

# Course Catalog 2023/2024

## Semester 1

*note: in the LMIB program, the maquette semesters are different from the taught semesters in term of planning because of organizational purposes:*

- *we follow the maquette semester repartition for grading, transcripts issuance and credits;*
- *we follow the taught semesters for planning and actual teaching dates.*

*Hence, this document is a view of the taught semesters only.*

**Title of Program : MASTER IN APPLIED FOREIGN LANGUAGES- SPECIALITY  
MANAGEMENT AND INTERNATIONAL BUSINESS**

<b>Program Code</b>	4-MA-INTT
<b>Level</b>	Graduate
<b>Credits and Duration</b>	120 credits taken over 4 semesters – 2 years
<b>Delivery Language</b>	English

## Academic

Semestre 1	M1	M2	
Orientation Day 28Aug-1Sep	FIRST MEETING with students		
Block 1 Sept 04 and 06	Full language only (2 days)		
Block 2 Sept 07 - 11 (including Sunday language)	Financial Management Rana HUSSEINI - CM	IT applied to management Yazid Mohamed Adel - CCI ( 4sep to 10 sep )	<b>IT applied to management :</b> Mon 04 Sep 18.30-20.30 (2h)
Block 3 Sept 17 - 20 (including Sunday language)	IT and research data Yazid Mohamed Adel - CCI	Financing techniques Rana HUSSEINI - CM	Tue 05 Sep 18.30-20.30 (2h) Thu 07 Sep 16.30-20.30 (4h) FRI 08 Sep 16.30-20.30 (4h) SUN 10 Sep 14.00-18.00 (4h)
Block 4 Sept 24 - 27 (including Sunday language)	Cross-cultural management Anja MERZ - CCI	Company Project Radoine NACHDI - CCI	
Block 5 Oct 01 - 04 (including Sunday language)	Behavior Theories May KAHWAJI - CM	Research Methodology Billel Ferhani, - no grading (3h only)	<b>IT and Research Data :</b> SUN 17 Sep 14.00-18.00 (4h)
Block 6 Oct 05 and 09 and 12	full language only (3 days)		Mon 18 Sep 18.30-20.30 (2h) Tue 19 Sep 18.30-20.30 (2h)
Block 7 Oct 15 - 18 (including Sunday)	Tourism & Development François VELLAS - CM	European civilisation Hans STARK - CM	Thu 21 Sep 16.30-20.30 (4h) FRI 22 Sep 16.30-20.30 (4h)
Oct 19 - 23 (including Sunday language)	European Civilization Hans STARK - CM	International economics François VELLAS - CM	
Block 9 Oct 29 and Nov 02 (including Sunday language)	Research Methodology Anja MERZ - CCI (4h only) + (4h only) Plus full language (2 days)	full language only (2 days)	
Block 10 Nov 05 - 08 (including Sunday language)	Introduction to marketing Billel Ferhani, - CM	Comparative accounting and Finance Rana HUSSEINI - CM	
Block 11 Nov 09 - 13 (including Sunday language)	Arabic and Muslim civilization Maela LE BIHAN - CM	International Operation Logistics Olivier LAURENT - CCI	
Block 12 Nov 19-22 nov (including Sundays language)	3rd Industrial Revolution Patrick BEYROUTI - CCI Plus full language (5 days)	International marketing Nathalie PRIME - CM	
Block 13 Nov 23-27 (including Sunday language)	Research Methodology Anja MERZ - CCI (2h only) 26Nov Plus full language (1 day)	Marketing of services Nathalie PRIME - CM	
Dec 01 - Jan 01	Winter holidays		

## Calendar

## **Program Overview / Présentation de la filière**

The two-year Master teaches students to master the concepts and techniques relevant to international business whilst enabling them to gain extensive knowledge of core business strategies within a global economic context by learning crucial management concepts in different fields.

Today, successful business leaders must possess both the theoretical and empirical tools that equip them to make structured management decisions factoring various cultural, financial, commercial, social and political parameters. With this degree, students will grasp various International economics concepts that will enable them to understand the impact of how current issues influence international business. By learning the concepts of Business Law, students will enhance their comprehension of the legal environment, helping them to decipher legal documents and practices that structure businesses.

Students will strengthen their learning of Business Administration techniques as well as learn the processes of international operations in all their aspects. Additionally, students will refine their knowledge of the techniques and methodologies of Applied Research as well as fundamental IT tools and their application in a business context. In parallel, students will develop the requisite managerial and critical thinking skills and knowledge needed in international and cross-cultural environments, learning how to understand Human and Organizational behavior, as well as the concepts of international corporate strategy.

The other goal of the program is for students to gain an intimate understanding of a multicultural environment by undertaking courses in Languages and Civilizations, as well as Cross Cultural Management. English skills will be strengthened alongside one or two additional foreign languages including French, Spanish, German, Italian or Arabic at intermediate or advanced levels to cater for multi-lingual business environments.

## **Learning Outcomes / Objectifs de la formation**

<b>PLO 1</b>	Understand and apply key management techniques (such as marketing, finance, accounting, HR management, strategy and organization) and compare management styles in the different regions of the world.
<b>PLO 2</b>	Understand and apply key concepts in specialization areas including luxury marketing, art & creation marketing and tourism & development.
<b>PLO 3</b>	Communicate effectively in Business English (both written and oral) and have good knowledge of at least one other foreign language (Spanish, Italian, French, Arabic, German or Chinese).
<b>PLO 4</b>	Analyze legal, economic and political environments and understand how they influence international business.
<b>PLO 5</b>	Demonstrate the ability to design and carry out a well-structured research

	project or business plan.
<b>PLO 6</b>	Work collaboratively as well as in an independent and self-directed way, in different environments.

### Program Structure / Structure de la Formation

Master 1 Semester 1			
UE	Course Name	Credits	Date
UE 1	Tourism & Development	3	Oct 15 - 18
UE 1	CrossCultural Management	2,5	Sept 24 - 27
UE 1	Third Industrial Revolution	2,5	Nov 19 - 22
UE 1	Arabic and Muslim Civiliz. M1	1,5	Nov 09 - 13
UE 1	European Civilization M1	1,5	Oct 19 - 23
UE 2	Financial Management	2	sept 17 - 20
UE 2	Introduction to Marketing	1,5	Nov 05 - 08
UE 3	Behaviour Theories	2	Oct 01 - 04
UE 4	IT Research Data	3	Sept 17 - 20
UE 4	Research Methodology LMIB (M1)	3	Oct 01

Master 2 Semester 3			
UE	Course Name	Credits	Date
UE 1	Comparative Accounting	2	Nov 05 - 08
UE 1	Spanish Level 2	1,5 or 2	all semester
UE 1	Arabic Level 2	1,5 or 2	all semester
UE 1	Spanish Language Level 1	1,5 or 2	all semester
UE 1	French Language Level 2	1,5 or 2	all semester
UE 1	French Language Level 1	1,5 or 2	all semester
UE 1	Marketing of Services	2	Nov 23- 27
UE 1	French Language Level 3	1,5 or 2	all semester
UE 2	Research Methodology M2	0	Oct 01
UE 2	European Civilization M2	2	Oct 15 - 18
UE 3	Financing Techniques	2	Sept 17 - 20
UE 3	International Oper. Logistics	2	Nov 09-13
UE 3	International Marketing	2	Nov 23 - 27
UE 3	Company Project	2	Sept 24 - 27
UE 4	International Economics	2,5	Oct 19 - 23
UE 4	IT applied to Management	2	sept 04 - 10

### Course Details / Description des cours

Course Title & Code	Tourism & Development BUSI-518
Instructor	François VELLAS
Date	Oct 15 - 18
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	3
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	CrossCultural Management MGMT-542
Instructor	Anja MERZ
Date	Sept 24 - 27
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2,5
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	This course provides a critical understanding of key concepts of management in a cross-cultural context. The course focuses on the impact of cultural background on individuals, organizations and management; on the dimensions which discriminate national cultures, and on cross- cultural interactions. We will investigate, in particular, how cultures differ along several dimensions. This course emphasizes on the variety of issues and opportunities that arise when we take action (i.e., leading, managing, being a member, following) outside our own culture and on how to increase our cultural awareness and develop intercultural communicative competence.
Evaluation	100% CC

Course Title & Code	Third Industrial Revolution ECON-512
Instructor	Patrick BEYROUTI
Date	Nov 19 - 22
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2,5
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	when we take action (i.e., leading, managing, being a member, following) outside our own culture and on how to increase our cultural awareness and develop intercultural communicative competence.

Evaluation	100% CC
------------	---------

Course Title & Code	Arabic and Muslim Civiliz. M1 ARAB-510
Instructor	Maela LE BIHAN
Date	Nov 09 - 13
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	This course covers the concepts and theories related to business management in the Middle East. This course includes four modules articulated around the following thematic: Understanding the work environment in the Middle East, Navigating inside a company, Business ethics & innovation impacting companies' future and finally, Managing a project. This course will include the study of business types in the Middle East and its related business models. The course material will be explored through lectures and business cases. Grades will be based upon class attendance, participation, case studies.
Evaluation	50% CC, 50% CF

Course Title & Code	European Civilization M1 LANG-500
Instructor	Hans STARK
Date	Oct 19 - 23
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	Financial Management MGMT-544
Instructor	Rana HUSSEINI
Date	sept 17 - 20
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	This course covers the concepts and theories related to Capital investment decisions and the time value of money. The first step in the capital budgeting is to identify potential investments- that may make the company more efficient, competitive, and more profitable. Next, we will present the fundamental concepts of the course, which are the most popular capital budgeting techniques used; and to facilitate their learning through the analysis of examples illustrating the main issues of the different topics analyzed.

Evaluation	40% CC, 60% CF
------------	----------------

Course Title & Code	Introduction to Marketing MKTG-527
Instructor	May KAHWAJI
Date	Nov 05 - 08
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	Behaviour Theories MGMT-541
Instructor	May KAHWAJI
Date	Oct 01 - 04
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	IT Research Data IT-506
Instructor	Mohamed Adel Yazid
Date	Sept 17 - 20
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	3
Level	Graduate- Master 1
Semester offered	1
Contact Hours	16h
Course Description	<p>This course covers the concepts and theories related to the following topics:</p> <ol style="list-style-type: none"> <li>1) <u>Spreadsheets using Mircrosoft Excel Software:</u> <ul style="list-style-type: none"> <li>• Tables &amp; Formatting</li> <li>• Advanced Formulas and calculations</li> <li>• Conditional Formatting</li> <li>• Advanced figures and data searching</li> <li>• Data Tables</li> </ul> </li> </ol>

	<p style="text-align: center;"><u>2) Power BI</u></p> <ul style="list-style-type: none"> <li>• <u>Data Preparation</u></li> <li>• <u>Building Blocks of Power BI</u></li> <li>• <u>Data Models</u></li> <li>• <u>Power BI visuals</u></li> </ul>
Evaluation	100% CC

Course Title & Code	Research Methodology LMIB (M1) RSCH-530
Instructor	Anja MERZ
Date	Oct 30 and Nov 03
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	3
Level	Graduate- Master 1
Semester offered	1
Contact Hours	10h
Course Description	
Evaluation	100% CC

Course Title & Code	Comparative Accounting ENGL-509
Instructor	Rana HUSSEINI
Date	Dec 04 - 08
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	Spanish Level 2 SPAN-503
Instructor	Lucia ARPON
Date	all semester
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5 or 2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	66h



Course Description	This course covers the communicative and linguistics objectives related to levels A2-B1 (on the CEFR, Common European Framework of Reference for Languages). It is aimed at students in Master's courses and offers a modern and up to date vision of the language and cultures of the Hispanic world. In this course, students will develop their proficiency and be assessed in the four skills (Listening, Speaking, Reading and Writing) in a variety of familiar topics, such as self-identity and that of others, relationships, health and healthy lifestyles, the world around us, the world of work, etc. In terms of linguistic objectives, students will cover the basic aspects of grammar to form correct sentences in different tenses, applying the rules of gender, number and conjugations. We will be combining electronic resources, websites, and appropriate books for the mentioned level approved by the Cervantes Institute. During the sessions, students will be expected to participate and be active members of the group, at all times, in order to maximize their learning and develop their fluency in their receptive as well as productive abilities.
Evaluation	100% CC

Course Title & Code	Arabic Level 2 ARAB-506
Instructor	Sana ABBAS
Date	all semester
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5 or 2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	66h
Course Description	The course aims to bring students to a level in Arabic B2-C1 according to the criteria of the European Language Framework. At the end of this course, they will have the ability to understand documents (written, visual) in several areas and to express themselves correctly in these areas.
Evaluation	100% CC

Course Title & Code	Spanish Language Level 1 SPAN-505
Instructor	Esther PONCE
Date	all semester
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5 or 2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	66h
Course Description	This course covers the communicative and linguistics objectives related to levels A1-A2 (on the CEFR, Common European Framework of Reference for Languages). It is aimed at students in Master's courses and offers a modern and up to date vision of the language and cultures of the Hispanic world. In this course, students will develop their proficiency and be assessed in the four skills (Listening, Speaking, Reading and Writing) in a variety of familiar topics, such as self-identity and that of others, relationships, health and

	<p>healthy lifestyles, the world around us, the world of work, etc. In terms of linguistic objectives, students will cover the basic aspects of grammar to form correct sentences in different tenses, applying the rules of gender, number and conjugations.</p> <p>We will be combining electronic resources, websites, and appropriate books for the mentioned level approved by the Cervantes Institute.</p> <p>During the sessions, students will be expected to participate and be active members of the group, at all times, in order to maximise their learning and develop their fluency in their receptive as well as productive abilities.</p>
Evaluation	100% CC

Course Title & Code	French Language Level 2 FREN-511
Instructor	Madhat AHMAD
Date	all semester
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5 or 2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	66h
Course Description	<p>Socio-cultural:– Talk about a meeting – Tell an anecdote – Making a portrait – Compare media – communicate in network - Ask questions - .Tell his story – Discover your qualities – Express an obligation</p> <p>Communication : Start a conversation – Post an ad to suggest a route – Ask for details – Write a tweet – Explain a project – Congratulate on LinkedIn.</p> <p>Grammar : - The relative pronouns “qui”, “que” and “où” – The past tenses : the “passé compose” and “imparfait”</p> <p>– The comparison - The Imperative tense and the direct pronouns - The reverse question – The duration with “pendant”, “il y a” and “depuis” – the indirect pronouns – Express the obligation - The verbs “recevoir”, “obtenir”, “apprendre”, “devoir” and “conduire”</p> <p>lexicon: The professions –meeting someone – The ways of transportation – Physical characteristics and moral qualities – The social networks – The communication – The educational system – Some professions – Professional qualities and skills – Work-related actions</p> <p>phonetics: The sounds [u],[o],[k],[g], [u], [w], [R],[ l],[j] – The vocal sequence</p>
Evaluation	100% CC

Course Title & Code	French Language Level 1 FREN-510
Instructor	Jeanine ELKHOURY
Date	all semester
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5 or 2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	66h
Course	

Description	
Evaluation	100% CC

Course Title & Code	Marketing of Services MKTG-520
Instructor	Nathalie PRIME
Date	Nov 23 - 27
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	This course provides a framework for developing effective service marketing decisions. It introduces core concepts, theories and specific challenges related to service marketing. It includes the discussion of case studies related to a variety of service sectors, countries and companies that illustrate typical issues to be solved in a variety of service marketing settings.
Evaluation	50% CC, 50% CF

Course Title & Code	French Language Level 3 FREN-516
Instructor	Thérèse MASSAAD
Date	all semester
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	1,5 or 2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	66h
Course Description	
Evaluation	100% CC

Course Title & Code	Research Methodology M2 RSCH-526
Instructor	Billal Ferhani
Date	Oct 04
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	0
Level	Graduate- Master 2
Semester offered	3
Contact Hours	3h
Course Description	
Evaluation	No evaluation

Course Title & Code	European Civilization M2 LANG-502
Instructor	Hans STARK
Date	Oct 15 - 18
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	Financing Techniques BUSI-519
Instructor	Rana HUSSEINI
Date	Sept 17 - 20
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	The course of Financial techniques is a course of Introduction to Accounting. The main objective of this course is to familiarize students with the accounting framework, general accounting principles and accounting regulation.
Evaluation	40% CC, 60% CF

Course Title & Code	International Oper. Logistics BUSI-532
Instructor	Olivier LAURENT
Date	Nov 09 – 13
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	This course covers the concepts and theories related to Fundamentals Principles of Logistics, Supply Chain Management and Modes of Transport. Group assignment would be distributed on the third day with a final quiz on the last day.  During each session, we will review the concepts / topics presented the previous day in order to refresh the student's memory and answer questions if any.
Evaluation	100% CC

Course Title & Code	International Marketing MKTG-519
---------------------	----------------------------------

Code	
Instructor	Nathalie PRIME
Date	Nov 19 - 22
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	<p>This course is designed for students who will either work in highly internationalized environments (multinational organizations) or take international development responsibilities. It deals with International Marketing Decisions (thereafter called “IMDs”) from the point of view of their analysis and their execution in a diversity of business environments (diversity of country and product markets) with an emphasis placed on contrasts between mature and fast growing markets. It gives a special place to cultural determinants of consumer behavior in B to C categories.</p> <p>The learning objectives of the course are:</p> <ol style="list-style-type: none"> <li>1. to examine the international environment key facts and figures where IMDs are made</li> <li>2. to discuss comparative consumer behavior across cultures considering local and global dimensions, and comparing mature and fast growing markets</li> <li>3. to analyze how to manage differences across country markets in the international mix-marketing decisions and their organizational coordination facets in the MNC</li> <li>4. to recognise sustainability transition challenges to be met both in IMDs, especially with regards to SDG12 (Responsible consumption and production), and at the personal level of future decision makers and change agents</li> </ol>
Evaluation	50% CC, 50% CF

Course Title & Code	Company Project BUSI-522
Instructor	Radoine NACHDI
Date	Sept 24 - 27
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	<p>This course introduces the students to the basis of company creation. The course includes a discussion of the nature of entrepreneurship and its challenges. This course covers the concepts and definitions related to idea generation, feasibility, environment analysis, positioning, business modeling, fundraising all required as basis of a strong transition from an idea to a company creation.</p> <p>This is a practice-oriented course based on the professional experience of Professor Radoine NACHDI, based on his business experience, drafting and negotiating local and international commercial agreements over the last 15 years in France and the United Arab Emirates.</p>
Evaluation	100% CC

Course Title &	International Economics ECON-505
----------------	----------------------------------

Code	
Instructor	François VELLAS
Date	Oct 19- 23
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2,5
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	
Evaluation	40% CC, 60% CF

Course Title & Code	IT applied to Management MGMT-519
Instructor	Adel yazid
Date	Sept 04 – 10
Course Format	1-block mission (usually 1 full Sunday + 3 afternoons on weekdays) planned as blocks (2 missions in a row followed by a break)
Credits	2
Level	Graduate- Master 2
Semester offered	3
Contact Hours	16h
Course Description	<p>This course covers the concepts and theories related to the following topics:</p> <ol style="list-style-type: none"> <li>1) <u>Spreadsheets using Microsoft Excel Software:</u> <ul style="list-style-type: none"> <li>• Tables &amp; Formatting</li> <li>• Advanced Formulas and calculations</li> <li>• Conditional Formatting</li> <li>• Advanced figures and data searching</li> <li>• Data Tables and Slicer</li> <li>• Basic and Advanced Pivot tables</li> </ul> </li> <li>2) <u>Project Management Concepts:</u> <ul style="list-style-type: none"> <li>• Project planning</li> <li>• Building a task list</li> <li>• Setting up resources</li> <li>• Assigning resources to tasks</li> <li>• Tracking progress</li> <li>• Advanced task scheduling</li> <li>• Tracking progress on tasks and assignments</li> <li>• Viewing and reporting project status</li> <li>• Project Management Glossary and Terminology</li> </ul> </li> </ol>
Evaluation	100% CC

## **Permanent Academic and Administrative Staff**

**Head of Department : Elisabeth ZOLLMANN**

**Permanent Faculty : Rana HUSSEINI and Billel Ferhani and several language professors**

**Academic Coordinator: Anis DJABER**

## **Useful Contacts**

Head of Department

Dr Elisabeth ZOLLMANN Ext. 9258

[Elisabeth.ZOLLMANN@sorbonne.ae](mailto:Elisabeth.ZOLLMANN@sorbonne.ae)

Academic coordinator

Mr Anis DJABER Ext. 9520

[Anis.djaber@sorbonne.ae](mailto:Anis.djaber@sorbonne.ae)

Student affairs

Head of Department

Mr Eisa Alraeesi Ext. 9350

[eisa.alraeesi@sorbonne.ae](mailto:eisa.alraeesi@sorbonne.ae)

Sports

Head of Department

Mr Alexandre Blaise Ext. 9356

Head of Department

[alexandre.blaise@sorbonne.ae](mailto:alexandre.blaise@sorbonne.ae)

Sports office

[sports@sorbonne.ae](mailto:sports@sorbonne.ae)

+971 (0) 2 656 9356

Other services

Female student residence Ext. 9395

Male student residence Ext. 9394

Medical clinic Ext. 9629