UCLC

USEK CONTINUING LEARNING CENTER

CATALOGUE

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2021 – Holy Spirit University of Kaslik (USEK)

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Introduction

The USEK Continuing Learning Center (UCLC) was founded as a response to demands for continuing education and professional development on the local and regional market.

In line with the University's commitment to providing high quality learning and engaging with the local community, the UCLC provides a wide range of courses designed for learners at different levels at suitable times for individuals with a busy schedule and other responsibilities.

As educators, we aim to meet the needs of people of all ages interested in continuing education and lifelong learning, to respond to the local and regional market needs by offering continuing education opportunities, and to provide learning opportunities to various local community groups (professionals, inspiring entrepreneurs, students, etc.) by offering a selection of quality educational programs and professional development opportunities at different levels. In so doing, we help people from various professional backgrounds acquire the skills and experiences that enable them to face the cultural, social, and technological changes and developments caused by the rapid progress in communications and information technology.

Letter from the Director

Education never ends. Once you obtain a specific degree in a particular discipline, continuing education is a practice that many people pursue. It is a lifestyle, one which a person is keen to live and achieve by persevering to acquire various sciences in a range of knowledge fields and relying on personal, professional, or training experiences regardless of age, time, or place, as long as education remains the main target.

The USEK Continuing Learning Center (UCLC) provides interdisciplinary courses designed to meet the lifelong educational and training needs of adult learners at all educational and professional levels. Connecting with USEK's faculty and schools, the UCLC provides non-credit courses and programs in many areas to serve the local and regional community. Course offerings are constantly revised and developed to meet the ever-changing demands of the professional workforce.

We invite you to review this catalogue and find out how the UCLC can help you achieve your personal and professional goals. In this context, we will accept nothing less than to play a crucial role in the region and beyond in providing lifelong learning opportunities for individuals from all educational and professional backgrounds.

Fr. Wadih Skayem, Director
USEK Continuing Learning Center (UCLC)

Background

Since its founding, USEK seeks, and in accordance with Article 92 of the Constitutions of the OLM (ed. 2012) and the social teaching of the Catholic Church on universities, to contribute to the development of all its students through quality educational programs and research in various fields of study.

In this context, the USEK Continuing Learning Center (UCLC) promotes USEK's motto, "When the Spirit of truth comes, he will lead you to the whole truth" (Jn 16:13), and stands at the heart of USEK's strategic plan in extending the resources of the University to the community by providing high-quality personal development opportunities for individuals from various educational and professional backgrounds and remaining committed to a faith-based educational development, whereby spiritual values and ethics as well as respect for cultural and religious pluralism are promoted.

A variety of non-credit professional courses and programs is offered to participants aged 18 and above. All courses delivered by the UCLC consist of a minimum of 15 contact hours and a maximum of 60 contact hours per course.

Mission and Vision

The mission of the USEK Continuing Learning Center (UCLC) is to meet the lifelong educational and training needs of adult learners at all educational and professional levels. UCLC aims to improve the professional and technical skills of learners by addressing their needs for personal development and cultural enrichment.

Our vision is to become a leading educational center offering quality learning and training in a variety of fields in the region and beyond.

Policies

To register in one or several courses, kindly fill in the Online Registration Form and select the chosen course(s). You will be asked to upload a scanned copy of your ID card (or passport for foreign students) and a photo.

A confirmation email and a payment link will be sent to you shortly after.
If you have any questions, please feel free to contact us on 09 600 821.

ENROLLMENT AND REGISTRATION REQUIREMENTS

The UCLC Courses are open to anyone who is 18 years old and above. While there are no pre-requisites for most courses, some courses may require prior education and/or experience to obtain maximum benefit.

To register in one or several courses, kindly fill in the Online Registration Form and select the chosen course(s). You will be asked to upload a scanned copy of your ID card (or passport for foreign students) and a photo. A confirmation email and a payment link will be sent to you shortly in order to complete the payment.

Note: Students already at USEK can enroll in any course without prior payment, the UCLC tuition fees will be added directly to his/her account.

Please feel free to contact us on 09 600 821 if you have any questions.

PAYMENT POLICY

Once you have registered online, you may choose between two payment options:

- via bank (Audi, Bank of Beirut, BLOM, Byblos – using your USEK ID number), or
- online by VISA/MasterCard (note: a 3.49% fee will be applied for credit card processing).

Please note that there is no registration fee.

For course fees exceeding USD 1000 a payment plan is available upon request.

WITHDRAW POLICY

If for any reason you must drop the course(s) or program, you will need to inform the UCLC by sending an email to uclc@usek.edu.lb or by calling us on 09 600 821. A refund will be issued based on the drop period as stated in the Refund Policy below.

REFUND

During the registration process, students must read the UCLC Refund Policy and verify that they have understood it

Below are the refundable amounts based on the drop period:

Drop Periods	Tuition Refunded	Tuition Payment
Cancellation of class by the UCLC	100%	0%
Dropping the course one week before the start date	50%	50%
Dropping the course after 1st class session	0%	100%

If the refund request satisfies the above terms, the refund process will normally take 3 to 4 working days and the amount(s) will be refunded within 30 working days. Refunds are issued by check. The student will receive an SMS once the check is ready.

COURSE CANCELLATION

UCLC reserves the right to cancel or reschedule any course due to insufficient enrollment or any other unavoidable circumstances. All registered candidates will be notified, and a total reimbursement will be made.

ATTENDANCE POLICY

Students must attend all classes in order to complete the requirements of a course. For every hour of instruction, no more than fifteen (15) minutes can be missed. Arriving more than 15 minutes late at the start of a class or leaving more than 15 minutes early at the end of a class will also be documented as unsatisfactory performance. Instructors reserve the right to drop a student from the course if the student is absent more than 30% of class instruction time.

CERTIFICATE

In order to be eligible for a course certificate, students are required to maintain regular classroom attendance and complete all program requirements.

Grades are not assigned, and the programs do not count towards a degree.

GENERAL REGULATIONS

Student ID card: All UCLC Students will receive an USEK ID card which must be shown when entering the campus and accessing the parking lot. In case of loss or damage of the card, a duplicate can be made by the Registrar's Office for a fixed cost.

USEK Rules and Regulations

All students are expected to abide by the rules and regulations of the University.

Change of Personal Information:
Students are encouraged to inform UCLC about any changes in their contact information.

PROGRAM INFORMATION AND CHANGES

The UCLC reserves the right to make changes to the information printed in materials or on this website.

COURSE OFFERINGS

The updated course listing is posted regularly on the website. UCLC is under no obligation to offer any of the courses/programs.

UCLC Courses of Study

2021-2022

UCLC courses are designed to train and develop human resources in various sectors, including business, architecture and design, languages, arts and sciences, law and political sciences, engineering, and lifestyle, with a view to meeting the requirements of everyday life and work.

The following section elaborates on the courses offered in 2021-2022 and categorized into seven different specialization areas as shown below.

Business

Budgeting and Cost Control for Businesses

Description: Business decision-making involves analyzing situations that entail varying degrees of risk. This course introduces you to the core principles of cost control and management accounting functions. It covers a range of central concepts, such as job costing and ABC costing. You will discover how to use costing to make informed management decisions and learn how to perform a cost-volume-profit (CVP) analysis and compile a budget for a business in keeping with its strategic plans and objectives.

Duration: 15 hours

Strategic Management

Description: This course will take learners on a journey during which they will learn to analyze the business environment of a company, select a strategy, and construct the organizational structure necessary to put such a strategy into action. Learners will be taught to use all the functional skills (i.e., accounting, finance, marketing, etc.) they have learned to study organizational problems within the context of real-world business case studies.

Duration: 23 hours

Auditing Standards and Procedures

Description: The AICPA's Accounting Standards Board distinguishes between auditing standards and audit procedures by stating that "Auditing procedures are acts that the auditor performs during the course of an audit to comply with auditing standards".

This course is intended to introduce auditing standards and procedures as a measure of audit quality and the objectives to be achieved in an audit, enabling learners to differentiate between internal and external audit, types of audits, types of auditing opinions, and the preparation of a complete audit file. It will explain how to act objectively by conducting highly systematic and independent audit work.

Duration: 20 hours

Ideation

Description: The ideation workshop is dedicated to teaching the methodology of ideating based on a problem or a need in an effective and innovative way. Generating an idea may seem easy but finding an innovative solution out of a problem is far from obvious unless you follow an analytical and critical thinking methodology. Participants will trigger their creativity by examining the issue, decomposing it, and suggesting multiple solutions for it. These options will eventually be narrowed down to come up with an innovative solution that answers the identified needs.

Duration: 6 hours

Start Your Business

Description: This course is dedicated to teaching the methodology of design thinking to validate the need for the proposed solution and assess its feasibility, viability, and desirability. You will learn the process of understanding consumer problems and needs, ideate around them to find solutions, choose a specific solution, and prototype/test it on the market.

Duration: 8 hours

Hospitality and Event Management

Description: This course will tackle event management from a simplified, yet different perspective. It will give participants a few tricks and tips for choosing a theme, planning it from A to Z, and working on different setups, in addition to many other related subjects.

Duration: 15 hours

Strategic Brand Management

Description: This course is intended to improve the learners' marketing skills and their understanding of specific branding topics, and to examine the "big picture" of how various aspects of marketing "fit together", all from a brand equity perspective. Specifically, the course aims to introduce:

- the role of brands, the concept of brand equity, and the advantages of creating strong brands.

- the three main ways to build brand equity by properly choosing brand elements, designing marketing programs and activities, and leveraging secondary associations.

- different approaches to measuring brand equity and how to implement a brand equity measurement system.

- alternative branding strategies and how to design a brand architecture strategy and devise a brand.

Duration: 23 hours

Introduction to Marketing

Description: As consumers and citizens, understanding marketing is a must, since someone is always trying to sell us something, hence the need to recognize the methods at play. This course is designed to explain the basic concepts and techniques required for the comprehension and application of the marketing process. The course also identifies the marketer's need for a broad range of skills to sense, serve, and satisfy consumer needs. By giving marketing a central role in the activities of an organization, it develops learners' understanding of marketplace realities, including organizational functions and the importance of incorporating a marketing perspective into any organizational (or personal) endeavor.

Duration: 15 hours

Marketing Management

Description: This course is an introduction to the essentials of marketing, including the creation of value for customers and firms, and the strategies and methods marketers use to successfully operate in today's dynamic environment. Specifically, the course goals are to:

- define the strategic role of marketing in the firm.
- introduce learners to the key elements of marketing analysis.
- provide a sound conceptual and theoretical "tool kit" for analyzing marketing issues.
- improve your understanding of the marketing process as a framework for looking at the world.

Duration: 15 hours

Digital Marketing

Description: Digital marketing influences all aspects of our commercial projects. Electronic media and technology enable organizations to acquire products and services and to sell goods and services to customers in the marketplace while optimizing internal communication, as well as communication with customers by monitoring the external environment. This course provides an overview of the e-marketing world and its strategic integration into business and relies on marketing principles to study specific platforms. E-marketing offers many opportunities for brands and their positioning. By addressing what is unique about e-marketing, the training explains how these technologies create value for customers and benefits for businesses and their brands. The training deals with various issues, such as:

- introducing electronic marketing and its technological foundations.
- explaining the commercial implications of digital marketing.
- understanding customer behavior on different platforms.
- discussing crisis management and campaign creation.
- tackling selling strategies on social media.

Duration: 15 hours

Global Marketing

Description: It is more important now than ever before for firms to recognize that they compete in a global environment. Consequently, managers must seek to develop the empathy, knowledge, sensitivity, and skills required to successfully operate in a dynamic global marketplace. Global marketing uses and builds upon the primary concepts previously covered in the principles of marketing and will enable you to practice applying these concepts in a global environment. Successful global marketers must broaden their knowledge to include the myriad of activities required to select, gain entry to, and compete outside their "home" country. They must also appreciate how crucial culture, environment, government regulation, and economic systems are in affecting the competitive advantage and strategic positioning of any given firm. This course will provide global marketers with an overview of these vital concepts.

Duration: 15 hours

Integrated Marketing Communication

Description: This course describes the basic principles and practices of advertising, while emphasizing the role of integrated marketing mix in brand management. It will highlight the key elements essential to the development of an advertising campaign as well as the media

tools and planning needed to transmit a clear message to consumers about the brand. Additionally, the course will explain the importance of in-store marketing, sales promotion, and public relations in brand management.

Duration: 15 hours

Make Me a Leader

Description: Teamwork is not as easy as it seems, and every leader should be able to understand the various aspects it entails. Since leadership is a continually evolving process rooted in cooperating and communicating with others, this training will help explore the theory and practical methods of how to be a team leader. Participants will learn to understand the communication styles and techniques that any leader should master.

Duration: 15 hours

Make Me a Trainer

Description: Given the vital importance of training for personal development, this workshop provides a comprehensive overview of what it takes to become a trainer. Various activities, exercises, role play, and group work will be implemented, with training sessions introducing specific tips and techniques in an enjoyable and engaging atmosphere. Participants will gain practical experience by guiding other trainees to look for new approaches and how to be innovative trainers.

Duration: 15 hours

Mentoring with Numbers

Description: Logical thinking involves a variety of processes, including identifying and evaluating specific scenarios and action plans. It is vital to evaluate various perspectives to identify available resources and the short and long-term effects of any action. This workshop provides training on perspectives and arguments and shows how to assess the advantages of a logic-based plan. It also sheds light on how critical thinking and life coaching are related, and why we need to implement coaching methodologies in mentoring.

Duration: 15 hours

Etiquette, Protocol, and French Know-How

Description: The success of lasting professional relationships hinges on an atmosphere of respect and know-how among people, team members, etc. This course will teach learners from various backgrounds the rules of good manners underlying individual relationships in society, as well as the intricacies of common courtesy and related human values.

Duration: 15 hours

Banking Ethics, Data Protection, and Electronic Payments: Future Outlook and Challenges

Description: This course targets financial/banking sector professionals to help them gain a deeper understanding of the best practices for maintaining a code of ethics and compliance.

Employee responsibilities are explained under the data protection law so that they understand how to collect data legally, obtain consent where required, process data in accordance with the law, and ensure data security.

The course also provides an overview of the various types of electronic payments along with the associated challenges and risks, in addition to an interpretation of the future of such payments.

Duration: 10 hours

Basics of Money Laundering and Terrorism Financing

Description: This course provides an awareness of money laundering and terrorism financing, and a better understanding of money-laundering/terrorist financing risks, mitigations, and sanctions.

Duration: 10 hours

Architecture and Design

Basics of Digital Design

Description: This course introduces the basic circuits for digital design and the elements used for basic logical operations. Covering number systems, binary codes, digital arithmetic, logic gates, Boolean Algebra, and arithmetic circuits, it focuses on reasoning methods that allow the analysis or synthesis of logical systems. Such concepts related to logic circuits are important in the fields of information technology, telecommunications, industrial control, and many other areas.

Duration: 30 hours

Technical Drawing and AutoCAD 2D and 3D

Description: The objective of this course is to initiate learners to technical drawings and to the use of the AutoCAD software. It is a first-time course about learning the fundamentals of reading and composing technical drawings in 2D and 3D. Learners are initiated to freehand sketching, multi-view drawing, section views, and building architecture drawing.

Duration: 30 hours

Introduction to Painting

Description: This course teaches the basics of painting on paper and canvas, and how to choose a topic in correlation with the composition. Collage, gouache, aquarelle, pastel, acrylic, and oil are the techniques introduced in this course.

Duration: 15 hours

Fundamentals of Typography

Description: This course details the importance of typography in design and its essential significance in the graphic, printing, and digital fields, raising learners' awareness of the advantages of typography in communication. The course teaches character anatomy and its use in different contexts for optimal results aesthetically and practically. It also explains the criteria for choosing a font and the importance of font readability in all formats: books, magazines, posters, websites, logotypes, etc.

Duration: 15 hours

Arabic Calligraphy

Description: This beginner-level course in the art of calligraphy covers the history of Arabic letters, including type families (*Kufi, Roqaa, Naskh*, *Thuluth*, and *Diwani*), and initiates learners to the basic rules of Arabic calligraphy: the use of pens and inks, the proportions, the constructions and composition of letters and ornaments. Learners will practice through short exercises the use of the material, the proper handling of calligraphy pens, and letter tracing.

Duration: 15 hours

History and Culture of Furniture and Design

Description: Originating from the arts and crafts tradition and then associated with the field of design, furniture as an aesthetic proposal shares with any one of these fields a functional end. This course will enable learners to develop a culture of artistic, aesthetic, technical, and architectural knowledge associated with crafts, decoration, furniture, carpentry, design, trends, and interior architecture. Following a chronological fragmentation, learners will learn to identify furniture styles in an interior architecture context, starting from the origins of furniture making to the modern-day era, and to place it in its cultural, artistic, social, and architectural environment. The aim of this course is to help learners acquire the culture of workmanship. Taking into consideration historical and stylistic periods from the Antiquity until today, it covers the relational interaction between architecture, interior architecture, furniture, entity, design, etc.

Duration: 20 hours

Acting in Commercials

Description: Designed for those interested in acting specifically in commercials, this course is an introduction to the various acting techniques and casting agencies in Lebanon.

Duration: 15 hours

Script Writing

Description: This course covers the most important aspects of the art of writing for the screen. The topics covered include techniques for generating ideas, the drafting process, classical screenplay structure, conflict, characterization, dialogue, etc.

Duration: 15 hours

Languages

Arabic for Beginners

Description: This course aims to teach learners the basics of reading and writing Arabic letters, and to enable them to discuss common themes when expressing themselves and communicating in Arabic with native speakers. Grammar rules are taught through various texts, audios, etc. to help the learners speak and write correctly. Spread out over 15 hours of writing and speaking, the course follows the communicative and interactive educational method, with learners acting both as recipients and content producers.

Duration: 15 hours

Syriac Language

Description : La langue syriaque, langue maternelle de Jésus, est un dialecte araméen, rendu célèbre par saint Éphrem qui en a en partie assuré la renommée internationale, et autrefois parlé de la Chine au sud de l'Inde et dans tout le Croissant fertile. Les cours porteront sur les thèmes suivants :

- l'histoire de la langue
- l'écriture
- la morphologie
- le lexique
- la syntaxe

Durée : 15 heures

Spanish Language I

Description: This beginner-level course is an introduction to the Spanish language, with the learners learning to present themselves and others and to talk briefly about their country/city.

Duration: 30 hours

Italian Language I

Description: This course is aimed at all beginners with previous exposure to the Italian language. The lessons will be given primarily in Italian, and the instructor will provide explanations in English only when necessary.

The lessons will be based on a communicative approach featuring everyday situations. The basic patterns and structures of the language will be pointed out so that the learners can acquire a basic knowledge of its specificity.

Duration: 20 hours

Chinese Language I

Description: This beginner-level course will teach learners the basics of the Chinese language, especially its characters, pronunciation, and tones. Participants will progressively get accustomed to Chinese characters, how to read/write them correctly and how to write and understand simple sentences as well as engage in basic dialogues.

Duration: 30 hours

English conversation

Description: This course will enable learners to hold a conversation in which they can voice their opinions and express themselves clearly on various subjects using well-constructed arguments and real-life examples.

Duration: 30 hours

French Conversation / Conversation en Français

Description : Ce cours permettra aux apprenants de tenir une conversation dans laquelle ils/elles pourront exprimer leurs opinions facilement sur divers sujets en utilisant des arguments structurés et des exemples concrets.

Durée : 30 heures

Computer-Assisted Translation

Description: This course aims to provide modern solutions for fast and accurate translation, as growing competition on the global market calls for ever new and speedy ways to translate our correspondence, offers, contracts, and various other communications.

Duration: 30 hours

Business English I

Brief Description: This starter business English course is designed to help learners, specifically businesspeople, understand business language to perform well in their field. The course focuses on content taken from a corpus of business language as well as on vocabulary from actual meetings in real-life companies. Business English learners will learn the skills and language that reflect the reality of working in business.

Duration: 30 hour

Business French I / Français des Affaires I

Description : L'apprenant pourra comprendre et produire une documentation simple liée au monde de l'entreprise : fiche de commande, facture, cahier des charges, etc. Il sera, par ailleurs, capable de tenir une courte conversation professionnelle, de se présenter dans le contexte professionnel, etc.

Durée : 30 heures

Film Translation: Subtitling and Dubbing

Description: This course provides learners, in the USEK Subtitling Lab, with the subtleties of subtitling from French and English into Arabic, as well as from Arabic into French and English, while exploring the techniques and specificity of audio-visual translation. The training material covers movies, series, sitcoms, and documentaries with or without scripts, along with working on the Poliscript Software.

Duration: 30 hours

Public Speaking

Description: This course will help participants build language confidence and acquire the skills needed to speak in public in both formal and informal settings. Participants will also improve their verbal and non-verbal communication skills to connect with their audience and will benefit from tips to overcome the fear of speaking in front of a large crowd.

Duration: 15 hours

Academic Writing

Description: Many learners may speak English well enough for shopping, travelling, and meeting people. Still, they are often surprised to find that writing essays, reports, and letters in English is much more difficult. This course is designed to help learners succeed in academic writing tasks. In addition to learning the stages of academic writing, including brainstorming, organizing, drafting, revising, and editing, they are also expected to take a critical approach to their sources. This means that they should question and evaluate the reliability and relevance of everything they read. Learners will be able to apply their new understanding of academic writing strategies to various types of correspondence, reports, case studies, literature reviews, questionnaires, and research papers.

Duration: 30 hours

English for the Workplace

Description: This course is designed for business executives, professionals, and office workers to help them build language confidence in business-oriented situations and develop fluency and accurate pronunciation. The course focuses on the vocabulary used in both business and general environments, as well as on the skills required to function in business.

The course component covers oral presentations, business meetings, interviews, and many other topics.

Duration: 30 hours

Arts and Sciences

Modern Practices in Aesthetic Medicine

Description: This course aims at communicating the basic principles and operation of equipment, tools, procedures, and techniques involved in aesthetic medicine and cosmetology. Learners will acquire thorough knowledge of the scientific principles underlying skin physiology, pathophysiology, facial rejuvenation, non-surgical slimming treatments, and various laser applications. Moreover, the learners will develop the required skills that will enable them to perform adequate patient diagnosis and assessment, correct choice of technology or treatment, and appropriate manipulation of equipment.

Duration: 45 hours

Cosmetic Formulation

Description: This course tackles the science of cosmetic formulation: the raw materials, their proportions, and the procedures needed to formulate a personal care product. It approaches the formulation of facial, body, sun, baby, and hair care, in addition to hair styling and hygiene cosmetics. At the end of this course, learners will be able to understand the list of ingredients of a personal care product, set a manufacturing procedure, and conduct stability testing. This course is a combination of lessons and live demonstrations.

Prerequisite   : BS or MS in Chemistry, Biology, or Pharmacy
Level   : Intermediate to advanced
Duration: 20 hours

Cosmetic Formulation – Practical Part

Description: During the laboratory sessions, learners will create their own formulations based on a benchmark. They will learn how to choose the raw materials, their percentages, and how to prepare a formulation according to a specific target cost and to raw material availabilities. The 6 hours will be divided into 3 lab sessions.

Prerequisite   : BS or MS in Chemistry, Biology, or Pharmacy
Level   : Intermediate
Duration: 6 hours

Cutaneous Biology and Skin Ageing

Description: This basic course about skin biology and skin ageing is useful for learners seeking to deepen their knowledge of skin and dermo-cosmetics. During this course, learners will learn about cutaneous biology: the skin structure, cells, and substances, how skin evolves with time, and the secrets of intrinsic and extrinsic aging. Learners who successfully complete it may enroll in an advanced course level, such as "The Skin and the Sun".

Prerequisite   : BS or MS in Chemistry, Biology, or Pharmacy
Level   : Beginner

Duration: 15 hours

The Skin and the Sun

Description: This course describes the long-standing relationship between the skin and the sun, from the standard behavior of a sun-exposed skin to excessive exposure and the photo-aging process. It will help learners learn about skin reaction, skin cells behavior, and the physiological factors involved during sun exposure.

Prerequisite   : BS or MS in Chemistry, Biology, or Pharmacy
Level   : Intermediate to advanced

Duration: 15 hours

Dermal Sciences

Description: This course aims at helping participants develop a comprehensive foundation knowledge in all areas of dermal science. Participants will develop the ability to adequately assess major dermal concerns and will acquire the necessary skills to perform safe and effective dermal treatments. They will also learn how to provide pre- and post-operative care for clients who have undergone plastic, reconstructive, and cosmetic procedures.

Duration: 30 hours

All about Eyebrows SPMU / PMU/ REMOVAL

Description: Microblading artists can be found practically everywhere these days, so it is very important to know how to stand out from the crowd. There is no better way to do so than by gaining certification through a professional face design school, which will set you apart from other artists by allowing you to give your clients the most natural-looking hair strokes.

This course covers pioneering eyebrow techniques in the PMU industry, such as microblading, micropigmentation, and tattoo removal. You will learn all about various factors that affect the end result, colorimetry, shaping, and face mapping, as well as the latest tips in this field. Hands-on practice will allow you to excel in drawing the right patterns using the diamond technique, while live demonstrations will help you master the hand and body positions of a confident beautician.

Duration: 24 hours

Lash Lifting/Tinting and Brows Lamination

Description: This course covers everything about lash lifting/tinting, eyebrow lamination, and all the style trends that will let your clients coming back for more. The lash lifting part of the course covers how to achieve a gentle and effective lash lamination results, while minimizing the risk of over-processing and keeping lashes healthy by adopting a tailored approach to this on-style technique.

The eyebrow lamination part of the course will enable you to successfully draw a uniform full eyebrow shape to create a brushed-up brow look. This technique is the ultimate solution for eyebrows where the hairs grow asymmetrically. Lamination (also known as lifting) helps realign the brows and give them the desired shape with results that last up to 6 weeks. Live demonstrations and hands-on practice will teach you how to master the hand and body positions of a confident beautician.

Duration: 6 hours

Plasma Fibroblast

Description: Plasma fibroblast is the latest craze in the world of beauty trends. This new course will introduce you to this non-surgical revolutionary procedure for perfect skin rejuvenation through tightening and lifting. You will learn the principles of plasma treatment, anatomy, and physiology, in addition to the latest techniques, hygiene safety, and aftercare.

Live demonstrations and hands-on practice will teach you how to master the hand and body positions of a confident beautician.

Duration: 15 hours

All about Lip Blush and Infralash Eyeliner

Description: This course covers everything you need to know about the lips and eyeliner PMU industry and will teach you how to implant pigments targeting specific areas to give an overall natural beauty finish.

In the first section, you will learn all the fundamentals of enhancing natural lip color, how to improve and define the shape of the lips to give the illusion of fullness, and how the treatment enriches their color and vitality.

The second part of the course will cover how to select proper eyeliner pigments, depth, and pressure, and teach you everything you will need to attain amazing results and retention.

Live demonstrations and hands-on practice will teach you how to master the hand and body positions of a confident beautician.

Duration: 18 hours

Daily Nutrition

Description: More people are trying to lead a healthy lifestyle and are adopting healthier diets; however, the information available around nutrition can often be complex and confusing. Therefore, the aim of this course is to discover the scientific basics of a healthy diet and explore nutrition concepts and controversies. You will learn how to apply nutrition knowledge to personal food choices and how to evaluate nutrition information advertised on various media.

Duration: 15 hours

Sports Nutrition

Description: It is well known that high energy levels, optimal gains from training, improved general health, and accelerated recovery are all benefits associated with adequate nutritional practices. In this course, you will explore the impact of nutrition on an athlete's training. You will learn the best tips and insights on how to control your own nutrition and integrate proven strategies in your daily routine.

Duration: 15 hours

Infant Nutrition for a Better Growth

Description: Eating patterns that begin in childhood affect health and well-being across the lifespan. The culture of eating has changed significantly in recent decades, especially in parts of the world where processed foods dominate our dietary intake. This course examines current child nutrition and the impact of the individual decisions made by each family. Participants will learn what constitutes a healthy diet for children at different stages of growth and how to prepare easy, delicious foods, encouraging a long-term adaptation of easy home-cooked meals.

Duration: 15 hours

Fundamentals of Human Nutrition

Description: This three-credit undergraduate course introduces the basic concepts related to nutrition, providing an overview of nutrients, their food sources, digestion, metabolism, functions, and requirements in humans. This course also examines the use of dietary guidelines and recommendations to assess the nutrient intake of healthy individuals. Upon completion of the course, learners will be able to make optimal food choices for better health.

Duration: 45 hours

Advanced Food Service Management

Description: This advanced course on food management complements undergraduate training and encompasses all the management notions needed to run food establishments (hotels, restaurants, diet centers, etc.) efficiently. This course details managerial and operational concepts that are essential to food service management, i.e., marketing, finance, human resources, and leadership.

Duration: 45 hours

Pratiques pédagogiques et identité professionnelle des enseignants en intégration ou inclusion scolaire

Description : Cette formation présente des questions actuelles en matière d'intégration et d'inclusion scolaire. S'adressant aux responsables, enseignants, éducateurs, parents et étudiants, elle renvoie à l'intégration ou à l'inclusion des élèves à besoins éducatifs particuliers au sein des classes ordinaires et traite des stratégies permettant de soutenir ces élèves dans le quotidien de la classe. Outre les solutions favorisant l'apprentissage et le progrès chez les élèves présentant des besoins particuliers, la formation aborde également de nombreux thèmes, tels que les conditions de réussite des élèves, les transformations scolaires, la mise en commun des expertises, le soutien à l'innovation, l'évolution des pratiques professionnelles, les orientations didactiques, les compétences professionnelles et les expériences d'enseignement-apprentissage.

Durée : 40 heures

Soapmaking for Beginners

Description: The course will give you all the essential information about oils, butters, and fragrances, so that you can easily create your own bar soap recipes. With the knowledge you get from this course, you will no longer be limited to following other people's recipes, as you will be able to create your own unique handcrafted soaps and learn to color them using natural and cosmetic colors. The course will also show you a color swirling technique, as well as how to make shampoo, shaving, and exfoliating soap.

Duration: 15 hours

Science in the Kitchen

Description: Since kitchens make a great laboratory, this course aims to present scientific facts that occur in any kitchen and to discover how scientific knowledge can improve cooking and lead to a healthier behavior. Activities will aim to enhance the understanding of the science underlying food and cooking, highlighting how science can help to create eco-friendly, healthier, and sleeker kitchens.

Duration: 30 hours

The Art of Journalism and Media

Description: Designed for those with a passion for the traditional media, this course will teach you how to read the news accurately and clearly and present live bulletins to the public in an engaging way.

Duration: 15 hours

Broadcast Station Management

Description: This course provides advanced material for learners and practitioners in the radio/TV industry. Focusing on international processes and strategies, it helps participants stay prepared for their toughest tests in the production and creative television world.

Duration: 23 hours

Law and Political Sciences

The Constitution and the Political System in Lebanon

Description: This course details the history of Lebanese institutions and the main sources of the Lebanese Constitution. It also includes a detailed study of the public state powers, their functions, and their interrelationships.

Duration: 15 hours

The New Great Game of Geopolitical Competition between Major Powers in the Middle East

Description: Get involved in Lebanese and international political and diplomatic processes in the Middle East with this online course, offered jointly with the Higher Institute of Political and Administrative Sciences (ISSPA) and specifically targeted at future political leaders, representatives, envoys, ambassadors, and consuls.

This distance learning geopolitics course will give you exposure to the geopolitical dynamics of the Middle East in general, and Lebanon in particular, also explaining how Lebanon has become a crucial geostrategic item on the agendas of the U.S. and the European Union. The tailored training, delivered in English in line with the needs of the current labor market, will help expand your knowledge of the Middle East, understand the main geopolitical factors that shape regional politics and the role of major powers in the region, learn new techniques in the field, and develop your skills in negotiation, decision-making, and consultation.

Duration: 30 hours

Geopolitics of the Middle East after COVID- 19

Description: By all accounts, the COVID-19 pandemic has exposed how certain risk factors have jeopardized the viability of leading countries and further increased conflict dynamics among many nations. Given the continuing high level of militarization in the Middle East, the impact(s) of the pandemic will most likely leave sequels worth assessing. This online course aims to reflect on the possible impacts of COVID-19 in relation to the main geopolitical dynamics at the regional level, with a view to answering the following questions:

What are the possible scenarios for the region after the pandemic? What are the main political challenges and risks that the Middle East will face in the coming months? Will populism and armed conflicts within the current regional security complex be reinforced? Will geopolitical competition between Saudi Arabia and Iran lead to a new regional war? What type of geostrategies will small or less powerful countries like Lebanon, Syria, and Palestine implement in the current geopolitical dynamics? How will the COVID-19 outbreak affect Euro-Mediterranean relations?

Duration: 30 hours

The Legacy of the Arab Spring: Towards Inclusive Governance

Description: Addressing key political and legal issues in the Middle East today, this course introduces learners to the current Middle East by tapping into a diversity of disciplinary perceptions, including history, law, political science, and studies on religion, gender, mass media, sexuality, human rights, and urban life. It will emphasize the main tendencies and movements in modern Arab World history while analyzing both groundwork (basics) in Middle Eastern research and a common sense of modern directions and tracks in the field. As part of assessing the legacy of the Arab Spring and promoting the legal and political reforms needed to achieve inclusive governance, it examines regional peoples, traditions, society, and politics as well as the role of religion, gender, and culture in designing and influencing contemporary issues.

The course further delves into the main dynamics of international relations and the role of non-state actors in the Middle East, tackling the fundamental internal and external stakeholders in the region, peace and conflict (Israel/Palestine), the geostrategic significance of the region, political economy issues, political transformation and development, the problem of identities (characters) in the Middle East and the related legal philosophies, and the politics of religion (including the emergence and challenges of political Islam, 9/11, the regional fallout of the US-led "war on terror", and the Arab Spring).

Duration: 20 hours

The Lebanese Question (1920-1991)

Description: The contemporary history of Lebanon is marked by the country's fierce struggle to maintain its territorial integrity and independence. As the first political entity established in the Middle East with institutional roots going back to the Middle Ages, Lebanon forged its own personality under the Mutasarrifiyya regime. This was confirmed with the establishment of the Republic of Lebanon (1926) and the Independence (1943).

Following its independence, Lebanon experienced periods of relative stability and prosperity based on an unwritten "National Pact". Among the numerous states built on the remains of the Ottoman Empire in the Middle East, Lebanon is still struggling to forge its own identity free from regional and Western dominations in the wake of the two World Wars and the Cold War. This course tackles several critical topics to provide a thorough understanding of the historical factors currently shaping and influencing events and the future of Lebanon and the region.

Duration: 15 hours

Engineering

Process of Innovating Healthcare Technologies

Description: Technology has always played a key role in healthcare innovations, leading to numerous discoveries designed to improve life expectancy and quality of life.

Medical software and devices are crucial to diagnosing, preventing, monitoring, and even treating illness and overcoming disabilities. The objective of this course is to provide a comprehensive roadmap for identifying, inventing, and implementing new health tech innovations.

Duration: 30 hours

Product Management

Description: The goal of every company is to make money by creating value for customers. The responsibility of a product manager is to make sure the company is doing so by creating new products, improving satisfaction with existing products, and introducing the necessary amendments to them. Product management is the intersection between what customers want and that engineers can actually develop. Standing at a crossroads between business, technology, and user experience, this intensive 9-week course will teach the required product management skills. It is designed specifically for professionals with strong technical or business backgrounds who want to transition into product management roles in technology-based companies.

Duration: 45 hours

Poultry Farming Techniques

Description: This course highlights the principles of poultry production and focuses on the best poultry farming practices, as well as on the establishment and management of hatcheries and farms. Topics covered include broilers, breeders, and layers production from an economical, management, nutritional, health, and biosecurity standpoint.

Duration: 45 hours

Traditional Lebanese *Mouneh* Heritage: A Tool Towards Sustainability

Description: *Mouneh* is the traditional Lebanese pantry and is the object of renewed interest as it offers healthy and tasty options for consumers and low environmental impacts related to its production. The course aims to introduce the *mouneh* heritage, to share the best production methods, and to shed light on innovations in this field. It delivers recipes, science-based methods and techniques, as well as information on the nutritional aspects, best

preservation methods, and innovative examples combining *mouneh* with modernity. By the end of the course, learners will be able to produce high quality *mouneh* products with sustainability and creativity.

Duration: 15 hours

Introduction to Artificial Intelligence

Description: This course introduces basic concepts of Artificial Intelligence, working with data (preparing, analyzing, and presenting), as well as preliminaries in machine learning, deep learning, computer vision, and Natural Language Processing. It includes hands-on examples with different applications, using Python3 along with the corresponding libraries. As prerequisite, participants only need to have basic knowledge in programming (any language).

Duration: 15 hours

Lifestyle

Life Skills

Description: Life skills improve our personal development and increase our awareness and identity, as they help develop talents and enhance our quality of life and self-confidence. Personal development enables us to achieve our full potential and enjoy a happier life and state of mind. These methods, tools, and techniques will allow for initiating inner change and growing in confidence.

Duration: 15 hours

Master your Emotions

Description: How can you handle your emotions and overcome hard times? Presenting each life incident from a broader perspective, the sessions of this course will be a journey of reflecting on our challenges and our response to them. It will help you learn practical strategies, discover your strengths, and find the resources to lead a better resilient life, master your emotions, and balance your life.

Duration: 15 hours

Yoga: The Journey Inward

Description: This course will help you discover this age-old method for maintaining your peace and well-being. It will include *Kriyas*, *Asanas* (dynamic and static) breath awareness, and some philosophical aspects of yoga as an ancient practice for energy refill and empowerment.

Duration: 8 hours

Wine Tasting

Description: This introductory wine course will give you a taste of the wine world. You will discover the essentials of wine evaluation and tasting techniques by tasting a range of wines and learning the relevant technical language. This course will guide you through how to choose better wines and get you started on your wine discovery journey.

Duration: 15 hours

Introduction to Winemaking

Description: This course aims to give an introduction on the technical aspects of wine production (red, white, and rosé) with an emphasis on fermentation management and pre-fermentation processes, options, and strategies. Explore how the many winemaking decisions affect the resulting wine style.

Duration: 15 hours