communications - 3 credit hours

This course is a study of communication processes in business with an emphasis on effective and persuasive written and oral presentation. Students learn how to create functional correspondence such as letters, memos, emails, and reports. Prerequisites: MGT 100, ENG 115, MTH 110.

MGT 320 Information Systems - 3 credit hours

This course covers the role of information technology and information systems in businesses. Topics include the use of information systems to build efficient and effective organizations, systems development, Enterprise Resource Planning (ERP) systems, and the use of information technologies to accomplish change within organizations. Prerequisite: MGT 100, MTH 110 and ITC 101(or equivalent such as ITC 109).

MGT 330 International Business - 3 credit hours

This course surveys business concepts, theories, and practices in an international context. Topics include cultural and legal differences and how they affect business, decision-making as it relates to facilities location and other operational decisions, international marketing, international finance, and comparative ethics. Prerequisite: MGT 210.

MGT 350 Organizational Behavior - 3 credit hours

This course introduces management concepts related to the management of people within organizations. Topics include individual, team, organizational behaviors; organizational effectiveness; human resources management; leadership; motivation; satisfaction; communication; and decision-making. Prerequisite: MGT 210.

MGT 360 Operations Management - 3 credit hours

This course introduces concepts and techniques related to the design, planning, control, and improvement of manufacturing and service operations. Topics include product development, process management and supply chain management, and quality improvement. Business core. Prerequisites: MGT 210 and STA 230.

MGT 365 Technology and Operations Management II - 3 credit hours

A Continuation of MGT 360. Prerequisites: MGT 360, MGT 210 and STA 230.

MGT 400 Business Law and Ethics - 3 credit hours

A survey of legal concepts as applied to corporations and business. Topics include the elements of legal systems including sources of law; regulation; the role of international organizations in international trade; arbitrations; the United Nations Convention on Contracts for the Sale of International Goods; different international business forms; legal implications of companies in difficulty or crisis; governance; and ethical issues in business. Prerequisite: Senior Standing, MGT 210, ENG 115 and MTH 110.

MGT 410 Organizational Leadership - 3 credit hours

This course introduces concepts and practices related to leadership at all levels including organizational, team and individual. Topics include the role of vision, goal-setting, shared cultural values, team-building, recognition of success, and leadership styles. Prerequisite: MGT 350.

MGT 440 Project Management - 3 credit hours

This course is a comprehensive survey of project management. All lower division BBA requirements and MGT 360.

MGT 450 Business Policy and Strategy - 3 credit hours

This course introduces the theory and practice of strategic management. Topics include defining the organization's mission, purpose, and philosophy; developing a company profile; conducting a resource analysis; assessing the external environment; identifying various strategic options; conducting a strategic analysis; setting long-term objectives; implementing strategic decisions; and reviewing and controlling them. Students work in small teams to generate a business plan. All elements of the undergraduate business education are brought forward and integrated. Prerequisites: MGT 210 and senior standing (90+ credits).

MGT 460 Entrepreneurship - 3 credit hours

This course covers theories, concepts, and practices related to entrepreneurship as it relates to the launch of new businesses within an existing business and as standalone ventures. Topics focus on business plan development and project management methodologies for organizing new business undertakings. Prerequisite: MGT 450.

MGT 500 Leading People and Organizations - 3 credit hours

This MBA course helps students cultivate the mind-sets and teaches tools used to influence behavior in organizations. Topics include developing a global leadership perspective; managing performance and conflict; designing and managing teams and human resource systems; managing culture; and leading organizational change. Students will also develop an understanding of their strengths and weaknesses as leaders and managers. No prerequisites.

MGT 505 Management Fundamentals – noncredit course

This non-credit MBA course reviews basic concepts in business administration and management in preparation for MBA credit courses. Topics include accounting, quantitative skills, financial calculator operation, basic financial concepts, and business communications. No prerequisites.

MGT 510 Information Technologies Management – 3 credit hours

This MBA course explores automated methods that firms use to gather, represent, process, and distribute information and knowledge. Topics include how information technologies relate to strategy, how they can create competitive advantage, and issues involved in the implementation of Enterprise Resource Planning systems. Prerequisites: QBM 500.

MGT 520 Operations Management – 3 credit hours

This MBA course covers concepts, tools, and techniques related to the production of goods and services. Topics include process analysis, cost structure, inventory management, supply chain, quality, project management, making decisions under uncertainty, and the interactions with marketing and finance. Prerequisites: QBM 500, FIN 500, MGT 510.

MGT 530 Strategic Management – 3 credit hours

This MBA course develops the analytical concepts to understand how business entities can gain competitive advantage in a dynamic business climate. Topics include techniques used to evaluate the business environment, assess an organization's strengths and capabilities, and decide on competing strategies. The case study method is used to explore strategic alternatives, implementation options, and evaluation methods. Prerequisites: ACC 500, FIN 500, MKT 500, MGT 510.

MGT 540 Business Communications – 3 credit hours

This MBA course prepares participants to communicate effectively in writing and orally in business. Topics include appropriate forms for email, memorandum, and letter communications; report writing of short to long lengths; and crisp, effective oral presentation. Prerequisites ACC 500, FIN 500, ACC 550, ECO 500.

MGT 570 Business Law and Ethics – 3 credit hours

This MBA course introduces legal and ethical concepts in business and their interrelationships. Using current events, cases, and other materials, this course will introduce students to the fundamental theories of business ethics and their relationship with Afghan and international business law. This course includes analysis of what can be done and what should be done in resolving issues and conflict in the workplace. Prerequisite: MGT 540.

MGT 588 Human Resource Management- 3 credit hours

This graduate level course on human resources management has two central themes: 1, how to think systematically and strategically about aspects of managing an organization's human assets, and 2, what needs to be done to implement these policies to better achieve competitive advantage through people. The course is divided into three main sections. We begin by addressing the importance of aligning human resource practices so that they are internally consistent and produce the skills and behaviors required to deliver on an organization's strategy. Next, we examine a number of key human resources practices and their relationship to the development of an effective personnel system. Finally, we summarize and integrate the material with one final case.

MGT 590 Business Planning - 3 credit hours

This MBA course is the last in the series and is designed to integrate all the disciplines covered throughout the curriculum. Taught by a faculty team, this course requires participant teams to develop a business plan for a five-year planning horizon. The objective is to present an effective argument to potential investors that the business is viable and a worthy investment opportunity. No prerequisite.

MGT 598 Proposal Writing-3 credit hours

This MBA course outlines all of the parts of a successful proposal. Students read and write a proposal in order to successfully complete this course.

MGT 599-Thesis Writing-3 credits hours

This course assists the student with the actual writing and defense of the thesis. This course is repeatable for a maximum of two times. After the initial two attempts of three hours, students are able to enroll in one hour to maintain their status as a student while they are finishing their thesis. Must pass MGT 598 before enrolling in MGT 599. MBA students must complete the thesis within three semesters in order to be awarded an MBA degree.

MKT 200 Principles of Marketing - 3 credit hours

This course covers basic marketing concepts and practices. Topics include the principles, functions, and tools of marketing, including quantitative methods. Prerequisites: ENG 110, MGT 100 and MTH 110.

MKT 300 Marketing and Consumer Behavior - 3 credit hours

This course presents a framework for understanding people, businesses and organizations as consumers. Prerequisites: All lower division BBA requirements.

MKT 320 Marketing Research - 3 credit hours

This course provides an introduction to the development and application of marketing research tools and procedures. Prerequisites: All lower division BBA requirements.

MKT 360 Media and Promotion Planning - 3 credit hours

This course provides an understanding the role of strategic media planning in marketing and advertising decisions. Prerequisites: All lower division BBA requirements.

MKT 500 Marketing Management - 3 credit hours

This course covers marketing as it relates to organizational strategy. Topics include marketing analysis, decision-making by the marketing manager, products and product lines, pricing policies, branding, promotion and advertising, and channels of distribution. Prerequisites: QBM 500

MTH 098 Basic Mathematics -3 credit hours

This is a developmental course preparatory for Algebra covering essentially arithmetic, and briefly, elementary algebra and elementary geometry. Topics include: addition, multiplication, subtraction and division of whole numbers, decimals and fractions, exponents and roots, order of operations and order relation. Prime factorization, greatest common factor, and least common multiple. Ratio, proportion, percent and interest. Operations with signed numbers. Algebraic expressions, operations with polynomials, special products, and factoring. Measurements, Elementary geometry, point, plane, line, and angles. Triangles and quadrilaterals, area and perimeter. Pythagorean Theorem. Area and circumference of a circle.

MTH 101 Introduction to College Mathematics (GE-M)-3 credit hours

This course intends to develop skills in arithmetic calculations and to provide the fundamental algebraic operations. Topics include: integers, rational, and properties; problem solving skills with ratios, proportions, percentage, and simple interest rate; exponents, and properties (positive and negative integers exponents); real numbers and its properties, order, intervals, and absolute value; exponents and radicals, and properties; polynomials, special products, and factoring; linear equations, quadratic equations, real and complex solutions, and linear inequalities; rectangular coordinates, lines, slope of a line, graph of linear equations; systems of linear equations, systems of linear inequalities, and applications.

MTH 110 College Algebra (GE-M) - 3 credit hours

This course is a functional approach to algebra that involves using of appropriate technology. Topics include: functions, piecewise functions, and their graphs; linear, quadratic, polynomial, rational, exponential, and logarithmic functions - and its applications; elementary geometry, right triangle relationships, distance formula, lines, and circles; trigonometry, angles and their measure, and the unit circle approach; trigonometric functions and graphing, right triangle trigonometry, applications, and computing the value of trigonometric functions; inverse trigonometric functions, and basic trigonometric identities; sum and difference formulas, and double angle and half angle formulas; trigonometric equations, the law of sines, the law of cosines, and area of a triangle; conic sections, parabola, ellipse, and hyperbola; systems of linear equations and matrices using Gauss-Jordan elimination method. Prerequisite(s), if any: Math Placement Test (MPT) or MTH 101 or MTH 110.

MTH 120 Discrete Mathematics (GE-M)-3 credit hours

This course introduces the students in the study of countable structures, provides techniques to solve certain kind of problems, gives the foundations for the formal approaches in computer science, and discusses languages used in mathematical reasoning, basic concepts, and their properties and relations among them. Topics include: logic and proofs; basic structures, sets, functions, sequences, and summations; algorithms, growth of functions, and complexity; integers, division algorithm, Euclidean algorithm, primes, representation of integers: decimal, binary, hexadecimal, octal; matrices; mathematical induction principle, well ordering, and recursion; basic counting principles, tree diagrams, permutations, and combinations; relations; Boolean algebra. Prerequisite: MTH 101 or MTH 110.

MTH 130 Calculus I (GE-M)-3 credit hours

This course is an introductory calculus course designed primarily for natural science, computer science, and engineering majors and certain other technology majors. The student is assumed to be versed in the standard pre-calculus topics of functions, graphing, solving equations and the exponential, logarithmic and trigonometric functions. No prior exposure to calculus is assumed. Topics include: limits of functions, continuity, differentiability, techniques of differentiation, the chain rule, implicit differentiation, relative extreme, graphing polynomials and rational functions, applied maximum and minimum problems, antiderivatives, the indefinite integral, linearity, integration by substitution, the Riemann sum, the definite integral, midpoint numerical approximation, the fundamental theorem of calculus, the net change theorem, and applications to area, traffic flow, rectilinear motion, compound interest, probability, expected value, and others. Prerequisite: MTH 110.

MTH 135 Linear Algebra (GE-M) – 3 credit hours

Linear Algebra provides interesting tools that will be used in other disciplines. Topics include: matrix representation of systems of linear equations; matrices operations, determinants; vectors, dot and cross products; vector spaces, linear independence, bases; row and column spaces; vector description of lines and planes; linear transformations, eigenvalues, and eigenvectors. Prerequisite: MTH 110.

MTH 145 Calculus II (GE-M)-3 credit hours

Calculus II is a continuation of Calculus I. The student is assumed to be capable and versed in the standard Calculus I topics. Topics include: a brief review about the chain rule, basic integral formulas, and integration by substitution; methods of integration, integration by parts, trigonometric integrals, trigonometric substitutions, and partial fractions; improper integrals; numerical integration and approximations; introduction to differential equations, modeling and applications; infinite series, convergence tests, alternating series, comparison, ratio, and root tests; power series, Taylor and McLaurin series, and approximations; analytic geometry, polar coordinates, calculus for polar curves and parametric curves, and conic sections; the 2- and 3- dimensional space, vectors in low dimension, calculus of vector valued functions, arc length, speed, curvature, and motion in 3- space. Prerequisite: MTH 125 or MTH 130 (MTH 125 is no longer offered).

MTH 245 Calculus III (GE-M) - 3 credit hours

Calculus III is a continuation of the study of functions begun in Calculus I and II. Students will apply and extend the ideas of limit, continuity, differentiation and integration to vector valued functions and functions of several variables. Topics include: a brief review about 3-space, and vectors; vector functions, calculus of vector functions, and motion along a curve; partial derivatives, directional derivatives, chain rule, extreme, Lagrange multipliers, and applications; multiple integrals, double integrals, triple integrals, and applications to area, volume, surface area, centroid, center of gravity; change of variables; some topics in vector calculus, line integrals, path-independence, conservative vector fields, potential functions and surface integrals, Green's theorem, Stokes' theorem, and Divergence theorem. Prerequisites: MTH 110, MTH 130 and MTH 145.

MTH 350 Quantitative Methods for Social Sciences and Humanities – 3 credit hours

This course introduces the basic concepts of data analysis and statistical computing, both increasingly used in the social sciences and the humanities. The emphasis is on the practical application of quantitative reasoning, visualization, and data analysis. The goal is to provide students pragmatic tools for assessing statistical claims and conducting their own basic statistical analyses. Topics covered include basic descriptive measures, measures of association, sampling and sample size estimation, and simple linear regression. Assignments are based on real-world data and problems in a wide range of fields in the social sciences and humanities, including psychology, sociology, education, Political Science and public administration. The goal is to help you develop a solid theoretical background in introductory level quantitative methods applied to social science and humanity, the ability to implement the techniques to critique empirical studies. Prerequisite: STA 210 Statistics I.

MTH 410 Econometrics I – 3 credit hours

Econometrics introduces you the regression methods for analyzing data in Economics, Business and Finance. This course emphasizes both the theoretical and the practical aspects of statistical analysis, focusing on techniques for estimating econometric models of various kinds and for conducting tests hypothesis of interest to economists. The goal is to help you develop a solid theoretical background in introductory level econometrics, the ability to implement the techniques and to critique empirical studies in econometrics. Prerequisite: STA 230 and ECO 300.

PAD 110 Introduction to Public Administration - 3 credit hours

This course covers how public administrators operate in a complex and dynamic political, economic and social environment in which they are expected to translate public policies into programs, implement them, and ensure that the processes and outcomes are efficient, effective, and democratic. Therefore, how public institutional structures are designed and how resources, including human and financial, are managed will determine the success or failure of service delivery. The study of public administration offers useful theoretical tools and evidence-based approaches that can be used to address these tasks. As the first basic course in the BA-Political Science and Public Administration program, it is intended to introduce the student to the history, scope, and principles of administration that can be translated into practice either in government or non-profit organizations. Prerequisite: ENG 110 with a grade C or higher.

PAD 210 Public Policy Making - 3 credit hours

This course introduces the study of the public policy making process. It examines the analytical approaches used to frame and understand public policy problems. Specifically, the purpose of the course is to introduce the student to the concepts within public policy; to develop an understanding of public policy and the way governments make policy decisions; to consider implications associated with policy decision making for various groups and individuals; to foster critical thinking about public policy and

policy alternatives; and to improve writing, research, oral presentation and team work skills. It further analyzes how public administrators and other actors fit into the policy making process. Prerequisite: PAD 110 and MTH 110.

PAD 310/POL 300 Future Governance in Post-Conflict Societies – 3 credit hours

Post-conflict societies are the nations ending their civil war or internal conflicts. The fledgling democratic systems and governance structures are still weak. The topic begins by exploring how the governance works and the role of governance to build and promote juridical systems, state apparatus and sovereignty. The topic also proceeds to look at governance issues in policy interventions, peace-building, conflict prevention and state reconstruction. The topic then will discuss security governance, administrative and economic governance, and political governance. Must have completed ENG 115 with a C grade or higher and MTH 110.

PAD 370/ANT 370 Anthropology of Public Policy - 3 credit hours

There are few areas of human life today that are not regulated by government policies. Policy shapes the way social problems are conceptualized, legitimized, and addressed, especially in the context of development. Policy is also an important location of interaction between the state and transnational actors. This course examines public policy from the perspective of anthropology. Policy has become a central organizing principle of modern society, used to shape, regulate, and order society. The course addresses what policy is, how policies work, and what policies do in terms of organizing and classifying people, intervening in present social conditions, and providing direction for the future. Prerequisites: ENG 115, MTH 110, and ANT 210 or instructor consent with MTH 110 completed.

PAD 410 Project Management for Public and Nonprofit Organizations – 3 credit hours

Post-conflict nations are normally influenced by Western economic, political and ideological spectrums. Their economics are dependent on foreign aid for technical and financial assistance for economic recovery and poverty reduction. Post-conflict governments are intimately involved in policy interventions through different programs and projects funded by donor countries and international institutions. The rise of non-governmental organizations as development partners plays a key role in promoting social and economic justice, economic growths and poverty alleviation. The topic is aimed at introducing theory and practices of management of programs and projects, with emphasis on public policy and non-governmental applications. Examples or case studies will be drawn from the contexts of infrastructure, health, education, governance, and rural development. Prerequisites: MTH 110.

PHY 120/121 Introductory Physics I (GE-P) –4 credit hours

Introduction to Physics I covers the principle laws of mechanics: vectors, motion in one and two dimensions, Newton's laws, friction, rotational motion, statics, energy, gravitation, linear and angular momentum, and simple harmonic motion. If time permits, topic in thermodynamics, waves, and/or fluid mechanics will be touched upon. Topics are introduced at the level of basic college algebra. Concepts and formalism in the areas mentioned are developed. The student is able to solve simple problems and realize the connection with other areas of science. This course includes both a lecture and a laboratory component. Must be taken concurrently with the lab. Prerequisites: ENG 110 and MTH 110 with a grade of a "C" or higher. GE-P

PHY 135/136 Introductory Physics II (GE-P)–4 credit hours

This course is a continuation of PHY 120. Students study the fundamental laws of electricity, magnetism, circuit elements, and light. Optics and topics in modern physics (i.e., the basics of relativity and quantum, atomic, nuclear and particle physics) will be touched upon if time permits. The level is suitable for those with a knowledge of algebra, trigonometry, and calculus. Concepts and formalism in these areas are developed with the understanding that the student is able to solve simple problems. The student recognizes how these areas are used in modern technology and relate to other disciplines. Prerequisites: PHY 120/121 and MTH 130. Offered in the spring semesters only. GE-P for non-IT majors (course required for IT majors). Must be taken concurrently with the lab.

POL 110 Introduction to Political Science (GE-S)-3 credit hours

An introduction to the discipline of political science, and a broad survey of politics, government and public policy around the world. Students learn how to better understand their own political system and those of other nations. Emphasis is placed on the political behavior of institutions, social processes, and political actors. The course includes a general survey of political theory, political philosophy and political values. Prerequisites: ENG 110. GE-H

POL 130 Introduction to Afghanistan and Government Politics - 3 credit hours

This is an introductory course and provides students with analytical tools and empirical insight to understand the government and politics of post-Taliban Afghanistan. The course will examine the foundation and the architecture of the post-Taliban political system and will study the political institutions that have evolved since the fall of the Taliban. The course will focus on the three branches of the government – their functions and their relationship with each other – and will also survey the nature of elections and the role of political parties in post-Taliban Afghanistan. Student will learn how politics is played and how political actors pursue power within this political system. The course will also look at the impacts of international aid, drug, and corruption on the Afghan government and politics.

POL 210 International Relations (GE-S)-3 credit hours

The goal of this course is to encourage an analytical approach to the study of world politics. Students explore theories of how nations, regimes, institutions, and societies interact internally and with their counterparts around the world. By the end of the course, students gain a broad understanding of current trends and debates in international relations theory, as well as the tools necessary to utilize this knowledge in analyzing world events. Prerequisites: ENG 115 and POL 110.

POL 211 Introduction to Development -3 credit hours

Development studies have emerged as an academic discipline in large part due to increasing concern about the economic prospects for the third world after decolonization. This course looks at the history of development and discusses the current debates about development and present the various research methods used to examine the development process; political, social and economic. While the focus is on the general development process among the less developed countries, the course includes the implication of development study for the Afghanistan and Central Asia. Prerequisites: ENG 115 and POL 110.

POL 220 Introduction to Comparative Politics (GE-S) - 3 credit hours

The purpose of this class is to provide students with a basic and introductory theoretical and historical context that will help them to understand and analyze current issues in comparative politics. The course investigates the contemporary development and historical trends of political institutions, political systems, state building, and patterns of political behavior and policy choices on individual states. It is expected that the students will gain a broader understanding of various political systems and institutions. Prerequisites: ENG 115 and POL 110.

POL 230 Introduction to Government and Politics of Afghanistan - 3 credit hours

This class provides a brief overview of Afghanistan's history, especially after 1747. It then moves to political and historical developments that took place in the nineteenth and twentieth centuries. The course is divided into five parts. First, the political developments that took place since 1964, when a new Constitution was ratified and semi-democratic institutions came into existence, is studied. Second, the Soviet invasion and the anti-Soviet jihad led by the Mujahedin is covered. This is followed by a look at the Soviet withdrawal, the collapse of the communist regime, and the take-over of power by the Mujahedin. Finally, the course examines the civil war from April 1992 to September 1996, when the Jamiat-i Islami party and its allies were in power and the country was divided into small principalities between various warlords. The conclusion of the course consists of class discussions on the period of Taliban rule and overthrow in September 2001 with the establishment of the interim government. Prerequisites: ENG 115 and POL 110.

POL 250 Introduction to Political Theory - 3 credit hours

This is an introductory course on political philosophy. The course is concerned with imperative questions that are essential to the functioning of human societies and have preoccupied thinkers and philosophers for millennia. The starting point for this class is questioning one of the key assumptions that we usually take for granted, and that is the existence of government. Should a human society be ruled by a government? If so, what qualities should a ruler who leads this government have? What should be the relationship between the government and people? How far should a government be responsible to the people and what rights and duties should people have? Why should people obey the government and is there a limit on how far they should do so? To answer these questions, we will study how great thinkers have approached these questions and what answers they have offered. As we focus on these questions, we will examine key concepts – such as justice, equality, authority, power, rights and freedom – that are vital to answering these questions. Prerequisite: ENG 115.

POL 310 Advanced Theories in International Relations - 3 credit hours

The study of international relations relies on theories to build an understanding of complex realities. The course uses theories to understand, explain, and predict multifaceted political phenomenon. It compares and contrasts the assumptions, arguments, strengths, and weaknesses of the prevailing theories, i.e., realism, liberalism, and constructivism. Following this, the course takes a critical approach and briefly examines Marxist, feminist, and post-colonial approaches and critiques of the mainstream international relations theories. Prerequisite: POL 210 and completion math general education requirements.

POL 311 Peace and Conflict Resolution - 3 credit hours

This course aims to provide students with the necessary tools (theoretical knowledge, introduction of concepts and case-studies) to apply critical reasoning to analyze different types of real-world conflicts and practically find durable solutions to the most pressing violent situations of the twenty-first century. It will draw on its explanations/analysis/resolution to transform unjust, violent and oppressive situations to more equitable and nonviolent methods and strategies, identifying and deconstructing violent environments. Prerequisites: POL 110 and (POL 210 or POL 220 or consent of instructor) and completion math general education requirements.

POL 315 Political Violence and Terrorism – 3 credit hours

Political violence and terrorism affect, influence, and in some cases coordinates domestic politics and international relations of many states. The prevention and resolution of political violence and terrorism make the center stage of many countries politics. The study of political violence and terrorism is highly controversial and value laden. Therefore, in order to have a more in-depth understanding of violence and terrorism, we will approach its study from historical, sociological, religious, and political science perspectives. Political violence and terrorism are used by some as unconventional collective action to make a claim or a statement against each other or against a state. Prerequisites: MTH 110, ENG 115 and POL 130.

POL 317 Islam and Politics – 3 credit hours

This upper division course provides a comparative understanding of Islam and politics. Students investigate the concept of Islam as a religion, political Islam as a force, the interaction and the relationship between Islam and politics, political and social institutions of Islam and political Islam, and patterns of political behavior. Furthermore, this course discusses relations between Islam, democracy, and civil institutions. Students examine the characteristics of individual states and discuss their similarities and differences in relation with Islam and political Islam. Prerequisites: ENG 110 and POL 210 or POL 220 or POL 224 and completion math general education requirements.

POL 324 Government and Politics of Middle East - 3 credit hours

This course offers a comparative understanding of the field of Middle East government and politics. It analyzes the political, social, cultural and economic changes in the Middle East. Students investigate the ideological trends, political institutions, political systems, state building, and patterns of political behavior and policy choices of individual states. The first part of the course is devoted to historical background and general introductory information on religion, geography, culture, society, state building, and political organizations. The second part of the course analyzes the dynamics of politics in the contemporary Middle East, which will include the birth and growth of Arab nationalism and other ideologies, the role of the military, social changes, modernization and the place of the Middle East in world politics. Prerequisites: ENG 115 and POL 110 and completion math general education requirements.

POL 325 American Government and Politics - 3 credit hours

This course is a survey of American politics and government, including the theory of democracy, the behavior of American political institutions, the electorate, the media, and American governmental branches and their bureaucracies. The last part of the class focuses on U.S. foreign policy, particularly toward Iraq and Afghanistan after the 9/11 attacks. Prerequisites: ENG 115 and POL 110 and completion math general education requirements.

HIS 330/POL 330 History of Political Reform in Afghanistan – 3 credit hours

This course will examine the various phases of political reform in Afghanistan beginning in the reign of King Amanullah and ending with the current state building efforts in the post-Taliban period. Prerequisite: HIS 120 and completion math general education requirements.

POL 335 State Building and Political Development in Afghanistan–3 credit hours

This course will start with theoretical foundation sections reviewing what modern nation-states are (their evolution and functions) and how scholars theorize political development. The course will then study the processes of state-building and political development in Afghanistan, beginning with Amir Abdul-Rahman Khan. The evolution of the Afghan state, its relations with the Afghan society, particularly with highly politicized societal groups and the rural communities under different political regimes, will be of particular interest in this course. The course will highlight the numerous attempts at state-building and subsequent state failure and collapse, as well as the challenges to political development in Afghanistan. Prerequisite: HIS 120 and POL 130 and completion math general education requirements.

POL 341 Western Political Thought I – 3 credit hours

The purpose of this class is to provide students with an understanding and knowledge of the foundations of Western political thought. The course offers historical and contextual insight into the evolution of Western political thought as it evolved from Plato to Locke. Students further develop their critical thinking and analytical abilities as this course examines the evolution of such political values as equality, justice, and freedom as found in the West. This course focuses on the reading of primary sources of Western political thought. Prerequisite: POL 110 and completion math general education requirements.

POL 342 Western Political Thought II - 3 credit hours

The purpose of this course is to provide students with an understanding and knowledge of the foundations of Western political thought. The course offers historical and contextual insight into the evolution of Western political thought as it evolved from Montesquieu to Rawls. Students will further develop their critical thinking and analytical abilities as this course examines the evolution of such political values as equality, justice, and freedom as found in the West. This course focuses on the reading of primary sources of Western political thought. Prerequisite: POL 110 and completion math general education requirements.

POL 346 Islamic Political Thought I- 3 credit hours

The central concern of this course is with four major trends in the political thought of classical Islam. These may be characterized as the courtly, philosophical, sociological, and juristic trends. In particular, the course focuses on reading and discussing four major writings, each representing one of these trends: Nizam al-Mulk's *Siyasat-nameh* (courtly), al-Farabi's *The Virtuous City* (philosophical), Ibn Khaldun's *Prolegomenon*

(sociological), and al-Mawardi's *The Book of Ordinances* (juristic). This will require studying the concept of "advice to kings (or princes)" traditions—the common denominator of courtly writing—found throughout the ancient world, for example in India, Iran, China, Israel, and later in Germanic areas and among the Turks. Prerequisites: POL 210, POL 220, or POL 224 and completion math general education requirements.

POL 351 American Foreign Policy - 3 credit hours

This course provides students with a broad current and historical overview of American Foreign Policy. Prerequisites: ENG 115 and POL 210, POL 220, or POL 250 and completion math general education requirements.

POL 399 Special Topics in Political Science - 3 credit hours

Subject matter will vary semester to semester and the course may be repeated. Consult with the instructor before enrolling to determine topics to be studied and the necessary prerequisites. This course may be used for the independent study under the supervision of specific faculty members or for special course offerings. Prerequisite: to be announced or permission of the instructor and completion math general education requirements.

POL 399(B) Special Topics in Political Science: Introduction to Security and Development – 3 credit hours

This course provides students with an analytical and empirically informed treatment of the linkages between issues of security and development in contemporary international relations. The course places emphasis on the need to examine issues of security and development in their mutual interaction rather than as separate areas of academic enquiry and policy making. Discussions and research assignments focus on 10 years of international intervention in Afghanistan, allowing students to examine, analyze, and critique the cross-cutting policy agendas of the donor community and to identify gaps in their policy and practice for making appropriate recommendations. Course discussions are further enriched by individual lectures to be given by senior policy makers and practitioners of the Afghan government and international aid organizations in Kabul. Prerequisite: POL 110 or POL 210 and completion math general education requirements.

POL 415 International Security – 3 credit hours

The course will evaluate the main approaches to study international security. With regards to each one, we will examine its core assumptions, argument and implications. We will assess and critique the relative explanatory power of each concept regarding historical and contemporary case studies. Prerequisite: POL 210 or POL 220 and completion math general education requirements.

POL 420 Democratization – 3 credit hours

This course is intended as a broad, introductory survey of all those factors that foster the development and consolidation of democratization processes in the global era. Each factor will be examined with reference to a variety of different national experiences drawn from diverse examples, to finally compare it with Afghanistan's characteristics. An important aim of the course is to encourage each student to relate the characteristics and historical developments of Afghanistan to the various theories about democratization, to compare it with other countries. Reading materials, lectures, focused discussions and a research project will help accomplish this goal. Prerequisite: POL 210 or POL 220 and completion math general education requirements.

POL 425 International Political Economy - 3 credit hours

This course will focus on the economic and political analysis of the global economy. We will examine theories that inform the study and analysis of the international political economy as well as the political economy of national systems of development within an international economic order. Included among our topics will be international trade and monetary and financial systems. We will also discuss the relationship between states and multinational companies, regionalism, and possible scenarios for global economic governance. Prerequisite: MTH 110 and either POL 210 or ECO 200 and completion math general education requirements.

POL 430 Middle East Politics – 3 credits hours

This class provides students with an overview of the domestic and international politics of the “modern” Middle East (post-Ottoman Empire). The class discusses how domestic, regional, and international cleavages have shaped the region's current state system. While no background in the history of the region is expected the prerequisites are: MTH 110 and POL 110; it is preferable if students have also taken POL 210, though this is not required and completion math general education requirements.

QBM 500 Decision Analysis, Quantitative Methods I - 3 credit hours

This course examines basic concepts related to the collection, analysis, and interpretation of data, emphasizing the appropriate application of different methods. Topics include how to recognize and appropriately apply common quantitative tools in business: random process, random walk, regression, forecasting, decision analysis, and simulation and probability models. No prerequisites.

QBM 501 Quantitative Methods for Business II - 3 credit hours

A continuation of QBM 500: Decision Analysis, Quantitative Methods. Prerequisite: QBM 500.

SOC 110 Introduction to Sociology (GE-S)-3 credit hours

The course demonstrates how sociological concepts and theories can be utilized to analyze and interpret our social world. Special attention will be paid to the intimate connection between our personal lives and the larger structural features of social life. Students challenge their “taken-for-granted” or “common sense” understandings about society, social institutions, and social issues. Topics covered include culture, socialization, crime and deviance, race/ethnicity, social stratification, the economy, sex and gender, age, family, and education, mass media, and the environment. Prerequisite: ENG 110.

SOC 310 Social Research Methods –3 credit hours

The course introduces students to the basic concepts and procedures of social science research. It includes theory and practice of basic, academic and applied research, as well as qualitative and quantitative approaches. Students also develop skills to become a “critical consumer” of research, able to assess the strengths and limitations of social research studies. After successfully completing this course, students are prepared to pursue their own research, take more advanced methodology courses, and appraise the evidence and assertions of social research studies. The course consists of a combination of lectures, small group discussion, and activities. Prerequisite: MTH 101 (or MTH 110), ENG 115; ANT 110 or POL 110 or PAD 110.

STA 210 Statistics I (GE-M)–3 credit hours (formerly STA 200)

This course introduces statistical concepts and techniques for making practical applications with examples drawn from social sciences. Topics include: data collection, summary, and presentation; descriptive statistics (measures of central tendency, dispersion, and correlation); basic counting, elementary probability, and discrete probability distributions (Binomial, and Poisson). Brief introduction to simple linear regression by using the least squares method. Prerequisites: MTH 110.

STA 230 Statistics II–3 credit hours

This course is a continuation of Statistics I and gives learners the quantitative tools to use data to solve business problems. Topics include: continuous random variables, expected value, variance, conditional expectation, continuous distribution, the normal distribution, sampling distribution, central limit theorem, inference statistics, estimation, confidence intervals, hypothesis testing, scatter plots, correlation, simple linear regression, and a brief introduction to time series analysis. Prerequisites: STA 210 and either MTH 125 or MTH 130.

UNV 100 University Success (GE-U)-1 credit hour (formerly UNV 101)

This course is an introduction to university life designed to give students an understanding of how an American styled university functions, their role as students at the university, and the most important skills needed for success. These skills include critical thinking, creative problem solving, information literacy, and conflict resolution strategies. Students are required to participate in a group project. This class is required by all students in their first semester of enrollment.

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