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UNIVERSITY ADMINISTRATION

Ambassador Hafiz Pashayev, Rector

Dr. Rameshwar S. Kanwar, Vice Rector for Academic Affairs

Mr. Fariz Ismailzade, Vice Rector of External, Governmental and Student Affairs

Dr. Emin Huseynov, Vice Rector for Strategy and Development

Dr. Muhammadou Kah, Vice Rector for Technology and Innovation
  Dean, School of IT and Engineering

Ms. Shafag Mehraliyeva, Chief of Rector’s office

Dr. Anar Valiyev, Associate Vice Rector for Academic Affairs

Dr. Jainaba Kah, Associate Vice Rector For Strategy and Development

Dr. Nejdet Delener, Dean, School of Business

Dr. Vafa Kazdal, Dean, School of Education

Dr. Elnur Soltanov, Dean, School of Public and International Affairs

Ms. Martha Spears, Dean, Library and Information Services

Mr. Turgut Mustafayev, Dean, Student Services

Ms. Aygun Hajiyeva, Director, Executive Education

Mr. Elchin Rizayev, Registrar
## 2015-2016 ACADEMIC CALENDAR

### FALL SEMESTER, 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>Graduate and Undergraduate Classes begin</td>
</tr>
<tr>
<td>September 21</td>
<td>Last day to add/drop classes without penalty</td>
</tr>
<tr>
<td>September 30</td>
<td>Tuition Payment Deadline</td>
</tr>
<tr>
<td>November 4</td>
<td>Midterm grades due</td>
</tr>
<tr>
<td>November 6</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>December 11</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 12-14</td>
<td>Reading period</td>
</tr>
<tr>
<td>December 15-22</td>
<td>Final exams</td>
</tr>
<tr>
<td>December 28</td>
<td>Final grades due</td>
</tr>
<tr>
<td>December 28 - January 15, 2015</td>
<td>Winter Break, No Classes</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>January 18</td>
<td>Graduate and Undergraduate Classes begin</td>
</tr>
<tr>
<td>February 1</td>
<td>Last day to add/drop classes without penalty</td>
</tr>
<tr>
<td>February 28</td>
<td>Tuition Payment Deadline</td>
</tr>
<tr>
<td>March 9</td>
<td>Midterm grades due</td>
</tr>
<tr>
<td>March 11</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>March 19 - 27</td>
<td>Spring Break. No Classes</td>
</tr>
<tr>
<td>April 29</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>April 30 - May 2</td>
<td>Reading period</td>
</tr>
<tr>
<td>May 3-11</td>
<td>Final exams</td>
</tr>
<tr>
<td>May 16</td>
<td>Final grades due</td>
</tr>
<tr>
<td>May 20</td>
<td>Commencement ceremony</td>
</tr>
</tbody>
</table>

### SUMMER SEMESTER, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23 – June 24</td>
<td>Summer classes</td>
</tr>
<tr>
<td>June 27 – July 1</td>
<td>Final exams</td>
</tr>
<tr>
<td>July 5</td>
<td>Final grades due</td>
</tr>
</tbody>
</table>
INSTITUTIONAL OVERVIEW

University Profile

History

ADA University has become one of the world’s fastest developing universities, and in order to maintain its international standing it continually strives to improve the quality of its teaching, research, and facilities. It now enjoys a flourishing image and expanding global cooperation in academic fields. Azerbaijan Diplomatic Academy (ADA) was established in 2006 as an institution to train the growing corps of Azerbaijani diplomats and foreign service officers. It first opened its doors to students in January 2007. The core of its founding mission was educating foreign affairs experts, diplomats, and government officials as well as providing Masters programs in international affairs. ADA’s activities soon expanded, with a number of new academic programs that broadened the mission beyond training in international relations. On January 13, 2014 the President of Azerbaijan, Mr. Ilham Aliyev, signed a decree creating ADA University built on the strong foundations of the Azerbaijan Diplomatic Academy and newly established University of Information Technology.

Today, ADA University offers the perfect setting to conduct academic and policy research on regional and international topics, which has attracted a significant number of international students. It plays a important role in developing a productive research climate and in stimulating a forum for innovative ideas in Azerbaijan and in the neighboring region.

Location

ADA University moved to its permanent “green” and «smart» campus in downtown Baku in September 2012. The University’s thriving campus and community is enhanced by the design of the surrounding Dede Gorgud Park. Prospective students will enjoy being surrounded by the park and its many features. Our students are intimately connected through a collaborative and open environment in which the flow of ideas is valued. They work with instructors as teammates. Our campus is an academic village where students live and learn together. The campus consists of five buildings: the Library, the Student Center, the School of Public and International Affairs, the School of Business, and the Welcome Center. The Great Lawn connects these buildings and leads to outside classrooms, gardens and park. Students have access to national and international exhibitions, performances and festivals throughout the year.

Mission

The primary goal of ADA University is to produce innovative global leaders who are committed to making a difference in the region and throughout the world. We are committed to fostering advanced research in an innovative and thought-provoking academic setting.

To that end, our mission is:

- To cultivate innovative leaders with a global perspective through personalized instruction;
- To educate students in a unique cultural environment where teamwork, initiative, critical reasoning, and analytical thinking are encouraged and developed;
- To bring innovation to the education system and create a more global outlook for Azerbaijan;
- To foster useful research in a variety of fields and disciplines.
Vision
ADA University is a vision of the future realized today. Our vision and strategy are based on four pillars:

• Global Leadership
• Innovative Learning
• Social Responsibility
• Thriving Location

Global Leadership
ADA University prepares innovative global leaders who are committed to making a difference in the region and throughout the world. We offer knowledge with global breadth and depth. We started as a national school, but aspire to become a global brand.

Innovative Learning
Our academic programs and curriculum attract the best and the brightest minds, and make ADA University a clear intellectual hub in the region. Students at ADA University learn not just from professors, but also from their diverse group of peers. Together they work with instructors as teammates in an open and collaborative environment where the flow of ideas is highly encouraged and valued. ADA University has created a culture of collaboration and teamwork, with a strong focus on analytical thinking, critical reasoning, and strategic planning.

Social Responsibility
As ADA University prepares future leaders for a changing world, it plays a guiding role in bringing change to Azerbaijan itself. Through its innovative learning model, groundbreaking research and dedication to giving back to the community, ADA University is becoming a potent force for training new minds and developing new ideas critical to democratic development. We share the philosophy of worldwide education and work to encourage the principles of responsible citizenship.

Thriving Location
ADA University’s singular focus on a variety of fields in an increasingly strategic region makes it unique among institutions of higher learning. Baku and ADA University are both ‘living laboratories’ and will remain so for many years to come. In this thriving, cosmopolitan city and University, students feel part of a transformational change in Azerbaijan. ADA University is rapidly becoming a new component of our national identity as well as making its mark in the international arena.

An ADA University Graduate is
• Professional, forward-thinking global citizen
• Respectful of individual differences, rights and liberties;
• Knowledgeable about global issues;
• Committed to personal development and the welfare of others;
• An independent and critical thinker;
• Committed to lifelong learning and continued innovation;
• Able to adapt to and flourish in professional contexts anywhere in the world.

Academic Units
School of Business
School of Education
School of Information Technologies and Engineering
School of Public and International Affairs  
Caspian Center for Energy and Environment  
Executive Education

ADA University’s Exchange Programs

ADA University has signed numerous MOUs with universities abroad. ADA University students can opt for up to one academic year of exchange programs in a number of international universities in Europe, Asia, and North America: (Michigan State University, Aberystwyth University, Hankuk University of Foreign Studies, University of Glasgow, Vitautus Magnus University, Middle East Technical University, University of Tartu, Corvinus University and etc.)

On an exchange basis, international students from partner institutions can study at ADA University for a semester or a year on a tuition-free basis.

Academic Programs

Undergraduate Programs

Bachelor of Arts in International Studies / BAIS  
Bachelor of Arts in Public Affairs / BAPA  
Bachelor of Business Administration / BBA  
Bachelor of Science in Economics / BSE  
Bachelor of Information Technology and Systems Engineering / BITSE  
Bachelor Science in Computer Engineering / BSCE  
Bachelor Science in Computer Sciences / BSCS

Graduate Programs

Master of Arts in Diplomacy and International Affairs / MADIA  
Master in Public Policy / MPP  
Master of Business Administration / MBA  
Executive Master of Business Administration / EMBA

Executive Education

Advanced Foreign Service Program  
Caspian Basin Studies  
Corporate Programs  
EU Studies
CAMPUS LIFE

Student life at ADA University encompasses different areas including sporting, cultural and social events, along with celebrations and study trips to places both in Azerbaijan and abroad. Student initiative is the key factor in shaping and enriching the variety of student life, as the majority of our events are inspired and organized by and for the students themselves. Students at ADA University can count on the support of Student Services for activities ranging from a one-off event to a series of events organized by various student clubs. Students not only have access to an extraordinary education, they also have the opportunity to participate in a wide variety of extra-curricular programs, athletics, clubs and organizations, as well as a vibrant arts and culture community. At ADA University, our students are intertwined with the life of the community.

Campus Facilities

University Library

ADA Library supports the University and the ADA community as a whole and helps to empower the next generation of global leaders. We provide our students with an academic experience that gives them access to a wide range of information resources, and with the instruction necessary to utilize fully our extensive collections and materials.

The primary focus of the Library is to provide materials in support of our curriculum and, in collaboration with our faculty; we have built up a collection of significant depth and breadth. We strive to provide our students, faculty and staff with the resources they need with the ultimate goal of fulfilling the teaching and research needs of the University community.

The ADA Library utilizes cutting-edge technologies to equip our students as 21st century leaders. We have implemented an integrated library system, Millennium, to automate and integrate our library management and services. In addition, a sophisticated technological infrastructure puts our library at the forefront of information storage, retrieval, and delivery. As a result, all users have access to all of the library’s academic resources in any format, via various technology platforms. Through technology we shape the creation of knowledge and change the way that our students learn and conduct research.

Information Technologies and Services Department

Our Information Technologies and Services Department is a full service facility available to our students, faculty and staff offering a wide variety of hardware and software options to meet their computing needs.

Mobility is a fundamental principle of operations at ADA University. We rarely have desktops on our campus. Everybody owns a laptop. Nor do we have landlines in our offices. All phones are mobile. Our campus is also wireless based on a fiber optic network. Inside or outside, it hardly matters. You can pick up your laptop, smartphone and study and work anywhere on the campus.

ADA University is a cashless campus. Our ID Cards serve a variety of purposes. They are primarily an identification card but, at the same time, also a bankcard and access card. With this card, we can enter classrooms and offices, but also pay for a cup of tea at D’Sstresso or for a meal at Divan, check books out of the Library, print and copy, and even pay our tuition and fees.

Dining

ADA University offers three dining options right on campus. Whether you crave Azerbaijani, Turkish or Italian cuisine, or just a sandwich and
an espresso, be sure to schedule time for a meal during your campus visit.

- Divan: Main Dining Hall
- D’Sstresso: Student Center Café
- Books n Beans: Library Coffee Shop

**Medical Center**

At ADA University, we work hard and study hard. That is just the norm. But we also care about the good health of everyone in our community. Our Medical Center is located on the lower level of the School of Public and International Affairs. A certified nurse is available during normal business hours to attend to immediate medical needs. The Medical Center is equipped with an examination room where any member of our community can receive first aid, including prescriptions. For health issues requiring a more thorough examination and treatment, our students, faculty and staff are able to receive a referral to a major clinic or hospital in town.

**Parking**

Plenty of parking is available within our campus. Availability helps to provide easy access to the campus for our guests and community members. A Visitor parking lot is located off the Welcome Center. Guests visiting ADA University are requested to park here and walk onto the campus. This parking lot is reserved for our guests only. Unauthorized vehicles will be towed away.

We also offer underground parking lots, which are available to all students, faculty and staff. These underground lots have the capacity to hold some 300 vehicles at any one time. They are located under the School of Business and the School of Public and International Affairs.

**Print and Copy Room**

Each building on campus includes a Print and Copy Room. These rooms are equipped with the latest fast-speed Xerox machines. Students can utilize their ID Cards and print, scan and copy documents at their convenience. Print and Copy Rooms are self-serviced.

**Student Services**

Students at ADA University represent a broad and diverse spectrum of countries, cultures, and backgrounds. Our collective diversity contributes greatly to the overall enrichment of the lives and experiences of our students. At ADA University, we put students at the very center of our community and empower them to design their own education in accordance with their specific interests and needs. A collaborative and open environment in which the flow of ideas is valued and students have the opportunity to work with instructors as teammates replaces the rigid student-teacher model of the past. The ADA University learning experience is further enhanced by our students’ exposure to distinguished international faculty and experts from around the world who help ensure a stimulating intellectual environment. Our students can tailor their educational experiences by choosing from a number of academic and internship programs. We also introduce our students to financial aid resources, career management, and a global alumni relationship network as part of all ADA University programs. ADA University’s Office of Student Services is available to all students to ensure that both their on- and off-campus lives are equally fulfilling. Detailed and helpful information is offered to our students on adjusting to life at ADA University, healthcare, housing, entertainment, and various other important topics.

**Office of Disability Services**

The Office of Disability Services regulates the disability policy and ensures equal opportunity standards at ADA University. It
facilitates equal access for students, faculty, staff and visitors with disabilities by providing accommodation and support services. Also, the Office consults individuals with disabilities by providing the tools to better accomplish their educational goals.

**Office of International Students (OIS)**

The ADA University Office of International Students offers programs and services designed to meet the needs of our international students. The office provides comprehensive support and resources for all international students and helps make their stay at ADA University productive and enjoyable. The Office of International Students provides a mandatory orientation program for new international students introducing special aspects of life in Baku. The Office offers various adjustment services, information dissemination, and programming activities and serves as an advocate for international students.

**Student Government**

Students of ADA University own their education. They are encouraged to become involved in community-focused clubs and student government. The ADA University Student Government strives to represent the opinion of the students to the faculty, staff and administration, as well as to the University community. Since the Student Government is the voice of the student body, members have the opportunity to participate in the management of the university itself.

The Student Government is the primary forum that regularly meets and discusses student concerns and academic issues with ADA University Administration. Students are encouraged to participate in ADA University Student Government meetings to share their opinions, concerns and get involved in the management of the university. The Government is elected and managed by students.

Both graduate and undergraduate students elect their own Student Government representatives. Peers elect the President and Vice President of the student body after the end of the Fall Semester. Candidates go through a nominating process and have the opportunity to share their ideas, debate with one another, and participate in a democratic process.

**Student Activities**

At ADA University, our students have multiple ways to get involved in the campus life. At every single opportunity, we put them on stage and give them a chance to perform. Whether it is through debates, drama, or music, performing on stage will improve their skills and allow them to capture an audience in all its diversity. They are not required to have any prior experience. Students also have the opportunity to work backstage, be in charge of technology, or assist with costumes and make up.

We have more than 20 student clubs at ADA University. These clubs give students a unique opportunity to express themselves, show their talents, find like-minded people, relax, learn and contribute to the community’s development. Students are free to come up with any idea or initiative and create a club of their own interest. ADA University strongly encourages students’ creativity and initiative and provides them, if necessary, with financial and logistical support.

Students constitute the core part of ADA University. More than that, they are representatives of bright minds of the future generation; they are important members of our society. ADA University aims to nurture not only great professionals, but also responsible citizens. The Haji Zeynalabdin Taghiyev Award, named after a great Azerbaijani philanthropist, aims to evaluate and foster the most successful social responsibility projects. Students who actively participate in such projects share a common purpose of benefiting society, caring
for others, enhancing civic engagement and inspiring others to do their best to solve societal problems and improve the community’s well-being.

**Counseling Services**

The counselor is a part of a team that works to create a positive learning environment for all students and follows the university’s core values – safety, respect, and responsibility. ADA University Counseling Service’s task is to ensure the psychological wellbeing of students and staff and provide them with psychological support and guidance through their university activities.

The counselor works with students, teachers, support staff and members of the community. ADA University’s Counseling Service offers individual and group counseling, training sessions, seminars, and workshops.

What sort of problems can be helped with counseling?

- Academic concerns
- Anxiety/Stress
- Career concerns
- Depression/Grief
- Family difficulties
- Relationship concerns

**Career Services and Internships**

**Career Management Center (CMC)**

At ADA University, we specialize in preparing our students for a rewarding and accomplished future and we are committed to exposing them to ample and effective resources for career and leadership development. At ADA students may find a wide range of career education services and events designed to help them explore their personalities, career directions, make connections with employers and help build the skills needed to achieve their professional goals.

Throughout their time here, students are provided with support from the Career Management Center (CMC) to help guide them through an effective career campaign. Our Career center plays a major role in the experience of our students. The Center offers career seminars, individual career advisory sessions and other professional services to help students on their career paths.

The CMC serves all graduate and undergraduate students of ADA University. Our mission is to inspire ADA students in the exploration of their career options, to educate them, and to increase their employability through the development of lifelong career management skills by:

- Creating an energized student-centered environment that makes career education accessible to all students and alumni;
- Leading the integration of career development and experiential education into ADA life and promoting their benefits to students;
- Providing professional personality and interest assessment tools to reveal and identify students’ interests and career goals;
- Delivering comprehensive career development resources including: tailored training sessions on professional CV & cover letter writing, job search & interview techniques, successful networking, and career events;
- Developing a supportive network of ADA faculty and staff, as well as local, national, and international employers and alumni.

The CMC provides quality resources and
services to assist students of ADA University and alumni worldwide with their career planning and job search needs. We are here to help students and alumni in finding internships and jobs, and in making career choices, and we work hard to empower them on their path to becoming the next generation of world leaders. The Career Management Center has created a dynamic and academically integrated Professional Development Course to prepare students with the skills necessary to conduct intensive and successful career planning and management. In addition to our academically integrated course, we offer students a number of important services to help prepare them to obtain a job after graduating.

- Individual career planning
- Resume reviews
- Mock interviews
- Professional and Peer Mentoring
- Career roundtables
- Career Days

Students who enter the CMC’s programs and education continuum can expect to graduate as candidates who are marketable, well-practiced in career management skills, and highly networked through a step by step cycle of career development.

CMC Services

The ADA CMC offers a variety of services to meet the individual needs of each student during their career exploration process:

- **Individual career planning (counseling)**
  The Career Center provides assistance in self-assessment, career exploration and decision making through individual appointments and drop-in counseling sessions;

- **Resume/Cover Letter and Job application Assistance**
  The Career Center is available to assist in developing and enhancing CVs/resumes to ensure these professional documents are marketing the candidate in the best possible way;

- **Job Search Strategies**
  Staff at the Career Center offer a variety of job search strategies which can be of assistance to job seekers;

- **Career Seminars**
  Throughout the academic year the Career Center schedules professional seminars/workshops on topics including brand management planning, resume and cover letter writing, professional correspondence, jobs/internship search techniques, interviewing skills, networking success, and negotiation skills;

- **Mock Interviews**
  Students have the opportunity to participate in mock (practice) interviews individually to assess and enhance interviewing skills;

- **Career Week/Networking Events**
  The Career Center organizes several programs such as: employer sessions, field/company visits, career fairs, and networking receptions to assist with the career development process;

- **Career Days**
  Numerous recruiters visit the campus and present their companies. This gives students an opportunity to learn more about companies and organizations before applying for an internship and/or job;

- **Company visits**
  While many employers come onto campus we also offer our students the opportunity to participate in tours to visit employer sites. This opportunity gives students a chance to experience the work environment in specific corporate cultures;
• **Professional Development seminars**
  As an important component of career success, it is imperative at ADA that students go through leadership modules where he or she can learn and study the skills of effective presentations, communications, project management and negotiations;

• **Professional mentoring and Executives in Residence**
  We have teamed up with Ambassadors of Azerbaijan and executives from the corporate world, who offer advice to those interested in pursuing careers in Foreign Service;

• **Career Information Resources**
  ADA University library holds a constantly expanding collection of career-related books, periodicals, and directories. Moreover, the CMC office offers a wide range of handouts, guides and manuals which help students in their job-search and career planning;

• **The CAREERlink**
  special online career management system serves as an interactive portal for student and employer engagement, creation of student professional portfolios, resume books and job postings;

• **Alumni Networking**
  Together with the online career management tool, CAREERlink, ADA University has created a strong Alumni Community through the office of Alumni Relations and via professional networks. Alumni serve as mentors and peer career advisors to current students, and they constantly participate in career seminars and networking events to support their juniors;

• **Professional Self-Assessment Tools**
  The Myers-Briggs Type Indicator, Self-Directed Search are available to help students to explore their interests.

All the services offered by the CMC are offered to students in all academic years apart from those in the English preparatory course and General Education.

**Employment Programs and Internships**

• **Career Days**: Employer presentations give our students an opportunity to learn about companies/organizations, the industry they are functioning in, hiring procedures and various career opportunities for young talents;

• **Career Week**: this week-long event is an annual tradition of ADA University with multiple Industry panels, Career Fair, presentations and the Gala Reception to establish links between students and professionals, learn about the job market and various career opportunities;

• **Job Postings**: With the support of the Simplicity Corporation, ADA University has established its cloud platform – CAREERlink – which is a comprehensive database of employer profiles, students and job listings. Students and employers may create interactions through the system, apply for vacant opportunities and synchronize professional portfolios with social networks such as Facebook and LinkedIn. Weekly newsletters containing information about job postings are sent to undergraduate and graduate students;

• **Internship database**: Each year the CMC makes available an updated database of available internships with organizations and companies both in Azerbaijan and
abroad for the purpose of enlarging and broadening opportunities for students of different majors;

- **Internship programs:** Apart from continuous support with internships to students who are willing to take one during their summer breaks, graduate and undergraduate students of International Relations and Public Policy majors interested in pursuing foreign service careers are provided with the opportunity to take an internship at the Ministry of Foreign Affairs of Azerbaijan and/or diplomatic missions abroad. GPA and other requirements are criteria for selection and nomination by the University.

**“Global Perspectives” Lecture Series**

ADA University is a place for frequent visits by high-ranking state officials from all over the globe, including current and retired Presidents, Prime Ministers, Heads of International Organizations, prominent policy makers and academics. Students and Faculty at ADA University are able to attend the “Global Perspectives” Lecture Series to hear the views of these practitioners and apply the knowledge they gain there to the classroom-learning environment.
ADMISSION REQUIREMENTS

The Office of Admissions and Financial Aid at ADA University is responsible for all aspects of students’ admission to degree programs from getting the first information all the way through to their admission. The scope of this work covers intensive promotion of degree programs, providing information about the steps to take by candidates, processing all applications, and managing the registration process.

Undergraduate Admissions

The undergraduate admission campaign at ADA University is conducted differently for local and international students.

Undergraduate programs offered at ADA University

*Group I*
- Computer Engineering (BSCE)
- Computer Sciences (BSCS)

*Group II*
- Business Administration (BBA)
- Economics (BSE)
- International Studies (BAIS)

*Group III*
- Public Affairs (BAPA)

Admission Requirements for Azerbaijani Citizens

The State Students Admission Commission (SSAC) of the Republic of Azerbaijan carries out admission to bachelor degree for Azerbaijani citizens.

To be considered for admission, citizens of Azerbaijan are required to:

- Have graduated from a secondary, specialized secondary or higher education institution and have a school-leaving certificate.
- Register for the bachelor entrance examination of SSAC.
- Participate in SSAC examination depending on specialization group.
- Select up to 15 higher educational institutions on a priority basis after having their scores announced.
- Be admitted according to the appropriate pass marks of each program.
- There is no limitation for foreign language test included in SSAC examination.
- Students from both Azerbaijani and Russian sectors are welcome to apply.
- Besides the bachelor entrance exam of the SSAC, citizens of Azerbaijan can also apply for our undergraduate programs by submitting the relevant score of the international SAT exam. ADA University is the only educational institution in Azerbaijan that can officially admit students by SAT scores as of 2014. Details on pass marks are announced every year by SSAC.

Admission Requirements for International Applicants

To be considered for admission, international applicants are required to:

- Be a graduate or graduating student of high school or higher education institution, accredited by the respective governmental agency.
International applicants submit the following documents:

**Required documents**
- Online Application Form
- Statement of Purpose
- CV (Resume)

**Supporting Documents**
- Copy of a certificate or diploma from previously attended schools (translated into English and notary-certified)*
- Official academic transcripts from all previously attended schools (translated into English and notary-certified)
- Recent photo taken within the last six months
- Copy of Identification Card or Passport

*If the student is completing the requirements for his or her high school degree in the coming summer, he/she should provide the Admissions Office with a letter, notary certified and translated into English, from the high school about the student’s graduation and expected date of receiving the diploma.

**Test Scores**
- TOEFL (75) or IELTS (6.0) scores (if applicable)

The Institutional TOEFL Code Number for ADA University is 2093.

All aforementioned documents must be scanned and uploaded to the online application or e-mailed to bachelors@ada.edu.az. Documents that are not in English must be submitted together with an official translation into English. ADA does not accept paper submissions.

**Evaluative Interviews**

Only short-listed applicants are called in for an evaluative interview.

**Transfer Policy (Undergraduate Level Only)**

**General Requirements**
- Student transfers from a higher education institution to ADA University may occur during the summer holidays and only after completing the first year.
- Transferred students continue their education on a paid-basis only.
- Student transfers occur by agreement with the Ministry of Education and Ministry of Foreign Affairs.

**Citizens of Azerbaijan**
- Student transfer is carried out according to student limits defined by the admission plan of the appropriate program
- A student must have an SSAC* score no less than the pass mark for the relevant program in the admission year
- Student transfer may occur only within the same SSAC specialization group

**International Applicants**
- Students can be transferred only from Universities listed in international rankings*
- In case of participation in the SSAC* entrance examination the score should be no less than the pass mark for the relevant program in the admission year
- Academic transcripts are also reviewed.
- A maximum of 30 per cent of the total number of credits required for graduation can be transferred, so that the students receive their education distinctively from ADA University. All appropriate documents obtained overseas must be supplied, translated and notarized.
Documents required for transfer application:

- Online Application Form (along with attached supporting documents)
- Academic transcripts
- A document with SSAC score
- Official documents confirming that the visit is for study purposes (for transfer from abroad)

Documents submission will be followed by the procedures and review process conducted by the Ministry of Education


* Times Higher Education World University Rankings
Quacquarelli Symonds - QS World University Rankings
Academic Ranking of World Universities – Shanghai ranking

Graduate Admissions

Applications for graduate admissions are accepted online (only) both for local and international candidates. Applicants must meet minimum requirements in order to be eligible to apply for the graduate programs offered. Some programs have specific eligibility requirements.

Applicants for admission to the graduate programs are required to have:

- Four-year Bachelor’s Degree It is mandatory to submit a copy of the diploma and transcript attached to the online application form. If the original language of the academic record and diploma is not English, a certified English translation must accompany the original document.
- English Language Proficiency

Any applicant whose first language is not English must certify proficiency in English by submitting scores received on the TOEFL or IELTS as part of the online application. The minimum requirement for Internet-based TOEFL is 83 and for IELTS it is 6.5.

Any applicant who is admitted to the program but can not provide the minimum required score in IELTS or TOEFL will have up to one year to fulfill the language requirements. In this regard, if the student chooses to attend the English for Academic Purposes Program (EAPP) provided by ADA University, he/she will have to take the English Language Placement exam, and will be placed in a class of adequate level. The length of the EAPP course can range from two to eleven months. The tuition fee of the EAPP program will differ from the tuition fee of the degree program.

Only applicants who have completed a minimum of one year of full-time study at college level with English as the primary language of instruction, or have extensive work experience in a country where English is the primary language may request a TOEFL/IELTS waiver by contacting the Admissions Office.

The Institutional TOEFL Code Number for ADA University is 2093.

- SSAC Test Score SSAC scores are required only from Azerbaijani citizens. SSAC administers a separate test for applicants to Master programs that has two rounds. ADA University requires the results of the first round (logic, English, and IT) only. The minimum passing score is determined by SSAC.
Evaluative Interviews

Only short-listed applicants are called in for an evaluative interview.

Applicants must submit the following documents:

Required documents
- Online Application Form
- Statement of Purpose
- CV (Resume)

Supporting Documents
- Copy of a Bachelor Diploma (translated into English and notary-certified)
- Official academic transcripts from all previously attended schools (translated into English and notary-certified)
- Recent photo taken within the last six months
- Copy of Identification Card or Passport

Test Scores
- TOEFL or IELTS scores
- SSAC Scores (for Azerbaijani citizens only)

EMBA Program

- MBA Exam Azerbaijani EMBA applicants are not required to take the SSAC masters exam. They take the ADA MBA exam prepared and administered by SSAC. The minimum pass mark is determined by SSAC.
- Work Experience A minimum of four years of professional work experience is required for the EMBA Program only.
- Reference Letters EMBA applicants are required to provide two professional reference letters. Letters must be signed and sealed, and mailed to Admissions Office. Letters are accepted in the English language.

TOEFL or IELTS scores

Applicants who are admitted to the ADA University EMBA Program and provide a valid IELTS (General/Academic) minimum score of 6.5 or TOEFL iBT minimum score of 88 can start their studies in the upcoming academic year. Only applicants who have completed a minimum of one year of full-time study abroad, with English as the primary language of instruction or have extensive work experience in a country where English is a primary language may request a TOEFL/IELTS waiver by contacting the Admissions Office.

All documents mentioned above must be scanned and uploaded to the online application or e-mailed to mba@ada.edu.az (MBA programs) or admissions@ada.edu.az (other graduate programs). Documents that are not in English (except for National ID and passport) must be submitted together with the official translation into English. ADA does not accept paper submissions.

Materials submitted for application to ADA University become the property of the university and will not be returned. Applicants are encouraged to retain a copy of the application and supporting documents for their own records. Those reapplying are required to submit a new online application and only the missing supporting documents.

Meeting the requirements listed above doesn’t guarantee applicants admission to the program since the number of qualified applicants may exceed the number of available seats and many qualified applicants cannot be accepted as a result of the competition and selection process.

Office of Admissions and Financial Aid at ADA University is ready to answer questions regarding the admission process and application requirements.
Learn more about admissions:  
www.ada.edu.az/admissions or  
Contact us: Tel: (+994 12) 437 32 35  
(+994 12) 437 08 30  
Undergraduate programs:  
bachelors@ada.edu.az  
Graduate programs:  
admissions@ada.edu.az  
MBA and Executive MBA admissions:  
mba@ada.edu.az

**Student Exchange**

**Office of International Affairs**

The office of International Affairs (OIA) is established and mandated as a hub among the stakeholders and departments in order to lead, coordinate, and systematize the individual and institutional efforts towards the internationalization of the University.

The main roles and responsibilities of the OIA include, inter alia, coordinating and overseeing all international initiatives involving ADA University, including its units and departments; administering inbound and outbound exchanges of students, faculty members, and delegations;

The OIA collects and manages all international partnerships, contacts, resources, and databases. It participates in shaping and tracking international travel programs of the faculty and staff and offers guidance, advice, and contacts in line with the International Strategy of the University. Also OIA monitors and evaluates the implementation of the International Strategy through close internal cooperation with the stakeholders of the University.

**Exchange Programs**

ADA University Student Exchange programs are implemented on a basis of bilateral agreements and MOUs that ADA University has signed with partner institutions. Functioning as a host institution ADA University, according to agreements, does not have any formal admission requirements (application/assessment/interviewing) for students participating in exchange programs. It is the responsibility of the home institution to select and nominate students who will participate in the exchange. Nominated students have to be formally approved by the receiving school. The same applies to students of ADA University going for exchange.

**Visa**

Travel to Azerbaijan requires an entry visa, unless there is an agreement on visa free travel with the country of citizenship. Citizens of countries with a visa-free regime agreement and citizens who have received visas, only need to go through passport control once they arrive at one of the international airports of Azerbaijan.

ADA University urges its international students to apply for a visa at the closest Azerbaijani Embassy. Information about visa procedures for specific countries can be obtained from the respective embassies.

If there is no Embassy in the student’s home country, he or she will be able to receive a visa at the visa division of the Consular Department of the Ministry of Foreign Affairs (MFA) operating at Heydar Aliyev International Airport.

Students will most likely be issued with a single entry visa with a validity period of 30 days, and be required to apply for a temporary residence permit once in Azerbaijan. The temporary residence Identity Card enables students to travel outside Azerbaijan and return without visa requirements throughout the period indicated.
Required documents in order to obtain an entry visa:

- Passport (must be valid for at least 1 year)
- Official invitation letter from ADA University (2 copies)
- Completed visa application form
- Two photos (3x4cm, white background)
- Visa fee

For additional information, visit the Ministry of Foreign Affairs website at: www.mfa.gov.az

Registration

Within the first three days of arriving in Azerbaijan all foreigners are required to register with the State Migration Services.

In order to register, visitors should submit a completed registration form, a copy of the biographic page of their passport, and a copy of their visa to the State Migration Service via email, mail, or in person.

The e-mail address designated by the State Migration Service isqeydiyyat@migration.gov.az

For additional information, visit State Migration Service website at www.migration.gov.az

Temporary Residency Permit

Upon arrival in Azerbaijan, students will have the standard 30 days visa granted by the Embassy or visa divisions of the Consular Department of the MFA at the airport. Then, after the submission of the required registration form, our international students will be assisted in the process of receiving temporary resident status from the State Migration Service.

Required documents in order to obtain a temporary residence permit:

- Official invitation letter from ADA University
- Passport – original and a copy (including the visa page)
- Two photos (3x4cm, against red background)
- Health Certificate received upon medical check up – original, not more than 3 months old and to be issued in Baku.
- Completed application form
- Permit fee

For updates on requirements and for additional details, visit State Migration Service website at www.migration.gov.az
TUITION, EXPENSES AND FINANCIAL AID

Tuition and Expenses

The cost of education at ADA University is quite affordable, especially considering the number of financial aid opportunities we offer our students. Tuition and fees are payable in full at the beginning of each semester. The chart below lists the deadlines for tuition payments. These deadlines apply to both graduate and undergraduate students.

- Fall Semester: September 30
- Spring Semester: February 28

Tuition (Annual)

Undergraduate Programs
BAPA ................4,800AZN  
BAIS .................4,800AZN  
BBA..................4,800AZN  
BSE..................4,800AZN  
BSCE................4,800AZN  
BSCS................4,800AZN  

Graduate Programs
MADIA/MPP ........4,800AZN  
EMBA...............18,200AZN  
MBA.................7000AZN  

Student Fees
Undergraduate........150AZN  
Graduate.............250AZN  

Books
Undergraduate........650AZN  
Graduate.............650-750AZN  

Housing

The cost of living depends on each student’s lifestyle. Below are the minimum expenses required for apartment rent and personal needs, such as food. Rental prices vary based on the location, size and quality of apartments. Students who share 3-bedroom apartments close to ADA University pay some 400 AZN per month per person. Utility costs (water, electricity, and gas) are not included in the minimum cost of living approved by ADA University. These could range from 75 to 150 AZN for a 3-bedroom shared apartment.

<table>
<thead>
<tr>
<th>ANNUAL PROGRAM COST (12 months), Amounts in AZN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Attendance</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td>Graduate Programs</td>
</tr>
<tr>
<td>Tuition</td>
<td>MADIA</td>
</tr>
<tr>
<td>4,800</td>
<td>4,800</td>
</tr>
<tr>
<td>Fees</td>
<td>150</td>
</tr>
<tr>
<td>650</td>
<td>700</td>
</tr>
<tr>
<td>Cost of Living</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td>4,800</td>
</tr>
<tr>
<td>Personal Expenses may vary</td>
<td>may vary</td>
</tr>
<tr>
<td>Total annual cost</td>
<td>10,400</td>
</tr>
</tbody>
</table>

Scholarships, Fellowships and Awards

At ADA University, students enjoy ownership of their education. We offer various financial aid resources. ADA University is committed to making these options available to help students obtain the education they wish and to further their professional and career goals.

Financial aid resources at ADA University are designed to encourage outstanding academic performance and enforce the principles of Global Leadership and Responsible Citizenship. These principles are driven from the Four Pillars that
reflect the foundations of our mission. At ADA University, we strongly believe that today’s leaders are men and women who distinguish themselves with their integrity, ethics, outstanding performance and commitment to give back to society.

We value the academic merit and performance of our students, and we reward it through generous scholarships, fellowships, and awards. Even though we offer paid education at ADA University, our students may obtain a completely free education in both the Master and Bachelor’s programs. For example, those who consistently excel in their studies are eligible to receive a full scholarship. This, along with other scholarships at ADA University, is merit based only.

Other than numerous fellowships, scholarships and awards, ADA University also offers bank loans and employment opportunities (Work Study Program) to help our students finance their education.

### Scholarships

**Merit-based scholarships - incoming students**

**Undergraduate Scholarships**

**Hasan Bay Zardabi Scholarship** This scholarship is offered for the first year of undergraduate studies only. It rewards incoming undergraduate students for their outstanding academic performance prior to being enrolled at ADA University.

To be eligible, the applicant must score 690-700 in the SSAC/TQDK or 2370-2400 in the SAT I exam. Eligible students receive a 100 percent tuition waiver for the first year of study at ADA University.

**Natavan Scholarship** This scholarship is offered for the first semester of undergraduate studies only. It rewards incoming undergraduate students for their high academic performance prior to being enrolled at ADA University.

To be eligible, the applicant must score 640-689 in the SSAC/TQDK or 2190-2369 in the SAT I exam. Eligible students receive a 100 percent tuition waiver for the first semester of study at ADA University.

**Graduate Scholarships**

**Samad Virgün Scholarship** For graduate students, each program sets aside a certain percentage of the tuition revenues (not to exceed 15% of the first semester tuition revenues) to award the incoming class with merit-based scholarships.

Distribution of the scholarships among the admitted students is carried out according to the following ranking, in descending order until all funds are exhausted.

First, the applicant must be admitted by the Admission Committee, then, must be rated in the top 50 percent of the incoming class by the Financial Aid Committee. The top 50 percent is determined as per results of the interview scores.

Thereafter, a point based system is used to rank these candidates. The scores are calculated based on the following rules:

### Interview Results

<table>
<thead>
<tr>
<th>Average Interview Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>81-100</td>
<td>10</td>
</tr>
<tr>
<td>51-80</td>
<td>8</td>
</tr>
<tr>
<td>26-50</td>
<td>4</td>
</tr>
</tbody>
</table>

### English Language Test Results

<table>
<thead>
<tr>
<th>IBT Score</th>
<th>IELTS Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>83-93</td>
<td>6.5</td>
<td>1</td>
</tr>
<tr>
<td>94-101</td>
<td>7.0</td>
<td>2</td>
</tr>
<tr>
<td>102-109</td>
<td>7.5</td>
<td>3</td>
</tr>
<tr>
<td>110-114</td>
<td>8.0</td>
<td>4</td>
</tr>
<tr>
<td>&gt; 115</td>
<td>&gt; 8.5</td>
<td>5</td>
</tr>
</tbody>
</table>
Eligible students receive a tuition waiver for the first semester of study at ADA University, as determined by the Financial Aid Committee. If a candidate is denied by at least one member of the Admission Committee, his/her application for a scholarship will not be considered.

### Merit-based scholarships - returning students

**Mirza Fatali Akhundov Scholarship** This scholarship rewards students for their outstanding academic performance. To be eligible, students must maintain a full load coursework (30 ECTS) and accumulate a Grade Point Average (GPA) of 3.80 or higher. It is awarded on a semester basis. Eligible students receive a 100 percent tuition waiver. In addition, recipients are expected to work a minimum of 20 service hours at ADA University, preferably, as graduate research assistants for ADA University faculty.

**Ahmad Bay Agaoglu Scholarship** This scholarship rewards students for their high academic performance. To be eligible, students must maintain a full load coursework (30 ECTS) and

- accumulate a Grade Point Average (GPA) between 3.50 and 3.79
- be in the top 10 percent of their class

*Note: the top 10 percent of the class is determined having excluded the recipients in the list of Mirza Fatali Akhundov Scholarship.*

This scholarship is awarded on a semester basis as submitted by the School Deans. Eligible students receive a 20 percent tuition waiver.

### Need-based scholarships

Eligibility criteria for need-based scholarships are determined by the Government of Azerbaijan. ADA University endorses this policy of the Government.

### Fellowships

**Alimardan bey Topchubashov International Fellowship**

This fellowship is open to all international undergraduate and graduate applicants who have been admitted to one of ADA University’s degree-granting schools and are renewable for the duration of studies when certain criteria are met upon availability of funds.

The Alimardan Bay Topchubashov Fellowship covers the tuition fee and housing costs only. Fellowship recipients are expected to cover all other expenses, including books, student fees, and utilities.

**Mission and Objectives**

The world is shrinking fast, and social, economic, and political interactions among countries and peoples are becoming more frequent. Today these challenges are more complicated than ever before and require a greater skill than perhaps at any other time in human history.

At ADA University, we are committed to establishing an outstanding education and training for our own citizens in Azerbaijan, but we realize that our growing nation also has a responsibility to bring first-class international education and leadership training to others in the region and the world. We wish to promote intellectual inquiry on a wide range of topics.
Therefore, ADA University has launched an International Fellowship program meant to prepare global leaders who have a strong commitment to serve a public cause.

The purpose of our International Fellowship is to:

- Prepare innovative leaders with vision and global perspective
- Encourage commitment to public service and further contribute to its development
- Participate actively in international human capacity enhancement efforts
- Enhance diversity of the student body at ADA University
- Promote further intellectual inquiry on international topics
- Help to strengthen bilateral relations between Azerbaijan and friendly countries.

**Fellowship Requirements**

- Applicants should first be admitted into ADA University.
- Previous work experience in the public sector and/or a commitment to serve in the public sector is valued most.
- Incoming undergraduate fellows are eligible to receive a 100 percent tuition waiver for the first year of their studies.
- Incoming graduate fellows are eligible to receive a 100 percent tuition waiver for the first semester of their studies.
- To retain the fellowship, the eligibility criteria are as follows:
  - Returning undergraduate and graduate fellows must maintain a full load coursework (30 ECTS) and accumulate a Grade Point Average (GPA) of 3.80 or higher to receive a 100 percent tuition waiver for the next semester of study. In addition, recipients are expected to work a minimum of 20 service hours at ADA University.
  - Returning undergraduate and graduate fellows must maintain a full load coursework (30 ECTS) and accumulate a Grade Point Average (GPA) between 3.50 and 3.79 to receive a 50 percent tuition waiver for the next semester of study.

International fellows, whose GPA is 3.50 and above are eligible to receive a housing allowance. International fellows whose GPA falls below 3.50 are required to cover their own housing.

**Awards**

**Haji Zeynalabdin Taghiyev Award**

At ADA University, we uphold and continue the best traditions of our nation. At the end of each academic year, ADA University presents groups of students with an important award named after Haji Zeynalabdin Taghiyev. Haji Zeynalabdin Taghiyev was Azerbaijan’s most renowned philanthropist, who invested his wealth in numerous projects that benefited the nation. His initiatives and projects helped to modernize Azerbaijan and turn it into a showcase of tolerance and intellectual advancement.

The purpose of the Award is to transform the university into a community, where a sense of citizenship and social responsibility is upheld and endorsed. This prestigious Award promotes such values as civic engagement, social responsibility, teamwork, and caring for others.

The HZT Award is awarded to the value of 5,000 AZN divided among the three groups of students whose projects have been selected as finalists.

First Place: 2500 AZN I Second Place: 1500 AZN I Third Place: 1000 AZN
The HZT Award is covered by ADA students: a portion of student fees collected each year is earmarked to sponsor this important initiative of responsible and active citizenship.

**Eligibility Requirements and Selection Criteria:**

- A student or a group of students must devise an initiative, which they then develop into a feasible project. A minimum of 3 students must participate in each team;
- The project must have a positive impact on ADA University, its immediate neighborhood and/or larger society;
- The project must be planned and completed by the members of the team with their own resources and without funding support from ADA University;
- Faculty and staff may join students and participate in teams. In such cases, they may not use their privileges to gain advantage for their team nor can they sit on the Award Committee.

**Timelines** The HZT Award is announced at the beginning of each academic year. All teams must complete their projects no later than April 25. An Award Committee, comprised of faculty, students and staff, reviews the projects and selects the finalists no later than April 30.

The HZT Award is not linked to GPA in any way. In addition, the winning team may spend it in any way deemed appropriate by the team members.

**Student Loans**

Students of ADA University are eligible to finance their education through student loans. Only Azerbaijani citizens who have reached 18 years of age can apply for a student loan. The loan covers the full cost of attendance and cost of living.

Current market lending rates in Azerbaijan can be as high as 25%. Bank loans offered to ADA University students are more favorable as these loans are subsidized. The loan terms apply to both graduate and undergraduate studies.

Students may borrow the total cost of tuition, fees and books per academic year. For further information students should refer to the Bursar Office.

**Student Employment**

ADA University offers various part-time employment opportunities to its students. These opportunities are announced internally based on needs within departments and the available budget. Students may work for no more than 20 hours per week on campus.

Students are also eligible for a Research Assistantship. Successful candidates are expected to work for up to 20 hours per week at ADA University, assisting faculty members with research projects. Students are only eligible for Research Assistantships during their second year. Eligibility and renewal of the assistantship is contingent on the student’s satisfactory academic performance. International students are also eligible for this opportunity.
COURSE SCHEDULES AND REGISTRATION INFORMATION

Registration

Registration for Current Students

Each semester, current students register for classes for the following semester. The course schedule provides detailed information on registration procedures, access times, and course offerings. The schedule becomes available about two weeks before the beginning of registration each semester.

Student Course Load

The required course load for graduate and undergraduate students is 30 ECTS for spring or fall semester, or 12 ECTS for a summer session. Students who wish to exceed this course load must submit a petition letter from their adviser to the Dean for approval. In this case, a student’s load cannot exceed 38 ECTS. In special circumstances, such as academic probation or medical reasons, graduate and undergraduate students may register for 24 ECTS. Students registering with this minimum load are not eligible for either scholarships or fellowships the following semester.

General Registration Period

Following the priority registration period, the registration system re-opens to all continuing students for schedule adjustments. This is also when incoming freshmen and incoming transfer students register for classes.

Add/Drop

- Throughout the general registration period, you may adjust your schedule by dropping and adding classes.

- During the fall and spring semesters, students may continue to drop and add courses during the first two weeks of classes.

- Students may add courses after the deadline only with the permission of the instructor. Such courses will be subject to a late registration fee.

- The deadline for dropping courses is the Monday of the third week after the first day of class. Dropped courses will not appear on the transcript.

Withdrawal

If a student drops a course after the end of the drop/add period and before the beginning of the eighth week, he/she will receive a grade of “W” (withdrawal). The grade of “W” will not affect the calculation of a student’s GPA. Effective from September 2015, all undergraduate students are limited to three (3) course withdrawals during their enrollment at ADA University. Master’s students are limited to only one (1) course withdrawal during their studies. Students cannot withdraw from more than one class per semester. In addition, students cannot withdraw after the eighth week of classes. No tuition refund is available for withdrawals from classes that occur after the drop/add period. All probation and expulsion rules apply regardless of a withdrawal. All withdrawals are noted on a student’s transcript. Students should be careful when withdrawing from a class in order to avoid being expelled from the university for failure to fulfill the requirements of their academic school. Students cannot apply for ADA University scholarships or tuition waivers in a semester following the one in which they have withdrawn from a class. In order to initiate a withdrawal, students first must talk to their Deans and fill out a Course Withdrawal Form, which may be obtained from the Office of the Registrar.

Registering for a Closed Class

If a class that interests you is closed, we recommend you register for your second choice while monitoring the closed class to see if a space opens up.

You can also contact the course instructor or the relevant department. However, it is
usually not in your interest or the instructor’s to add extra students to a class. There should be a compelling reason why the instructor should add you to the roster.

If your request is approved, you must first complete a Registration form and obtain the signature of the instructor or department chair, then return the form to the Registrar for processing. The Office of the Registrar cannot add you to a closed class if the maximum seating capacity for the classroom has already been reached, even if the instructor approves your request.

**Student on Hold**

The University may place a student on hold, or cancel a student’s registration when a student has unmet financial obligations to the University. A registration-hold prevents students from registering for courses, attending classes, taking exams, and being issued official transcripts and a diploma. The duration of the hold may be related to the nature of the hold. If a student is on hold, they should contact the Registrar as soon as possible. Students will be notified in writing about being placed on hold by the University, the reason for a hold, the duration of the hold, and the person to be contacted regarding the matter, based on the nature of the individual situation. The student will be allowed to register only after the reason for the hold has been eliminated.

**Waitlist**

Once the maximum number of students has registered for a class, additional students may add their name to the waiting list only. The waiting list sequence is on a first-come, first-served basis. As soon as a student drops that particular class during the add/drop period, the first student on the waiting list will be registered in the class. The notified student has 24 hours to confirm the offer for registration. If he or she fails to confirm within 24 hours after the offer, the seat will be automatically offered to the next student on the waiting list. Student advisors need to approve the student who wishes to take a course even while on the waiting list. While on the waiting list, students should attend the course.

**Auditing a Class**

These classes are usually not graded. It shows the student’s enrollment on a course where he/she wishes to receive no credit for the course. Audited courses will show on the transcript. Students must have 80% attendance for the audited class. Students should get permission both from their advisor (in order to prevent them from taking too many courses) as well as from the instructor (in order to prevent there being too many students in a class) to audit a course.

**Registration Form**

The Registration form must be submitted to the Office of Dean. They are not accepted in the Office of the Registrar from students. The Registration form is used for:

- Personal academic plan
- Exceptions to academic policy
- Time conflicts
- Grade mode changes (pass/fail, credit/no-credit, audit)
- Credit load changes
- Exceeding the maximum amount of credit hours you are permitted to take each semester
- Extra courses

**Class Schedule Information**

**Class Attendance**

Attendance is an indispenisible element of the educational process. In compliance with Azerbaijani legislation, instructors are required to monitor attendance and inform the Registrar and the Dean of the student’s respective School when students miss significant amounts of class time. Meanwhile, Faculty must spell out
the attendance requirements in their syllabi. Azerbaijani legislation mandates that students who fail to attend at least 75% of classes will fail the course.

**Definition of Attendance:** Attendance is defined as physical attendance in an academically related activity including online discussion.

**Emergencies:** Students who face emergencies, such as a death in the family, the serious illness of a family member, hazardous weather that makes attendance impossible, or other situations beyond their control that preclude class attendance, should notify their instructors immediately. Even with advance notice, whether a student will be allowed to make up course work missed because of an emergency will depend on the attendance policy stated in the course syllabus. Different instructors may handle identical situations differently. Instructors who allow students to complete coursework missed when students are absent should clearly inform students what that coursework is and when it is due.

**Classroom Assignment**

Classroom assignments in the university are made and controlled by the Registrar’s Office. This office maintains a central record of all assignments, which is the only official source of information about class meeting locations. While the University Registrar endeavors to allocate to each class the room best suited to its needs, it is not always possible to assign an individual class to the room preferred by the instructor.

**Cancellation of Courses**

The university reserves the right to cancel a course because of low enrollment, the last-minute unavailability of an instructor, or other unavoidable reasons. The university is reluctant to cancel courses because of low enrollment, but cancellation of elective courses with an enrollment of fewer than 12-15 students may be necessary.

Classes are expected to meet according to their announced schedules regardless of circumstance. In case of severe bad weather conditions, the Office of Registrar will announce the cancellation of classes. In the event that a faculty member misses classes because of illness, or any other emergency circumstances, he or she should inform the Registrar. In the event that a faculty member misses classes because of a conference visit, he or she should inform the Registrar in writing two weeks in advance. The Dean of the respective School should approve this official form before submission to the Registrar. When cancellations of classes are necessary, instructors are expected to arrange with their students additional reading and study assignments, or class meetings, to compensate for the time lost. A faculty member who wishes to hold a class meeting in lieu of one cancelled may not schedule it on holidays, during vacation periods, or at other times when classes are not meeting regularly. A special class meeting should be at a time, which is mutually satisfactory to the instructor and students. Faculty members have the right to hold one extra class if necessary during the study week.

**Visitors in Classes**

Occasionally visitors to the university wish to attend classes as observers. Such visitors are usually friends, prospective students, and scholars interested in educational developments and methodology. Those visits must be approved by the instructor, should be pre-arranged with the Dean, and should not exceed two class meetings. Other than under these circumstances, faculty members are expected to deny a place in the class to any person who has not been formally registered.
ACADEMIC REGULATIONS

Honor Code

ADA University is a community of students, researchers, faculty, and administrators united by the common goal of promoting excellence in education and research. ADA University strives to provide state-of-the-art conditions allowing its community members to engage in an inspiring and dynamic learning process. ADA University places a high value and emphasis on the academic success and achievements of its students and faculty. However, this must be achieved only in an environment guided by academic honesty, integrity, and a commitment to personal and mutual accountability.

The ADA University philosophy is centered on the idea that academic integrity and honesty should be instilled and promoted, not by the use of sanctions and threats, but rather by promoting an academic culture that embraces these values in their own right. Thus, the university seeks to train all its community members in the rules and procedures essential for creating an environment of academic honesty and integrity. During the pre-curriculum, incoming students will devote a considerable amount of time to discussing generally accepted standards of academic integrity so as to avoid any possible misunderstandings or unintended violations of the codes of proper academic conduct.

The Honor Code contains a list of academic rules and procedures essential to creating such an environment of honesty and integrity. It is intended to guide the conduct of students, faculty, and administrators alike and all of them share responsibility for ensuring that the Honor Code is adhered to fully. The sanctions contained in this guide are intended only as a last resort, allowing ADA to defend itself and its reputation against willful violations of these generally accepted standards of proper academic conduct.

For more details and close familiarization with Honor Code please visit

Students Records

Grading System

The following letter grades are used for all classes in degree programs: A, B, C, D, F. The ADA University grading system includes plus (+) and minus (-) modifiers for use with the letter grades. The letter grade D has a (+) modifier only. A few courses at ADA University may have P (Pass) and F (Fail) grades. This grade does not affect the overall GPA. The office of the Registrar identifies the courses with Pass/Fail grading on the course list after the Faculty Senate’s approval of the curriculum. An incomplete (I) grade will be given when a student has failed for reasons outside their control, to complete some part of the coursework by the end of the final exam week. Faculties have the discretion then to award an incomplete (I) and to specify how it can be completed. Incomplete grades will automatically be changed to F if the student fails to hand in all completed assignments no later then eight (8) weeks after the end of the final exam week.
The table below illustrates the letter grades and their corresponding points and modifiers:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This represents a student's outstanding work, highly meritorious performance, understanding and originality in the argument and content. The student is exceptionally good and displays advanced understanding of the course, and is proficient in utilizing the information and course materials.</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>Minimum pass</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Failure to meet minimum expectations in understanding and course work as evidenced by performance and submission of graded elements.</td>
</tr>
</tbody>
</table>
**Incomplete**

When special circumstances occur, the instructor may postpone the assignment of the student’s final grade in a course by use of an I-Incomplete. The I-Incomplete may be given only if the student has completed at least 80% of the term of instruction, but is unable to complete the class work and/or take the final examination because of illness or other compelling reasons.

Provided that these conditions are met, the instructor electing to give I-Incomplete will fill in a special form at the time course grades are due. This agreement specifies what the student must do, and when, to remove the I-Incomplete. The dean’s office gives a copy to the student, and retains a copy for at least one year. The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than eight weeks after the end of the grading period. Failure to complete the required work by the due date will result in a grade of F or a final grade based on grades earned by the deadline given.

**The following grading scale is suggested for all courses at ADA University:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100%</td>
</tr>
<tr>
<td>A</td>
<td>94 – 97%</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93%</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89%</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86%</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82%</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76%</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72%</td>
</tr>
<tr>
<td>D+</td>
<td>67 – 69%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 66%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
</tr>
</tbody>
</table>

**Grade Point Average (GPA)**

Grade Point Average (GPA) is a measure of how well a student doing in his/her academic studies. At ADA University the academic grading scale goes from A through D to F with corresponding grade points ranging from “4.00” to “0.00”. GPA is a mathematical calculation that indicates where an average of the grades falls on the scale. Semester GPA is the average of a student’s grades for one semester. The cumulative GPA is a calculation of the average of the student’s grades for all semesters and courses completed up to that point at ADA University. The following grades are considered when calculating both the semester and cumulative grade GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
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<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Grade Appeal**

The responsibility to assign grades lies with the course instructor. Students who contend that their grade is not an accurate reflection of their accomplishments in a class should first discuss their grade assessment with the instructor. If, after the discussion, the instructor is persuaded to change the grade, he/she will immediately inform the Registrar and the Dean as soon as possible. In the case of data input or communication error, notification to the Registrar will be sufficient. If, after the student has discussed the grade with the instructor, the student remains dissatisfied, it is possible to
initiate a grade appeal process. This appeal is admissible in a case where the student feels the instructor’s grade is in error. A grade appeal must be filed within five working days after reception of the final grade. The appeal must be sent to the Dean of the college in which the course is offered and must include a detailed description of why the student feels the grading assessment was in error. The student may withdraw the appeal at any point during the process. It is the Dean who will make the decision of whether or not the student’s appeal has merit. If the Dean decides the appeal is unfounded, the appeal will be denied; however, if the Dean finds the appeal has merit, he/she will convene a committee consisting of the Dean and two neutral faculty members to discuss the appeal. The committee shall have the right to consult with both the instructor and the student during the appeal process. The Dean will make a decision about the case within one week after the reception of the appeal. The decision will be made in writing and will be communicated to both the student and the instructor. The committee’s decision is final. It is important that the student be alerted to the fact that the committee’s decision may result in the original grade being lowered. If a grade change is decided, that decision must be sent to the Registrar’s Office immediately.

Examinations

The demonstration of progress in academic learning is an integral component of the student experience. The learning environment influences the quality of that experience. The integrity of the assessment process is central to the quality of the learning experience, the reputation of the institution, and the integrity of the process. For the purpose of this policy, an examination is defined as a time-limited and individual assessment task conducted under supervision and within a specified examination period, which is defined by ADA University. This excludes what is referred to as a ‘take-home examination’. It is important to define what is meant by ‘examination’ as there is a range of assessment methods that may sometimes be considered, or called ‘examinations’ which, for the purposes of this policy, may not meet the criteria; for example: tests, practical assessments, and unit quizzes.

Mid-term and Final Exam

The mid-term and final exams may include different assessment elements such as written or oral examinations. A written examination may consist of essay-type questions, fact-based questions, or a combination of the two. A single examination should not constitute more than 40% of the total assessment in a unit, except where the Dean has given approval for an exception.

Timing

Written exams shall last no more than three hours. Unless specified otherwise by the instructor, students may not bring any electronic devices or reference materials, such as dictionaries, books, articles, or notes, to the exam. Internet access will be disabled for the duration of the exam.

Multiple Examinations

No student should be required to take more than two examinations on any one day of the final examination period. Students who have more than two examinations scheduled on one calendar day during the final examination period may contact the Dean’s office in their school for assistance in arranging an alternative time for one of the three examinations.

Exam Periods

Exams will usually be scheduled for the same day and time that classes meet during the semester. The Registrar will announce the time and location of the final exam to the students. In addition, the exam schedule will be posted on the ADA University website.

Postponement

For exceptional and documented reasons, individual students may ask for a postponement or make-up exam. In the absence of a genuine
reason, such a request must be received well in advance of the exam date. The decision is at the discretion of the Dean, having heard the student and the instructor.

Proctoring
Exams are proctored by faculty or administrative staff.

Grade Release
Grades will normally be posted on the Student Information System no later than ten (10) calendar days after the exam. In the case of a missing grade, students should contact the Registrar. Grades will be released only to students who are in good standing with ADA University regulations.

Storage
All examination papers and scripts will be kept in a secure location by ADA University Registrar. Each completed examination script will be kept for a minimum of six months. The six months start from the end date of the relevant examination period. Where an appeal has been lodged, the examination script is to be kept for six months following the outcome of the appeal. Completed examination scripts and extra copies of examination papers will be disposed of as confidential waste.

Rights and Responsibilities of Students

- Students enrolled in one of the graduate programs shall attend the classes and other events organized within the framework of this program on a full-time basis.
- Students are expected at all times to adhere to the ADA University Honor Code.
- Students have the right to ask for a temporary suspension from the program in confirmed cases of serious illness or pregnancy. The Dean shall approve any request for suspension having heard the student’s advisor.
- Students shall have the right to access their academic records kept by ADA University at any time.
- Students shall have the right to address grievances related to any aspect of the graduate program to the Dean, Vice Rector for Academic Affairs, or Rector.

Incompatibility
Students enrolled in a full-time degree program at a domestic or foreign institution may not simultaneously enroll in a degree program at ADA University.

Leave of Absence
A leave of absence is an officially approved period during which student enrolment is suspended for various reasons. This policy provides students with guidelines regarding leaves of absence. For more specific information regarding the circumstances and processes for leaves of absence, as well as conditions relevant to returning from leave, students should speak with the Dean of their School who will decide on whether or not to grant LOA. It is the student’s responsibility to understand and accept the implications of a leave of absence for housing, financial aid, and progress towards a degree. Students who are intending to apply for a leave of absence should take the following rules into consideration:

- All students are eligible to apply for a leave of absence for up to one year for medical and compassionate reasons. A student who is applying for a LOA based on medical conditions must provide supporting medical documentation dated within 30 days of the request for the leave.
• Leave will not be granted to students who have completed less than one full term of enrollment in residence.

• A student on a leave of absence should not normally be engaged in any activities related to their studies. Students will be given restricted access to certain ADA facilities like e-mail and limited library services while on leave of absence.

• Conditions may be placed on re-entry to some subjects following a period of leave of absence (e.g. students may be required to successfully re-audition for entry to some advanced-level practical subjects, i.e. English).

• A leave of absence must be approved before the term for which it is requested; it cannot be granted retroactively.

• A student who applies for a leave of absence for one standard teaching period (usually one semester) may be unable to enroll in future courses because of the structure of their program of study. For instance, the subjects in which they are required to enroll next may not be taught in the semester during which the student returns because they are “out of sequence.” Students in this situation should be aware that they may well need to take a full year of leave rather than one semester to get back into the sequence.

• Those who fail to return after the expiration of the leave of absence will automatically be dismissed from their program of study.

• After a student returns from a leave of absence, his/her case is considered by the University Senate which is responsible for reinstating the student.

• Students on leave of absence are still considered to be “in the system” and should pay student fees.

• A student who takes a leave of absence remains subject to the Honor Code process. A student permitted to take a voluntary leave of absence while on academic and/or disciplinary status will return under that same status.

International students are advised that taking a leave of absence can affect their student visa status and scholarship terms, and they should consult with the International Students Coordinator or their Dean of the School.

**Termination**

The Rector of ADA University, upon recommendation of the Dean and the Faculty Senate, may permanently exclude students from the graduate program for the following reasons:

• Failure to fulfill his/her financial obligations toward ADA University;

• Failure to meet the academic requirements of their program;

• Upon recommendation of the Honor Code Committee, in cases of serious and or repeated violations of the Honor Code;

• Official notice of criminal convictions of and accusations against a student, whether the crime is committed on or off campus. This may then result in appropriate sanctions, including that student’s expulsion from the university.

**Graduate Academic Standards and Degree Requirements**

Graduate students are governed by the following minimum requirements for the graduate degree. Each teaching unit may have further requirements. Graduate students are advised to consult their own advisor, department head, or dean for detailed information.
Program of Study

General Requirements Graduate programs, if not stated otherwise, require 120 ECTS and four semesters of full-time enrollment.

Language English is the language of instruction of the programs. All courses are taught in English. All student assignments and exams are in English.

Duration The graduate programs have duration of two academic years or four semesters. The academic year starts in September and ends in May.

Credits The graduate programs adhere to the European Credit Transfer and Accumulation System (ECTS). One credit corresponds to approximately 30 hours of work.

Academic Performance Policy

In order to advance to the second year of studies, students must have a cumulative GPA of at least 2.75 in their first year. In order to graduate, students must earn at least 120 ECTS and have a cumulative GPA of 3.0 or above at the time of graduation. Students who earn a GPA of below 2.50 during the first semester will be placed on academic probation for the second semester. Academic probation is a very serious step because it means that the School’s administrators have officially acknowledged a student’s lack of progress. Being on academic probation, as the name implies, is a probationary condition that means that a student is still eligible to enroll in classes but must take direct steps toward raising their GPA to 3.0 or above. Students placed on academic probation may be required to attend special workshops on study habits or to receive intensive counseling from an advisor. If the student’s grade point average remains below 2.75 after the second semester, the school will terminate the student’s enrollment.

Course Repeat Policy

Exams cannot be retaken. Students receiving an unsatisfactory grade in a core course must retake that course the following year contingent on their academic performance. For first-year students, this obviously only applies if they are admitted to the second year. The recorded GPA for that semester in which the course was originally taken will not be changed after repeating, and successfully completing, the course. No credits will be awarded for failed courses. Due to the sequential nature of some courses, an F grade in a course may preclude registration for some other courses. The syllabi of the respective courses will provide the necessary information.

Undergraduate Academic Standards and Regulations

Duration

The undergraduate program has a duration of four academic years or, equivalently, eight semesters. The total duration of the undergraduate program (excluding English) cannot exceed six years. Students may also spend up to two years studying English in the English Preparatory Program (EPP).

The academic year typically starts in early September and ends in May. The academic year is divided into fall and spring semesters of approximately 15 weeks each. Students can also take courses during the summer semester.

Credits

The undergraduate program adheres to the European Credit Transfer and Accumulation System (ECTS). One credit corresponds to approximately 30 hours of work.

Minimum Graduation Requirements for Bachelor’s Degree

Students must fulfill the minimum graduation requirements listed below to earn a bachelor’s degree from the University.

• The successful completion of 240 ECTS (or more if required by the individual program) of approved coursework.
• A cumulative GPA of 2.0 or above. For
major requirements please refer to the guidelines of the individual schools
• A student must be in good academic standing and fulfill the degree requirements outlined by specialization or major.

Academic Performance Policy

English Preparatory Program (EPP)

Students whose command of English is not sufficient to start the degree program directly, will go through an intensive English Preparatory Program. Within the program students will take mandatory courses in English language that will prepare them for the degree program. Those students whose English is at an appropriate level may qualify for exemption from EPP. Please refer to the EPP handbook for details on the objectives, structure, and graduation requirements for EPP.

Academic Probation and Dismissal.

A student who fails to maintain the required academic standards and a cumulative GPA of 2.0 by the end of each semester will be put on academic probation for the following semester. Students on academic probation will be informed in writing of their status, the period of probation, and any conditions imposed by the Dean. Conditions may include, but are not limited to, regular meetings with academic support staff members, successful completion of specific courses, and minimum grades in courses and/or the overall grade point average to be achieved in the semester or year of probation. A student on probation may be subject to restrictions as to the load for which he or she may register. A student cannot be on probation for more than two consecutive semesters. Students who fail to raise their GPA to 2.0 or above after two consecutive semesters of academic probation will be expelled from the University.

Study Abroad

During the third or fourth year in the degree program, but not in the last semester of their studies, students may take classes at an accredited academic institution abroad. All requests for study or research abroad shall be discussed with the student’s advisor and must be approved by their Dean.

Deferral

Students who have been admitted to ADA University’s undergraduate program, but whose plans have to be changed before scheduled enrollment, may apply for a deferred entry. They should complete the appropriate form to apply for deferment before the start of the semester for which they originally applied. The fees charged to students deferring will be those applying at the time of their deferred entry and any fellowship attached to the decision for the current year is not automatically carried forward, but may be. Deferral may be granted for one year only. Deferral beyond that would require re-application. If, during the year of deferment, the student registers for 30 or more credits at a college or another university, then the applicant must reapply as a transfer-student coming from that university. Admission, at that point, will take into account the normal school-leaving exam performance as well as grades accrued in the intervening period. ADA University cannot guarantee that the courses offered in the program for which the student was admitted will remain the same in the year of deferred entry. The process of deferral is not automatic. Any student who wishes to request a deferral should submit the completed deferral form to the Admissions Committee, which will then submit the said form to the Vice Rector for Academic Affairs for approval.

Credit transfer policy

Under the specific conditions described below, a student may apply up to 30 percent of the credits earned at another university toward the 240 ECTS requirements for graduation from ADA University.
Study Abroad. A student may earn up to 30 percent ECTS received during an exchange program offered by ADA only. No credit will be given for courses receiving less than a C.

The foreign language requirement. Students who have taken a course in a foreign language at another institution and who wish to use that course towards the fulfillment of the foreign language requirement must get the approval of the undergraduate advisor and Dean. For fulfilling the language requirement, the student may be asked to take an oral and written examination. The language requirement may be waived and credits transferred but the grades will not be counted toward the student’s overall GPA.

Transfer students. Students admitted by transfer from another university may receive up to 30 percent of their ECTS counted towards their graduation requirement. In order to accomplish credit transfer, the study should take place at an institution listed in international rankings*.

In order for credit to be given for courses taken elsewhere, all of the following requirements should be met:

• For exchange purposes, ADA should have an agreement with the University and the agreement should have provision for credit transfer.
• In general, credit will be accepted only for work completed at accredited institutions.
• Schools, in consultation with the Registrar’s Office, should approve courses taken elsewhere.
• Students must provide the office of the Registrar with an official transcript of the work completed at another institution.
• In order for credit to be given for a course completed at another university, the number of contact hours for the course must equal to or exceed the number of contact hours for an equivalent course offered at ADA University.
• The grades earned in courses that are transferred will not be used to calculate the ADA University GPA or CGPA.
• Credit will be awarded only for courses, which satisfy ADA University’s graduation requirements.
• The final semester of a student’s academic work must be completed at ADA University.
• Courses completed more than 5 years prior to matriculation as an undergraduate student at ADA University are not transferable.
• Transfer students have to submit their official transcripts, syllabi and requested work samples to the Registrar’s Office. Students will receive e-mail notification of their transferred credits by the Office of the Registrar.
• ADA University reserves the right to deny credit for any courses taken at other institutions.

* Times Higher Education World University Rankings
Quacquarelli Symonds - QS World University Rankings
Academic Ranking of World Universities – Shanghai ranking

Visiting Student Status
A visiting student is one who is enrolled at another institution and who seeks to enroll in courses for transfer back to the home institution. Students in this category are not formally admitted to ADA University. To apply as a visiting student, the student submits a Visiting Student Application available from the Office of the Registrar, an official transcript, or other formal record of the student’s post-secondary work, and a letter from the student’s home institution confirming that the student is in good standing. Non-native speakers of English who
have not studied at institutions with the English as the language of instruction must provide minimum required iBT TOEFL/IELTS scores.

**Non-Degree Students**

A non-degree student is one who does not meet entrance requirements or who does not plan to qualify for a degree. Courses taken by non-degree students may not later be counted toward a degree. Admission as a non-degree student requires approval from the Admissions Office and from the Vice Rector for Academic Affairs.
SCHOOL OF BUSINESS

Dean  Prof. N.J. Delener

Associate Dean  Dr. Elkin Nurmammadov

Full-time Faculty

Associate Professor

Farhad Husseinov, Ph.D. in Mathematical Economics, Lomonosov Moscow State University.

Omar Farooq, Ph.D. in Financial Economics, Swedish School of Economics and Business Administration

Assistant Professor

Adrian Stoian, Ph.D. in Economics, University of Arizona.

Azer Abizade, Ph.D. in Economics, University of Rochester.

Elkin Nurmammadov, Ph.D. in Economics, University of Georgia

Fatih Yilmaz, Ph.D. in Economics, University of Calgary

Huseyn Ismayilov, Ph.D. in Economics, Tilburg University

Ismail Baydur, Ph.D. in Economics, University of Virginia

Muharrem Yesilirmak, Ph.D. in Economics, University of Iowa.

Instructors

Elnur Eyvazov, M.C.L. Law and Finance, Columbia University School of Law.

Ruslan Aliyev, Ph.D. in Economics (expected: July 2015), CERGE-EI, Charles University

Tural Huseynov, MS in Economics, Tilburg University

Adjunct Faculty

Alovat Muslumov, PhD in Finance, Bogazici University

Elshan Rahimov, MBA from Georgia State University’s Affiliate program at Azerbaijan State Oil Academy.

Elmir Musayev, MBA with Accounting concentration, Virginia International University

Emin Ilyas, Master of International Business, University of Sydney

Fariz Ismailzade, EMBA, IE Business School

Javid Mammadov, MA in Economics, Central European University

Mammad Babayev, MA in Economics, Central European University

Odiljon Abdurazzakov, M.S., Master of Management Practice, Colorado State University

Toghrul Talibzadeh, M.S. in Applied Economics, Baku State University
UNDERGRADUATE PROGRAMS

All undergraduate programs at ADA School of Business are four-year programs with additional one year of intensive English language preparation (if needed).

The School of Business currently offers two undergraduate degree programs: Bachelor of Business Administration (BBA) and Bachelor of Science in Economics (BSE).

Bachelor of Business Administration (BBA)

Degree Requirements

- A total of 240 ECTS, with 45 ECTS as part of university requirements and 195 ECTS as part of major requirements
- Maintain minimum 2.0 Grade Point Average (GPA)

University Requirements

- A total of 8 courses, adding up to 45 ECTS. Six out of these 8 courses are to be completed in Year 1 of the degree program. The remaining two courses, namely Azerbaijani Language for Academic and Professional Purposes and Azerbaijani Studies, are to be completed either in Year 0 (English Foundation) or in Year 2, 3 or 4.

Major Requirements

- 33 courses, adding up to 195 ECTS, are divided among major core (135 ECTS, 23 courses), major electives (minimum 36 ECTS, 6 courses) and non-major electives (24 ECTS, 4 courses).
- Major electives are offered under the following four areas of concentrations: Finance, Accounting, Marketing and Management. Students must complete 3 elective courses from their declared area of concentration and 3 elective courses from any area of concentration. Students should declare an area of concentration before the end of Year 2.
- Non-major elective is defined as any other course besides major core. In particular, these electives can be from areas such as Foreign Languages, Humanities, Culture and Arts, Natural Sciences or could include courses, which are categorized as core at other undergraduate degree programs at ADA University, whether at School of Business, School of Public and International Affairs or School of IT and Engineering.

Course Requirements

Students are responsible for fulfilling university and school requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

University Core (8 courses, 45 ECTS)

- LANG 101 Azerbaijani Language for Academic and Professional Purposes (6 ECTS)
- EPPE 113 – Azerbaijani Studies (3 ECTS)
- ECON 100 - Principles of Microeconomics (6 ECTS)
- HIST 110 - History of Azerbaijan (6 ECTS)
- COM 110 - Leadership, Ethics and Communication (6 ECTS)
- WRIT 100 - Writing and Information Literacy I (6 ECTS)
- SOC 200 – Introduction to Sociology (6 ECTS)
• WRIT 102 - Writing and Information Literacy II (6 ECTS)

**Major Core (23 courses, 135 ECTS)**
- MATH 102 - Calculus (6 ECTS)
- ECON 101 - Principles of Macroeconomics (6 ECTS)
- BUS 100 - Introduction to Business (6 ECTS)
- BUS 101 - Business Presentations (6 ECTS)
- STAT 210 - Business Statistics I (6 ECTS)
- ECON 200 - Managerial Economics (6 ECTS)
- ACCT 200 - Financial Accounting (6 ECTS)
- MGMT 201 - Organization and Management (6 ECTS)
- FIN 200 - Principles of Finance (6 ECTS)
- MKTG 200 - Principles of Marketing (6 ECTS)
- COM 200 - Business Communication (6 ECTS)
- LAW 200 - Business Law (6 ECTS)
- STAT 211 - Business Statistics II (6 ECTS)
- ACCT 301 - Managerial Accounting (6 ECTS)
- MGMT 300 - Principles of Operations Management (6 ECTS)
- BUS 300 - Business Ethics (3 ECTS)
- FIN 306 - Financial Management (6 ECTS)

• MKTG 302 - Marketing Management (6 ECTS)
• MGM 301 - Human Resource Management (6 ECTS)
• BUS 400 - Investments (6 ECTS)
• BUS 401 - International Business (6 ECTS)
• MGM 400 - Strategic Management (6 ECTS)
• BUS 402 - Business Policy/ Capstone (6 ECTS)

**Major Electives (6 courses, 36 ECTS)**

Students must complete three elective courses from declared area of concentration and three courses from any other area of concentration.

**Accounting**
- ACCT Advanced Auditing (6 ECTS)
- ACCT Auditing (6 ECTS)
- ACCT Financial Reporting (6 ECTS)
- ACCT Valuation/Fundamental Analysis (6 ECTS)

**Finance**
- FIN Advanced Corporate Finance (6 ECTS)
- FIN Business and Financial Modeling (6 ECTS)
- FIN Financial Derivatives (6 ECTS)
- FIN Financial Markets and Institutions (6 ECTS)
- FIN International Finance (6 ECTS)
- FIN Investment Banking (6 ECTS)
- FIN Islamic Finance (6 ECTS)
- FIN Money Banking and Financial Institutions (6 ECTS)
• FIN Risk Management (6 ECTS)
  
  Management
• MGM Business Intelligence and Analytics (6 ECTS)
• MGM Business, Governance and Society (6 ECTS)
• MGM Entrepreneurship (6 ECTS)
• MGM Internship (6 ECTS)
• MGM Leading and Managing Change (6 ECTS)
• MGM Project Management (6 ECTS)
• MGM Supply Chain Management (6 ECTS)

Marketing
• MKTG Advertising (6 ECTS)
• MKTG Integrated Marketing Communications (6 ECTS)
• MKTG Marketing Strategy (6 ECTS)
• MKTG Social Media Marketing (6 ECTS)

Bachelor of Science in Economics (BSE)

Degree Requirements
• A total of 240 ECTS, with 45 ECTS as part of university requirements and 195 ECTS as part of major requirements
• Maintain minimum 2.0 Grade Point Average (GPA)

University Requirements
• A total of 8 courses, adding up to 45 ECTS. Six out of these 8 courses are to be completed in Year 1 of the degree program. The remaining two courses, namely Azerbaijani Language for Academic and Professional Purposes and Azerbaijani Studies, are to be completed either in Year 0 (English Foundation) or in Year 2, 3 or 4.

Major Requirements
• 32 courses, adding up to 195 ECTS, are divided among major core (123 ECTS, 20 courses), major electives (minimum 36 ECTS, 6 courses) and unrestricted electives (36 ECTS, 6 courses).
• Unrestricted elective is defined as any other course besides major core. In particular, these electives can be from areas such as Foreign Languages, Humanities, Culture and Arts, Natural Sciences or could include courses, which are categorized as core at other undergraduate degree programs at ADA University, whether at School of Business, School of Public and International Affairs or School of IT and Engineering.

Course Requirements
Students are responsible for fulfilling university and school requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

University Requirements (8 courses, 45 ECTS)
• LANG 101 Azerbaijani Language for Academic and Professional Purposes (6 ECTS)
• EPPE 113-Azerbaijani Studies (3 ECTS)
• ECON 100 - Principles of Microeconomics (6 ECTS)
• HIST 110-History of Azerbaijan (6 ECTS)
• COM 100 - Leadership, Ethics and Communication (6 ECTS)
• WRIT 100 - Writing and Information Literacy I (6 ECTS)
• SOC 200 – Introduction to Sociology (6 ECTS)
• WRIT 102 - Writing and Information Literacy II (6 ECTS)

**Major Core (20 courses, 123 ECTS)**

- MATH 102 - Calculus I (6 ECTS)
- ECON 101 - Principles of Macroeconomics (6 ECTS)
- MATH 104 - Calculus II (6 ECTS)
- BUS 101 - Business Presentations (6 ECTS)
- STAT 200 - Mathematical Statistics I (6 ECTS)
- ECON 201 - Intermediate Microeconomics (6 ECTS)
- ECON 202 - Intermediate Macroeconomics (6 ECTS)
- MATH 105 - Linear Algebra (6 ECTS)
- ACCT 200 - Financial Accounting (6 ECTS)
- FIN 203 - Public Finance (6 ECTS)
- MATH 200 - Mathematics for Economics (6 ECTS)
- STAT 201 - Mathematical Statistics II (6 ECTS)
- ECON 300 - Econometrics I (6 ECTS)
- FIN 302 - Money, Banking and Financial Institutions (6 ECTS)
- ECON 305 - International Trade (6 ECTS)
- ECON 301 - Econometrics II (6 ECTS)
- ECON 307 - Game Theory (6 ECTS)
- FIN 301 - International Finance (6 ECTS)
- ECON 401 - Azerbaijani Economy (6 ECTS)
- RES 400 - Independent Research (9 ECTS)

**Major Electives (6 courses, 36 ECTS)**

Students must complete at least 6 courses from the list below. This list is not exhaustive – more courses will be added.

- ECON Applied Econometrics (6 ECTS)
- ECON Auction Theory (6 ECTS)
- ECON Behavioral Economics (6 ECTS)
- ECON Contract Theory (6 ECTS)
- ECON Economic History (6 ECTS)
- ECON Environmental Economics (6 ECTS)
- ECON Experimental Economics (6 ECTS)
- ECON Growth and Development (6 ECTS)
- ECON Industrial Organization (6 ECTS)
- ECON Labor Economics (6 ECTS)
- ECON Mechanism Design (6 ECTS)
- ECON Political Economy (6 ECTS)
- ECON Time-Series Econometrics (6 ECTS)
- Others
GRADUATE PROGRAMS

The School of Business currently offers two graduate degree programs: full-time International Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA) program, which is a dual degree program with Maastricht School of Management.

Full-time International Master of Business Administration (MBA)

Degree Requirements

- To complete pre-semester courses and a total of 120 ECTS, divided among seven foundation courses, two electives, Global Business Seminar (abroad module), three concentration courses, and a capstone project.
- Offered concentrations include Finance, Marketing, Operations and Logistics Management and Agriculture Management. Students also have the option of doing a General MBA without any specialization.
- Minimum 3.0 Grade Point Average (GPA)

Course Requirements

Pre-semester
Math, leadership, research, writing and presentation/communication skills

Foundation (7 courses, 53 ECTS)

- MGM 501 – Management and Leadership in Organizations (7 ECTS)
- RES 503 - Research Methods for Managerial Decision Making (8 ECTS)
- MKTG 500 - International Marketing (7 ECTS)

Global Component (1 course, 8 ECTS)
- BUS 602 Global Business Seminar (May)

Electives (2 courses, 15 ECTS)

- LAW 504 Legal and Ethical Environment and Values (7 ECTS)
- BUS 603 Innovation and Creativity (7 ECTS)

Capstone (1 courses, 12 ECTS)
- BUS 608 Competitive Strategy

Concentration (4 courses, 32 ECTS)

Agriculture management

- AGR 500 Fundamentals of Agriculture Industry (8 ECTS)
- AGR 600 Agricultural Economics and Finance (8 ECTS)
- AGR 601 Agricultural Management (8 ECTS)
- AGR 602 Agricultural Marketing (8 ECTS)
- AGR 603 Seminar on Agricultural Studies (8 ECTS)

- ACCT 500 - Managerial Accounting (8 ECTS)
- FIN 502 - Corporate Finance (7 ECTS)
- MGM 505 - Operations Management & Technology (8 ECTS)
- ECON 505 - Managerial Economics (8 ECTS)
Finance

• MGM 615 Portfolio Management (8 ECTS)
• BUS 604 Money, Banking and Financial Markets (8 ECTS)
• FIN 602 International Finance (8 ECTS)
• FIN 603 Derivatives (8 ECTS)
• FIN 604 Valuation and Fundamental Analysis (8 ECTS)
• FIN 605 Advanced Corporate Finance (8 ECTS)

Health Care Management

• MGM 630 Healthcare Marketing (8 ECTS)
• MGM 631 Healthcare Economic Principles and Applications (8 ECTS)
• MGM 632 Healthcare Supply Chain Management (8 ECTS)
• MGM 633 Organization and Management Healthcare Systems (8 ECTS)
• MGM 634 Seminar on Healthcare Management Topics (8 ECTS)
• MGM 635 Project Management of Healthcare (8 ECTS)

Leadership and Human Resources Management

• MGM 611 Strategic Management (8 ECTS)
• MGM 616 Leading, Managing and Developing People (8 ECTS)
• MGM 617 International HRM and Corporative Employment Law (8 ECTS)
• MGM 618 Seminar on Leadership (8 ECTS)
• MGM 619 Managing and Motivating in the Workplace (8 ECTS)
• MGM 620 Strategy and Leadership (8 ECTS)
• MGM 621 Seminar on Management Topics (8 ECTS)

Marketing

• MKTG 601 Marketing Management (8 ECTS)
• MKTG 602 Advertising (8 ECTS)
• MKTG 603 Integrated Marketing Communications (8 ECTS)
• MKTG 604 Market Intelligence (8 ECTS)
• MKTG 605 Consumer Behavior (8 ECTS)

Operations and Logistics Management

• MGM 606 Global Supply Chain Management (8 ECTS)
• BUS 605 Business Analytics (8 ECTS)
• MGM 625 Operations Strategy (8 ECTS)
• MGM 626 Global Operations (8 ECTS)
• MGM 627 Service Operations Management (8 ECTS)

Technology Management

• MGM 640 Technology and Strategy (8 ECTS)
• MGM 641 Technological Systems and Capabilities (8 ECTS)
• MGM 642 External Patterns (8 ECTS)
Executive MBA (EMBA)
Dual Degree with the Maastricht School of Management (The Netherlands)

Degree Requirements
- A total of 70 ECTS credits equivalent to 500 lecture hours.
- Program is divided into three different segments: Functional Core, Integration, and Specialization, which includes Business Consultancy Project (BCP) as a degree completion project.
- Courses are taught through 8 ten-day modules that take place every 3 months. Attendance is mandatory. The exams take place at the beginning of each module. Two specializations are offered, International Business and Energy and Environment. No electives are offered.

Course Requirements

Functional Core (9 courses, 27 ECTS)
- FIN - Finance (3 ECTS)
- ACCT - Accounting for Managers (3 ECTS)
- ECON - Economics for Managers (3 ECTS)
- MGM - Global Corporate Strategy (3 ECTS)
- MKTG - Marketing in the Global Context (3 ECTS)
- MGM - Global Supply Chain Management (3 ECTS)
- BUS - Innovation and New Business Ventures (3 ECTS)

Integration (3 Courses, 20 ECTS)
- MGM - Managing Cultural Diversity (3 ECTS)
- BUS - Global Business Landscape Workshop (1 ECTS)
- BUS - Business Consultancy Project (16 ECTS)

Specialization (7 courses, 23 ECTS)
- STAT - Statistics (4 ECTS)
- RES - Research Methods (4 ECTS)
- FIN - Finance in International Markets (3 ECTS)
- ECON - Energy Economics (3 ECTS)
- ECON - Environmental Sustainability and Business (3 ECTS)
- LAW - Energy Law (3 ECTS)
- POL - Energy Security (3 ECTS)

International Business
- ECON Globalization and Economic Development (3 ECTS)
- BUS International Business Studies (3 ECTS)
- MKTG - Marketing and Service Management (3 ECTS)
- MGM - International Strategic Alliances (3 ECTS)

- COM - Leadership, Change and Organization (3 ECTS)
- MGM - Corporate Responsibility and Ethics (3 ECTS)
BACHELOR OF BUSINESS ADMINISTRATION CURRICULUM

EAPP YEAR

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FIRST YEAR

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**THIRD YEAR**

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**FOURTH YEAR**

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* Specific course offering will be announced before each semester

**Offered in Year 0 (students who start Year 1 directly take this course in Year 2, 3 or 4)
## BACHELOR OF SCIENCE ECONOMICS CURRICULUM

### EAPP YEAR

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### FIRST YEAR

#### FALL SEMESTER

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### THIRD YEAR

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<td>Major Core</td>
<td>International Finance</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Major Elective</td>
<td>Area Elective</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Non-Major Elective</td>
<td>Non-Major Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

### FOURTH YEAR

#### FALL SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Status</th>
<th>Course Title</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 401</td>
<td>Major Core</td>
<td>Azerbaijani Economy</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Major Elective</td>
<td>Area Elective</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Major Elective</td>
<td>Area Elective</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Non-Major Elective</td>
<td>Non-Major Elective</td>
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#### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Status</th>
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<th>ECTS Credits</th>
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</thead>
<tbody>
<tr>
<td>RES 400</td>
<td>Major Core</td>
<td>Independent Research</td>
<td>9</td>
</tr>
<tr>
<td>*</td>
<td>Major Elective</td>
<td>Area Elective</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Major Elective</td>
<td>Area Elective</td>
<td>6</td>
</tr>
<tr>
<td>*</td>
<td>Non-Major Elective</td>
<td>Non-Major Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

* Specific course offering will be announced before each semester

**Offered in Year 0 (students who start Year 1 directly take this course in Year 2, 3 or 4)**
# MASTER BUSINESS ADMINISTRATION CURRICULUM

## PRE-SEMESTER
Preparatory courses in math, leadership, research and communication skills

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>1st Year Fall</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGM 501</td>
<td>Core</td>
<td>Management and Leadership in Organizations</td>
<td>7</td>
</tr>
<tr>
<td>RES 503</td>
<td></td>
<td>Research Methods for Managerial Decision Making</td>
<td>8</td>
</tr>
<tr>
<td>MKTG 500</td>
<td></td>
<td>International Marketing</td>
<td>7</td>
</tr>
<tr>
<td>ACCT 500</td>
<td></td>
<td>Managerial Accounting</td>
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<th>ECTS</th>
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<tbody>
<tr>
<td>FIN 502</td>
<td>Core</td>
<td>Corporate Finance</td>
<td>8</td>
</tr>
<tr>
<td>MGM 505</td>
<td>Core</td>
<td>Operations Management and Technology</td>
<td>8</td>
</tr>
<tr>
<td>LAW 504</td>
<td>Elective</td>
<td>Legal and Ethical Environment and Values</td>
<td>7</td>
</tr>
<tr>
<td>ECON 505</td>
<td>Core</td>
<td>Managerial Economics</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>GLOBAL COMPONENT</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 602</td>
<td>Core</td>
<td>Global Business Seminar</td>
<td>8</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>SUMMER SEMESTER I</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>BUS 603</td>
<td>Core</td>
<td>Innovation and Creativity</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Concentration Course</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>SUMMER SEMESTER II</th>
<th>ECTS</th>
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<tbody>
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<td></td>
<td>Elective</td>
<td>Concentration Course</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Concentration Course</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Type</th>
<th>2nd Year Fall</th>
<th>ECTS</th>
</tr>
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<tbody>
<tr>
<td>BUS 608</td>
<td>Core</td>
<td>Competitive Strategy (Capstone)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Concentration Course</td>
<td>8</td>
</tr>
</tbody>
</table>
SCHOOL OF EDUCATION

Dean Dr. Vafa Kazdal
Arts and Humanities Program Coordinator Ulviyya Huseynova
Certificate Programs Coordinator Saida Nabiyeva

Full time faculty

Abbas Abbasov, B.A. in International Relations, Australian National University

Alla Savelyeva, M.A. in Diplomacy and International Affairs, ADA University

Olga Gertsen, M.A. in Linguistics, Moldova State University

Tvian MacKinnon, M.S. in Political Science and International Relations, University of Amsterdam

Adjunct Faculty

Calvin Tiessen, M.A. in Linguistics, University of North Dakota

Cesar Augusto Grajales Castro, M.A. in Applied Linguistics Universidad Internacional Iberoamericana, Universidad Europea del Atlantico

Gunnel Mammadova, Ph.D. candidate in History, Baku State University

Jeyhun Rzayev, Ph.D., Azerbaijan National Academy of Science and Institute named after Kolskiy

Namiq Abuzarov, Ph.D. in Islamic Studies, Marmara University

Nariman Gasim-zade, Ph.D. in History, Russian Academy of Sciences

Natella Tariverdiyeva, M.A. in Russian literature, Slavic Academy

Rahilya Geybullayeva, Ph.D. in Theory of Literature, Lomonosov Moscow State University

Shalala Mammadova, Ph.D. in History, Baku State University

Turana Aliyeva, Ph.D. candidate in Educational Psychology, Baku State University

Ulfat Ibrahimov, Ph.D. in Romanic Languages, Azerbaijan University of Languages
English for Academic Purposes Program

Arzu Mammadova, Program Director, Senior instructor
Irada Vahabova, Teacher Affairs Unit Head, Senior instructor
Aysel Abbasova, Listening and Speaking Coordinator, Senior instructor
Ulviyya Israfilova, Program Coordinator

Instructors

Afag Mustafayeva
Aynur Aghazade
Daniela Rieder
Elzana Aliyeva
Gunay Imanguliyeva
Gunay Tagiyeva
Gunther Wiest
Heather Turner
Jeyran Aghayeva
Kamila Mirzayeva
Konul Maksudova
Konul Mammadova
Lala A. Mammadova
Lala M. Mammadova

Leyla Alibeyova
Mirvari Aslanova
Nigar Aghamaliyeva
Petar Zadraznik
Ruhiiyya Mustafayeva
Sabina Huseynova
Samira Hajiyeva
Sevinj Rashidova
Tarana Bayramova
Tyler Wertsch
Vafa Yunusova
Zarifa Abbasova
Zulfiyya Karimova
English for Academic Purposes Program

EAPP mission statement

The EAPP mission statement is to prepare English language users to be confident and competent in all their communications through quality instruction in English that aims to develop linguistic, cultural, social and academic skills, highly contextualized and meaningful classroom practices, as well as collaborative work and a safe learning environment.

General objectives of the Program:

- to enable the students to make successful transition from life at school to life at university;
- to develop students’ knowledge and skills in general English so that they can freely converse in various types of non-academic discourse;
- to develop their knowledge and skills in Academic English so that they can successfully pursue undergraduate academic program in English;
- to acculturate students to the attitudes, values, and principles of ADA University;
- to deepen students knowledge and appreciation of Azerbaijani national heritage

Program Duration

The normal period of education in EAPP is from one semester to one academic year.

However, if a student fails to meet program graduation requirements (see Requirements for completion of EAPP), he/she may have to take summer program (if he/she is in levels C or D) and/or repeat EAPP for an additional semester/year. A student cannot retake one level or one course for more than two sessions/semesters.

If a student fails to achieve the required level in 2 academic years, (including summer school), he/she will be expelled from the University.

All students who take English Program in summer school or in the second academic year due to failing the course/level, will have to pay tuition fee.

Exemption from EAPP

Students who score 60 in ADA University-English Proficiency Exam (EPE) or 75 in iBT TOEFL (537 Paper-based) and 6.0 in IELTS are exempted from EAPP.

ADA University English Proficiency Exam EPE

ADA University-EPE is a test designed to assess the English language proficiency level of students who are admitted to the undergraduate program at ADA, where English is the medium of instruction. The purpose of the exam is to identify the English language proficiency level of a student and to place him or her in the appropriate program (BA or EAPP) or level.

ADA University-EPE has four parts: English language use, Reading Comprehension, Listening and Essay Writing.

ADA University-EPE is offered in the beginning and at the end of the academic year. ADA University-EPE will also be offered at the end of the first semester to those who want to continue to their major or those who want to check their progress.
Levels in EAPP

Based on the results of the ADA University-EPE, students are mainly placed in one of the four levels of English Preparatory Program:

<table>
<thead>
<tr>
<th>ADA University-EPE</th>
<th>ADA University-EAPP Level descriptive</th>
<th>ADA University-EAPP Level</th>
<th>CEFR</th>
<th>TOEFL</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 60 – exemption from EAPP</td>
<td>N/A (Low Advanced)</td>
<td>N/A</td>
<td>C1</td>
<td>Above 74</td>
<td>Above 6.0</td>
</tr>
<tr>
<td>Stage II 56-60</td>
<td>Upper-Intermediate</td>
<td>Level 4</td>
<td>B2</td>
<td>55-74</td>
<td>5,5-6.0</td>
</tr>
<tr>
<td>20-24,5 (up to 55 from Stage II)</td>
<td>Intermediate</td>
<td>Level 3</td>
<td>B1</td>
<td>37-54</td>
<td>4,5-5.0</td>
</tr>
<tr>
<td>14,5-19,5</td>
<td>Lower-Intermediate</td>
<td>Level 2</td>
<td>A2</td>
<td>13-36</td>
<td>3,5-4.0</td>
</tr>
<tr>
<td>0-14</td>
<td>Elementary</td>
<td>Level 1</td>
<td>A1</td>
<td>0-12</td>
<td>3</td>
</tr>
</tbody>
</table>

A. Elementary level

Students placed at Elementary level can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. They can introduce themselves and others and can ask and answer questions about personal details such as where they live, people they know and things they have.

B. Lower-intermediate level

Students placed at Pre-Intermediate level can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. They can describe in simple terms aspects of their background, immediate environment and matters in areas of immediate need.

C. Intermediate level

Students placed at Intermediate level can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. They can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

D. Upper-intermediate level

Students placed at Upper-Intermediate Level should be able to understand the main ideas of complex texts on both concrete and abstract topics, including technical discussions in their field of specialization. They can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Note: Some students, whose level is much below the elementary level, will be placed in a breakthrough program on a pass/fail basis for one session. Those students, if successful, will complete the program in minimum 5 sessions including summer school.

Core courses: Reading and Writing, Listening and Speaking, and Language Use.

Azerbaijani Studies: Required pass/fail course. In order to pass Azerbaijani Studies course students must score above 60%.
EAPP Core Curriculum

Reading and Writing

This course essentially emphasizes skills in reading, critical thinking, and writing. It is designed to enhance the academic reading skills for successful reading ability as required in college-level courses. Emphasis is placed on strategies for effective reading and the utilization of these strategies to improve comprehension, analytical skills, and overall reading speed.

The course also aims at expanding students’ vocabulary range and strengthening their abilities to use different strategies to deduce the meaning of unknown words. They become better thinkers through synthesizing information or reacting to viewpoints in the readings. Ultimately, they become better writers through different types of writing assignments that require them to apply language, grammar, and content in a structured and coherent way.

Competences that the students acquire by the end of this program:

The students will be able to:

• read a wide range of authentic, long, complex texts from social and academic sources and comprehend them in detail with occasional need for dictionary;
• identify fine points of detail including attitudes and opinions which are not explicitly stated;
• write clear and well structured texts about complex subjects showing controlled use of organizational patterns, connectors and cohesive devices and express their point of view at some length;
• incorporate other writers work into their own papers using quoting, summarizing and paraphrasing in a reasonably effective way.

Listening and Speaking

This course essentially emphasizes listening, speaking and critical thinking skills with additional focus on academic vocabulary and skills. Students become better listeners through listening to authentic radio reports, interviews, lectures and other genres and practicing various listening strategies. They become better thinkers through activities that prompt them to make inferences. And finally, they become better communicators through extended speaking tasks that require them to use the vocabulary and grammar they have learned in both rehearsed and extemporaneous speeches.

Competences that the students will acquire by the end of this program:

The students will be able to:

• understand extended speech reasonably well even when it is fairly accentuated or is not clearly structured or/and when relationships are only implied and not signaled explicitly;
• express themselves fluently and spontaneously without much obvious searching for expressions;
• use language flexibly and effectively for social and academic purposes;
• speak at length, formulating ideas and opinions coherently with reasonable precision, and adequately relate their contribution to those of other speakers;
• give a clear, well-structured presentation of a complex subject, expanding and supporting points of view at some length with subsidiary points, reasons and relevant examples;
• effectively distinguish between and apply formal and informal registers.
**Language Use**

This course aims to develop students’ deeper awareness of grammar points and provides them with wider practice of accurate, meaningful and appropriate application of those points in various contexts. Practice is communicative and includes both oral and written work, designed to reinforce and perfect students’ grammar usage.

**Arts and Humanities**

**Mission statement**

The Arts and Humanities Program serves primarily undergraduate students by encouraging and training them to think, write, and speak critically and search for truth through rational analysis and informed investigation. The goal of the program is to provide students with an appreciation of the broad extent of human knowledge by offering courses in the areas of Humanities, Arts and Culture, Empirical and Mathematical Reasoning, Foreign Languages, and Writing and Leadership. Coupled with intercultural exchange among students from a wide variety of countries, this program enables them to become well-rounded and responsible world citizens who make wise choices as future leaders.

**General Objectives of the Program:**

- to offer a unique cultural environment where diversity, teamwork, initiative, critical reasoning, and analytical thinking are encouraged and developed;
- to cultivate a well-rounded person through a carefully designed breadth of knowledge;
- to foster quantitative skills and thinking;
- to equip with the English language proficiency sufficient enough to achieve the expected output;
- to enhance strong writing skills;
- to provide good command of foreign languages;
- to insure the grasp of regional issues and expand a global perspective;
- to encourage self-exploration and self-discovery;
- to foster a strong sense of citizenship.

**Descriptions of the areas of study**

**Humanities and Social Sciences**

Knowledge of history, languages, philosophy, and religion enrich all aspects of a person’s life, both private and public, and is particularly important at times of rapid change. This segment of the curriculum orients the student in these rich worlds. Acknowledging that the exploration of the humanities is a lifelong project, these courses develop the student’s capacity in the future to venture into new realms and fields on his or her own and to be an effective independent learner.

**Courses offered:**

- History of Azerbaijan
- Azerbaijani Literature
- Azerbaijani Studies
- Azerbaijani Language for Academic and Professional Purposes
- World Literature
- Comparative Culture or Cultural Strata
- Introduction to World Religions
- Philosophy of Religion
- Social Psychology
- Advanced Topics in Text and Discourse Studies
- Introduction to Sociology
- Introduction to Gender Studies
- Language and Society
- World Geography
Mathematics and Quantitative Reasoning

For 3,000 years mathematics and quantitative reasoning has been at the heart of humanity’s ability to understand the world of nature. Possessing a beauty in their own right, they are also the essential tools for the achievement of many human goals, including survival in an ever more complex world. These courses build on the student’s earlier training to develop mastery and confidence in mathematics and quantitative reasoning as such, and to bring an understanding of their possible application to the problems of our world.

Courses offered:
- Empirical and Mathematical Reasoning
- Calculus/Math for Social Sciences

Communication

Successful individuals in the XXI century are the ones who can communicate well. Effective communication is key to understanding human relationships, their effect on processes and outcome of interactions. Communication courses help students to understand complex issues, their implication in real-life situations and develop skills inventory necessary to apply them in various settings. In these courses students explore different concepts and theories, and study communication from holistic approach.

Courses offered:
- Leadership, Ethics and Communication
- Business Presentations
- Modern Public Address
- Fundamentals of Public Speaking

Arts

Course offered:
- American cultural identity and film

The Writing Program

Throughout the ages, no skill has been more essential to the growth and development of human civilization than writing and no skill is more important to the professions and practical fields of today. These courses assure that every graduate of the ADAU is able to express himself or herself clearly, concisely, and gracefully in their native tongue and in the main language(s) of international communication.

Courses offered:
- Writing and Information Literacy I
- Writing and Information Literacy II
- Advanced Research Writing
- Writing Center at ADA University – The Write Space

Foreign Languages Program

In line with the mission of ADA University to prepare citizens for the global community, the primary goal of the Foreign Languages Program (FLP) is to equip students with diverse linguistic and cultural competences necessary for effective communication in today’s multicultural world. The FLP will contribute to academic, intellectual, personal, and professional development of the students of ADA University. The FLP is part of the Arts and Humanities division, thus allowing students to combine the languages program with content courses in history, literature, culture, music and film. We offer the following languages:

Program objectives

FLP will contribute to the academic, intellectual, personal, and professional development of the students of ADA University. To this end, it will help the students:

- to develop ability to speak and operate comfortably in different cultures as a necessity for professional success in the interconnected world;
• to enrich the knowledge and enlarge an appreciation of other cultures through exploring and immersing in them;
• to understand and appreciate more their native culture by evaluating their own way of thinking and viewing the world;
• to understand and increase sensitivity to transcultural communication, negotiation and decision-making;
• to increase their cognitive abilities

Foreign languages offered at ADA University:
• Arabic
• Chinese
• French
• Russian
• Spanish

Program duration
• The normal period of foreign language program will be 4 semesters, beginning from year 3 of the main program.

Foreign Language Requirement
• There is no minimum foreign language requirement to enroll in the program

Levels in FLP
• Students will be placed in the appropriate level based on the results of the placement exam. They will be placed in one of the five levels: starter (A0), elementary (A1), lower-intermediate (A2), intermediate (B1), and upper-intermediate (B2). By the time students complete foreign language program, their achieved competence level is expected to be B1 (intermediate) or B2 (upper-intermediate).

Level Assessment
• Students will be assessed through attendance, participation, course assignments, achievement tests and final exams.

Requirements for completion of EPP
• To graduate from FLP, students must complete all placed levels with a grade of “C”, 73%.
• If a student fails to score the required grade percentage at the end of a particular level (starter, elementary, pre-intermediate, intermediate, upper-intermediate, low-advanced), s/he is considered to have failed the course and will have to repeat it right after having failed it.

Class size
• There will be 12-15 students per group; never exceeding 15

Forthcoming Education programs

Mission statement
The forthcoming education programs of newly established School of Education will primarily serve “to build an educated citizenry” by, first of all, enhancing a model education system, its structure, governance and pedagogy at ADA University and then, sharing that model nationally, across all fields of education, thus, helping it to mushroom and get used for the benefit of the larger society. This school aspires to become not only a national resource for preparing a new generation of educational leaders and high-quality teachers to serve as advocates for change in teaching, management, and policy-making in education, but also a local and global resource for research in education and educational policy that would help to identify the latest and most innovative trends in education, as well as bridge these trends and their practice with research and policy.
General Objectives of the Program:

- to cultivate a new generation of educators and education leaders via various academic programs;
- to bridge research, policy and practice in education;
- to enhance the quality of teaching;
- to enhance capacity in teaching and education management at national and regional levels.

Structure:

The forthcoming education programs will encompass three core areas academics, research, and policy-making.

Academics

Graduate and Executive Programs - to train educationalists and education leaders in the areas of School Administration, Higher Education Administration, Education Policy, Education Technology, Teaching and Curriculum.

The School of Education plans to offer below graduate and executive programs starting from 2016/2017 academic year.

Graduate Programs

- MA in School Administration
- MA in Higher Education Administration

Executive Programs

- Executive program in School Administration
- Executive program in Higher Education Administration

Research and Policy-Making

Center for Research and Teaching Excellence - to bridge research, policy and practice, and to enhance the quality of teaching.

The Center’s focus in terms of teaching excellence will include but not limited to the following areas:

- Supporting the current faculty and enhancing their teaching skills;
- Helping the incoming faculty in their integration into ADAU;
- Improving course design, teaching methodologies, assessment and evaluation, use of technology in teaching, and academic advising.

Certificate Programs - for capacity building and enhancement training outside ADA University both in teaching and management. The areas of training include, but are not limited to: a) Teaching and Learning; b) Curriculum and Resources; c) Technology and Innovation; d) Counseling and Human Development; e) Higher Education Management. Patrons will be individuals and/or educational institutions from a broad spectrum of education, including those of the secondary and higher education.
Needs-based customized trainings:

• Learner Centered Syllabus Development

The objectives of the training are to increase university teachers’ skills and knowledge in course syllabus development and to get them familiarized with learner-centered teaching and assessment methods. Coupled with theoretical and practical approach, the training is based on participatory tools using plenaries and group discussions. By the end of the training course, participants are expected to learn to select and apply teaching methods based on individual student’s needs; to transform students into active and responsible players of learning process by using student-centered methods; and to develop learner-centered syllabus.

• 21st Century Skills Education and Teachers’ Professional Development

Framework for 21st Century Learning has been used by thousands of educators and hundreds of schools in the U.S. and worldwide to put 21st century skills at the center of learning. By this training, school teachers will get familiar with the concept and application of below 4 Cs that make up the Learning and Innovation Skills for 21st century.

Critical Thinking: Critical thinking has long been a valued skill in society. Today, every student – not just the academically advanced – needs it. While critical thinking and problem solving used to be the domain of gifted students, now it’s a critical domain for every student.

Creativity: In today’s world of global competition and task automation, innovative capacity and a creative spirit are fast becoming requirements for personal and professional success. If students leave school without knowing how to continuously create and innovate, they will be underprepared for the challenges of society and the workforce.

Communication: Expressing thoughts clearly, crisply articulating opinions, communicating coherent instructions, motivating others through powerful speech – these skills have always been valued in the workplace and in public life. But in the 21st century, these skills have been transformed and are even more important today.

Collaboration: Collaboration is essential in our classrooms because it is inherent in the nature of how work is accomplished in our civic and workforce lives. Fifty years ago, much work was accomplished by individuals working alone, but not today. Much of all significant work is accomplished in teams, and in many cases, global teams.
SCHOOL OF INFORMATION
TECHNOLOGIES AND ENGINEERING

Dean Prof. Muhammadou M.O. Kah
Associate Dean Dr. Fuad Hajiyev

Full-time Faculty

Professor
Muhammadou M.O. Kah, Ph.D. in Information Systems/Technology Management, Wesley J. Howe School of Technology Management, Stevens Institute of Technology.

Associate Professor
Fuad Aliev, Ph.D., Azerbaijan Institute of Oil and Chemistry and Dr. habil from University of Siegen

Assistant Professor
Timur Bakibayev, Ph.D. in Computer Science, University of Heidelberg
Fuad Hajiyev, PhD in Math, Steklov Mathematical Institute RAN
Mykhailo Medvediev, Ph.D. in Applied Mathematics and Computer Science, Kiev National University
Maryam Rustamova, Ph.D. in Nuclear Physics, University of Nantes
Araz Yusubov, Ph.D. in Information Processing & Control Systems, Baku State University

Instructors
Farid Ahmadov, M.Sc. in Computer Science and Electrical Engineering, University of Siegen
Turgut Mehdiyev, M.Sc. in Computer Security, The Academy of Public Administration under the President of Republic of Azerbaijan
Elchin Hasanalizade, M.Sc. in Pure Mathematics, KTH Royal Institute of Technology
Konul Rasulova, M.Sc. in Chemistry, Baku State University

Adjunct Faculty
Rashad Aliyev, M.Sc. in Computer and Radio Communications Engineering, Korea University.
Reshad Mammadli, M.Sc. in Automechanics, Azerbaijan Technical University.
UNDERGRADUATE PROGRAMS

The School of Information Technologies and Engineering offers two undergraduate programs: BSc in Computer Science and BSc in Computer Engineering

Bachelor of Science in Computer Science

Degree Requirements
- A total of 280 ECTS (141 ABET), with 45 ECTS (23 ABET) as part of University requirements and 235 ECTS (118 ABET) as part of major requirements
- Maintain minimum 2.0 Grade Point Average (GPA)

University Requirements
- A total of 8 courses, adding up to 45 ECTS (23 ABET).

Major Requirements
- 39 courses, adding up to 223 ECTS (112 ABET), are divided among major core courses (187 ECTS/94 ABET, 33 courses), major electives (24 ECTS/12 ABET, 4 courses) and free electives (24 ECTS/6 ABET, 2 courses)
- Field internship equal to 12 ECTS (6ABET)
- Free electives are offered under two application areas (Financial Systems and Mathematics) and under eight concentration areas: Networks; Game Design; Object-Oriented software Design; Information and Cyber Security; High Performance Computing; Intelligent Systems; Robotics; Satellite Systems & Space Technologies.*

Note: A student who is not interested in any of the above application and/or concentration areas has to take 4 (four) Major Electives courses from the list of Computer Science courses (CSC codes) in the List of Courses. Be clear that these 4 courses should not be from the list of mandatory CSC courses in the 4-year degree Program and must be approved by academic adviser

Course Requirements

Students are responsible for fulfilling university and school requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

University Core (8 courses, 45 ECTS/23 ABET Credits)
- LANG 101 - Azerbaijani Language for Academic and Professional Purposes (6 ECTS/3 ABET)
- EPPE 113 - Azerbaijani Studies (3 ECTS/2 ABET)
- ECON 100 - Principles of Microeconomics (6 ECTS/3 ABET)
- HIST 110 - History of Azerbaijan (6 ECTS/3 ABET)
- COM 110 - Leadership, Ethics and Communication (6 ECTS/3 ABET)
- WRIT100 - Writing and Information Literacy I (6 ECTS/3 ABET)
- SOC 200 – Introduction to Sociology (6 ECTS/3 ABET)
- WRIT 102 - Writing and Information Literacy II (6 ECTS/3 ABET)

Major Core (33 courses, 187 ECTS/94 ABET Credits)*
- MATH 102 - Calculus I (6 ECTS/3 ABET)
- PHYS 100 - Physics I (6 ECTS/3 ABET)
- PHYS 100L - Physics I with Lab (2 ECTS/1 ABET)
- MATH 104 - Calculus II
(6 ECTS/3 ABET)
- PHYS 102 - Physics II
  (6 ECTS/3 ABET)
- PHYS 102L - Physics II with Lab
  (2 ECTS/1 ABET)
- CSC 101–Introduction to Computer Science (6 ECTS/3 ABET)
- CSC 105–Programming Principles I
  (6 ECTS/3 ABET)
- CSC 106 – Programming Principles II
  (6 ECTS/3 ABET)
- CSC 213- Finite Mathematics
  (6 ECTS/3 ABET)
- CSC 202 - Data Structures & Algorithms (6 ECTS/3 ABET)
- CSC 231 - Software Design and Patterns
  (6 ECTS/3 ABET)
- CSC 210 - Introduction to Software Engineering (6 ECTS/3 ABET)
- MATH 105 - Linear Algebra
  (6 ECTS/3 ABET)
- CSC 208 - Design & Analysis of Algorithms (6 ECTS/3 ABET)
- CSC 232 - Computer Organization & Architecture (6 ECTS/3 ABET)
- COE 244 - Digital Logic Design
  (6 ECTS/3 ABET)
- COE 245 - Digital Circuits and Systems Lab (3 ECTS/2 ABET)
- CSC 301 - Systems Programming I
  (6 ECTS/3 ABET)
- CSC 302 - Principles of Operating Systems (6 ECTS/3 ABET)
- CSC 306 - Object-Oriented Analysis and Design (6 ECTS/3 ABET)
- CSC 384 - Database Systems
  (6 ECTS/3 ABET)
- STA 301 - Probability & Statistics
  (6 ECTS/3 ABET)
- CSC 310 - Computer Networks I
  (6 ECTS/3 ABET)
- CSC 334 - Theory of Computation
  (6 ECTS/3 ABET)
- CSC 370 - Numerical Analysis I
  (6 ECTS/3 ABET)
- CSC 307 - Programming Languages: Theory & Practice (6 ECTS/3 ABET)
- CSC 485 - Cyber Security Fundamentals
  (6 ECTS/3 ABET)
- CSC 484 - Compiler Design & Interpreters (6 ECTS/3 ABET)
- IFT 478 - Technology, Ethics for Computing & IT, and Global Society
  (6 ECTS/3 ABET)
- IFT 402 - Information Technology For Development (6 ECTS/3 ABET)
- CSC 490 –Senior Design Project I
  (6 ECTS/3 ABET)
- CSC 491 - Senior Design Project II
  (6 ECTS/3 ABET)

Note: Substitutions for upper level CSC courses are done only in exceptional cases upon approval by a student’s academic adviser and Dean.

Application Areas:

Financial Systems
This application area is intended for students who contemplate a career in the financial sector.
- ECON 101 Principles of Macroeconomics
- ECON 300 Econometrics 1
• ACCT 200 Financial Accounting  
• ACCT 301 Managerial Accounting  
• FIN 306 Financial Management

**Mathematics**
This Application Area focuses on topics in mathematics that utilize computing.

• MATH 201 Ordinary Differential Equations  
• MATH 311 Numerical and Complex Analysis  
• MATH 312 Real Analysis I  
• MATH 306 Probability Theory  
• MATH 321 Complex Variables I  
• MATH 331 Intro to Computational Topology

**Concentrations:**

**Networks**
• CSC TCP/IP Networking  
• CSC System Administration  
• MATH Foundations of Cryptography  
• IFT Network Management

**Game Design**
• CSC Interactive Computer Graphics I  
• CSC Artificial Intelligence  
• CSC TCP/IP Networking  
• CSC Interactive Computer Graphics II

**Object-Oriented Software Design**
• CSC Object-Oriented Analysis and Design  
• CSC Object-Oriented Development  
• CSC Advanced Object-Oriented Software Development  
• CSC Web Programming & Technologies

**Information and Cyber Security**
• CSC Computer Security (Systems Security)  
• CSC Security Management  
• COE Digital Forensics  
• CSC Cryptography and Network Security

**High Performance Computing**
• CSC Distributed Systems and Parallel Computing  
• CSC Advanced Topics in Algorithms  
• CSC Simulation and Modeling  
• CSC Introduction to Computational Thinking and Data Science  
• CSC Applied Computational Science  
• CSC Introduction to Parallel Systems and GPU Programming  
• IFT Cloud Technologies

**Intelligent Systems**
• CSC Artificial Intelligence  
• CSC Intelligent Systems  
• CSC Natural Language Processing  
• CSC Computer Vision  
• CSC Introduction to Machine Learning  
• CSC Introduction to Artificial Neural Networks  
• CSC Introduction to Computational Thinking and Data Science  
• CSC Data Mining and Decision Support  
• EGN Introduction to Nanoscience and Technology  
• EGN Nano-science and Technology Lab  
• EGN Fundamentals of Nanoelectronics

**Robotics**
• CSC Artificial Intelligence  
• CSC Intelligent Systems
Bachelor of Science in Computer Engineering

Degree Requirements
• A total of 279 ECTS (140 ABET), with 45 ECTS (23 ABET) as part of University requirements and 234 ECTS (117 ABET) as part of major requirements
• Maintain minimum 2.0 Grade Point Average (GPA)

University Requirements
• A total of 8 courses, adding up to 45 ECTS (23 ABET)

Major Requirements
• 40 courses, adding up to 222 ECTS (111 ABET), are divided among major core courses (180 ECTS/90 ABET, 33 courses), major electives (24 ECTS/12 ABET, 4 courses) and free electives (18 ECTS/9 ABET, 3 courses)
• Free electives offered under five concentration areas: Embedded Systems; Control Systems; Information and Cyber Security; High Performance Computing; Intelligent Systems*

Note: A student who is not interested in any of the above concentration area has to take 4 (four) Major Electives courses from the list of Computer Engineering courses (COE codes) in List of Courses. Be clear that these 4 courses should not be from the list of mandatory COE courses in the 4-year degree Program and must be approved by academic adviser.

Course Requirements
Students are responsible for fulfilling university and school requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

University Requirements
(8 courses, 45 ECTS/23 ABET Credits)
• LANG 101 - Azerbaijani Language for Academic and Professional Purposes (6 ECTS/3 ABET)
• EPPE 113 – Azerbaijani Studies (3 ECTS/2 ABET)
• ECON 100 - Principles of Microeconomics (6 ECTS/3 ABET)
• HIST 110 - History of Azerbaijan (6 ECTS/3 ABET)
• COM 110 - Leadership, Ethics and Communication (6 ECTS/3 ABET)
• WRIT 100 - Writing and Information Literacy I (6 ECTS/3 ABET)
• SOC 200 – Introduction to Sociology (6 ECTS/3 ABET)
• WRIT 102 - Writing and Information Literacy II (6 ECTS/3 ABET)

**Major Core**

*(33 courses, 180 ECTS/90 ABET Credits)*

• MATH 102 - Calculus I (6 ECTS/3 ABET)
• CHE 101 - General Chemistry I for Engineers (6 ECTS/3 ABET)
• CHE 101L - General Chemistry I for Engineers Lab (2 ECTS/1 ABET)
• MATH 104 - Calculus II (6 ECTS/3 ABET)
• EGN 101 – Intro to Engineering Design (6 ECTS/3 ABET)
• EGN 101L – Intro to Engineering Design Lab (non-credit)
• CSC 105 – Programming Principles I (6 ECTS/3 ABET)
• CSC 106 – Programming Principles II (6 ECTS/3 ABET)
• PHYS 100 – Physics I (6 ECTS/3 ABET)
• PHYS 100L – Physics I with Lab (2 ECTS/1 ABET)
• CIS 106 – Finite Mathematics (6 ECTS/3 ABET)
• MATH 201 - Ordinary Differential Equations (6 ECTS/3 ABET)
• COE 244 - Digital Logic Design (6 ECTS/3 ABET)
• COE 245 - Digital Circuits and Systems Lab (6 ECTS/3 ABET)
• PHYS 105 – Physics II (6 ECTS/3 ABET)
• PHYS 105L – Physics II with Lab (2 ECTS/1 ABET)
• CSC 202 - Data Structures & Algorithms (6 ECTS/3 ABET)
• CSC 232 - Computer Organization & Architecture (6 ECTS/3 ABET)
• COE 205 - Electric Circuits (8 ECTS/4 ABET)
• COE 222 - Elements of Discrete Signals (8 ECTS/4 ABET)
• COE 343 - Intro to Embedded Computer Systems (6 ECTS/3 ABET)
• COE 322 - Signals & System theory (6 ECTS/3 ABET)
• COE 303 - Analog & Digital Electronics (6 ECTS/3 ABET)
• COE 307 - Electronic Circuit Design Lab (4 ECTS/2 ABET)
• CSC 302 - Principles of Operating Systems (6 ECTS/3 ABET)
• STA 301 – Probability & Statistics (6 ECTS/3 ABET)
• COE 386 - Digital Computer Design (6 ECTS/3 ABET)
• COE 380 - Computer Architecture & Design (6 ECTS/3 ABET)
• CSC 310 - Computer Networks I (6 ECTS/3 ABET)
• COE 400 - Embedded Systems Design (6 ECTS/3 ABET)
• EGN 460 - The Engineer, Ethics, and Professional Responsibility (6 ECTS/3 ABET)
• COE 490 – Senior Design Project I (6 ECTS/3 ABET)
• COE 491 - Senior Design Project II (6 ECTS/3 ABET)
Note: Substitutions for upper level COE courses are done only in exceptional cases upon approval by a student’s academic adviser and Dean.

Concentrations

Embedded Systems
- COE Embedded Systems Design
- COE Embedded Systems Development
- COE Embedded Operating Systems
- COE Programmable Systems-on-Chip
- EGN Introduction to Nanoscience and Technology
- EGN Nano-science and Technology Lab
- EGN Fundamentals of Nanoelectronics

Control Systems
- COE Linear Control Systems
- COE Control Laboratory
- COE Digital Control Systems
- COE Digital Signal Processing
- COE Microcomputer Project Laboratory

Information and Cyber Security
- CSC Computer Security (Systems Security)
- CSC Security Management
- COE Digital Forensics
- CSC Cryptography and Network Security

High Performance Computing
- CSC Distributed Systems and Parallel Computing
- CSC Advanced Topics in Algorithms
- CSC Simulation and Modeling
- CSC Introduction to Computational Thinking and Data Science.
- CSC Applied Computational Science
- CSC Introduction to Parallel Systems and GPU Programming

IFT Cloud Technologies

Intelligent Systems
- CSC Artificial Intelligence
- CSC Intelligent Systems
- CSC Natural Language Processing
- CSC Introduction to Machine Learning
- CSC Introduction to Artificial Neural Networks
- CSC Introduction to Computational Thinking and Data Science.
- CSC Data Mining and Decision Support
- EGN Introduction to Nanoscience and Technology
- EGN Nano-science and Technology Lab
- EGN Fundamentals of Nanoelectronics
### FALL SEMESTER

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**Total Credits**  
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### FIRST YEAR

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**Total Credits**  
16  
32

### SPRING SEMESTER

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**Total Credits**  
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## SECOND YEAR
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**Total Credits** 18 36

### SPRING SEMESTER

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**Total Credits** 17 33

## THIRD YEAR
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**Total Credits** 15 30
### SPRING SEMESTER

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### FOURTH YEAR

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# BACHELOR OF SCIENCE IN COMPUTER ENGINEERING CURRICULUM

First Semester SITE Foundation Semester (16-ABET Credits / 32-ECTS Credits)

## FALL SEMESTER

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<td>Programming Logic &amp; Design</td>
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**Total Credits**: 16 / 32

## FIRST YEAR

### FALL SEMESTER

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<thead>
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**Total Credits**: 16 / 32

### SPRING SEMESTER

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<td>Major Core</td>
<td>Programming Principles II</td>
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<td>MATH 104</td>
<td>Major Core</td>
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<td>Physics I</td>
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<td>CSC 213</td>
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**Total Credits**: 16 / 32
## SECOND YEAR
### FALL SEMESTER

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<td>Digital Logic Design</td>
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<td>COE 245</td>
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<td>ECON 100</td>
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<td>Principles of Microeconomics</td>
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<td>MATH 201</td>
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**Total Credits**: 18

### SPRING SEMESTER

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<td>Data Structures &amp; Algorithms</td>
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<td>CSC 232</td>
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<td>Computer Organization &amp; Architecture</td>
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<td>COE 205</td>
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**Total Credits**: 17

## THIRD YEAR
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<td>COE 322</td>
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<td>Signals &amp; System Theory</td>
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<td>COM 110</td>
<td>University Core</td>
<td>Leadership, Ethics &amp; Communications</td>
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<td>COE 303</td>
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<td>Analog &amp; Digital Electronics</td>
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<td>COE 307</td>
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<td>Electronic Circuit Design Lab</td>
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<td>COE 302</td>
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### SPRING SEMESTER

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<td>COE 380</td>
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### FOURTH YEAR

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<td>SOC 200</td>
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<td>Introduction to Sociology</td>
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### SPRING SEMESTER

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<td>Senior Design Project II</td>
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<td>EGN 460</td>
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<td>Azerbaijani Studies</td>
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</table>
SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS

Dean  Dr. Elnur Soltanov
MADIA/BAIS program director  Dr. Azer Babayev
MPP/BAPA Program director  Dr. Vener Garayev

Full-time Faculty
Assistant Professors
Anar Valiyev, Ph.D. in Urban and Public Affairs, University of Louisville
Azer Babayev, Ph.D. in Political Sciences, University of Mannheim
Farhad Mukhtarov, Ph.D. in Environmental Sciences and Policy, Central European University
Javid Gadirov, Ph.D. in Comparative Constitutional Law, Central European University
Kavus Abushov, Ph.D. in Political Science, University of Muenster
Peter Turner, Ph.D. in Modern History, Worcester College, Oxford University
Rashad Ibadov, LL.D., European University Institute in Florence
Vener Garayev, Ph.D. University of Central Florida, Orlando

Adjunct Faculty
Araz Azimov, M.A. in Oriental Studies, Azerbaijan State University, Deputy Minister of Foreign Affairs.
Emin Huseynov, M.P.A., Harvard Kennedy School
Farid Ahmadov, Ph.D. Institute of Law and Philosophy of the National Academy of Science of Azerbaijan; Ph.D. University of Oxford
Fuad Aliyev, PhD. in Economics, National Economy and Administration, Azerbaijan State Economic University
UNDERGRADUATE PROGRAMS

The School of Public and International Affairs offers two undergraduate degree programs:

• BA in International Studies with specializations in Security Studies, International Development, International Law and Caspian Studies,
• BA in Public Affairs with specializations in Public Finance, Development Studies and Law & Public Affairs.

Bachelor of Arts in International Studies (BAIS)

Degree Requirements

• A total of 240 ECTS, with 45 ECTS as part of University Requirements and 195 ECTS as part of School and Major requirements
• Maintaining minimum 2.0 Grade Point Average (GPA)

University Requirements

• A total of 45 ECTS, consisting of 8 foundation courses distributed between the EAPP year and the first year of the main program

School and Major Requirements

• A total of 195 ECTS, which are divided among School and Major cores (123 ECTS, 21 courses), major electives (minimum 36 ECTS) and non-major electives (maximum 36 ECTS)
• Major elective courses are mainly offered under the following four areas of specialization: Security Studies, International Development, International Law and Caspian Studies. If BAIS students choose any of those specializations, they have to take at least three elective courses in the area of their choice
• Of non-major electives, the minimum ECTS credits BAIS students should take from among SPIA courses is 18, and the maximum is 24. The maximum ECTS credits BAIS students should take from the courses outside of SPIA is 18, and minimum is 12.
• Maintain a GPA of 2.0 or higher.

Course Requirements

Students are responsible for fulfilling university and school requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

University Core (8 courses)

These courses, satisfying University Requirements, complement the School and Major core courses.

• ECON 101 Principles of Microeconomics (6 ECTS)
• SOC 200 Introduction to Sociology (6 ECTS)
• WRIT 100 Writing and Information Literacy I (6 ECTS)
• WRIT 102 Writing and Information Literacy II (6 ECTS)
• COM 100 Leadership, Ethics and Communication (6 ECTS)
• LANG 101 Azerbaijani Language for Academic and Professional Purposes (6 ECTS)
• EPPE 113 Azerbaijani Studies (3 ECTS)
• HIST 100 History of Azerbaijan (6 ECTS)
School Core (13 courses)

School Core courses are designed to provide the fundamental knowledge about politics, economy, history and scientific methods, which are offered to all SPIA students.

- POL 102 Understanding Politics (6 ECTS)
- RES 200 Research Methods (6 ECTS)
- ECON 101 Principles Macroeconomics (6 ECTS)
- POL 221 Political Theory (6 ECTS)
- RES 302 Quantitative Analysis (6 ECTS)
- RES 301 Introduction to Data Analysis (3 ECTS)
- HIST 200 Ancient and Medieval History (6 ECTS)
- RES 201 History and Philosophy of Social Science (6 ECTS)
- HIST 201 Modern World History (6 ECTS)
- LANG Second Foreign Language I (6 ECTS)
- LANG Second Foreign Language II (6 ECTS)
- LANG Second Foreign Language III (6 ECTS)
- LANG Second Foreign Language IV (6 ECTS)

Major Core (8 courses)

Major (International Studies) Core provides a basic understanding of international politics while allowing the students to explore main IR discipline areas.

- POL 100 Introduction to International Relations (6 ECTS)

Major Electives (minimum 36 ECTS)

Security Studies

- POL Conflict Resolution (6 ECTS)
- POL War and Politics (6 ECTS)
- POL Nationalism and Ethnic Politics (6 ECTS)
- POL Terrorism (6 ECTS)

International Development

- ECON Global Environmental Economics (6 ECTS)
- ECON Development Economics (6 ECTS)
- ECON International Trade and Finance (6 ECTS)
- ECON Political Economy of Energy (6 ECTS)

International Law

- LAW Law of War (6 ECTS)
- LAW Law of Treaties (6 ECTS)
- LAW Law and International Disputes (6 ECTS)
• LAW International Human Rights Law (6 ECTS)
• LAW EU Law (6 ECTS)

Caspian Studies
• POL Azerbaijani Government (6 ECTS)
• POL Caspian Energy Geopolitics (6 ECTS)
• POL Politics of Iran (6 ECTS)
• POL Armenian History and Politics (6 ECTS)
• HIST History of Turkic Peoples (6 ECTS)

World Regions
• POL American Politics (6 ECTS)
• POL Politics of EU (6 ECTS)
• POL Politics in Asia (6 ECTS)
• POL Politics in the Middle East (6 ECTS)
• POL Post-Soviet Politics (6 ECTS)

General Electives
• POL Global Governance (6 ECTS)
• GEOG Political and Economic Geography (6 ECTS)
• POL Global Perspectives (SPIA Elective) (6 ECTS)
• POL Internship (SPIA Elective) (3/6)

Bachelor of Arts in Public Affairs (BAPA)

Degree Requirements
• A total of 240 ECTS, with 45 ECTS as part of General Education and 195 ECTS as part of School and major requirements
• Maintain minimum of 2.0 Grade Point Average (GPA)

University Requirements
• A total of 45 ECTS, consisting of 8 foundation courses distributed between the EAPP year and the first year of the main program

School and Major Requirements
• A total of 195 ECTS, which are divided among School and Major cores (153 ECTS, 26 courses), major electives (minimum 24 ECTS) and non-major electives (maximum 18 ECTS)
• Major elective courses are mainly offered under the following three areas of specialization: Public Finance, Development Studies, and Law & Public Affairs. If BAPA students choose specialization, they have to take at least three elective courses in the area of their choice.
• Of non-major electives, the minimum ECTS credits BAPA students should take from among SPIA courses is 6, and the maximum is 12. The maximum ECTS credits BAPA students should take from the courses outside of SPIA is 12, and the minimum is 6.
• Maintain a GPA of 2.0 or higher.

Course Requirements
Students are responsible for fulfilling university and school requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

University Core (8 courses)
These courses, satisfying University Requirements, compliment the School and Major Core courses
• ECON 101 Principles of Microeconomics (6 ECTS)
• SOC 200 Introduction to Sociology (6 ECTS)
• WRIT 100 Writing and Information Literacy I (6 ECTS)
• WRIT 102 Writing and Information Literacy II (6 ECTS)
• COM 100 Leadership, Ethics and Communication (6 ECTS)
• LANG 101 Azerbaijani Language for Academic and Professional Purposes (6 ECTS)
• EPPE 113 Azerbaijani Studies (3 ECTS)
• HIST 100 History of Azerbaijan (6 ECTS)

School Core Courses (13 courses)
School Core courses are designed to provide the fundamental knowledge about politics, economy, history and scientific methods, which are offered to all SPIA students.
• POL 102 Understanding Politics (6 ECTS)
• RES 200 Research Methods (6 ECTS)
• ECON 101 Principles Macroeconomics (6 ECTS)
• POL 221 Political Theory (6 ECTS)
• RES 302 Quantitative Analysis (6 ECTS)
• RES 301 Introduction to Data Analysis (3 ECTS)
• HIST 200 Ancient and Medieval History (6 ECTS)
• RES 201 History and Philosophy of Social Science (6 ECTS)
• HIST 201 Modern World History (6 ECTS)

• LANG Second Foreign Language I (6 ECTS)
• LANG Second Foreign Language II (6 ECTS)
• LANG Second Foreign Language III (6 ECTS)
• LANG Second Foreign Language IV (6 ECTS)

Major Core (13 courses)
Major Core courses are those intended to provide the major-related courses on theory and practice in public affairs.
• POL 101 Introduction to Public Affairs (6 ECTS)
• LAW 203 Introduction to Law (6 ECTS)
• FIN 202 Public Finance and Budgeting (6 ECTS)
• POL 222 Administrative Behavior (6 ECTS)
• LAW 206 Public Law (6 ECTS)
• MGM 300 Public Management (6 ECTS)
• MGM 301 Human Resources Management (6 ECTS)
• SCI 205 Sustainable Development (6 ECTS)
• POL 321 Public Policy Analysis (6 ECTS)
• POL 320 Ethics in Public Affairs (6 ECTS)
• POL 404 Governance (6 ECTS)
• POL 403 Azerbaijani Government (6 ECTS)
• POL 425 Capstone (6 ECTS)
**Major Electives (minimum 24 ECTS)**

**Public Finance**
- FIN Corporate Finance (6 ECTS)
- ACCT Financial Accounting (6 ECTS)
- FIN Financial Institutions and Markets (6 ECTS)
- FIN Local Government Finance (6 ECTS)
- MGM Portfolio Management (6 ECTS)

**Development Studies**
- ECON Development Economics (6 ECTS)
- FIN Development Finance (6 ECTS)
- MGM Development Management (6 ECTS)
- POL International Development (6 ECTS)
- SOC Social Development (6 ECTS)

**Law and Public Affairs**
- LAW Constitutional Law (6 ECTS)
- LAW EU Law (6 ECTS)
- LAW International Law (6 ECTS)
- LAW Labor Law (6 ECTS)
- LAW Taxation Law (6 ECTS)

**General Electives**
- POL Comparative Public Administration (6 ECTS)
- MGM Crisis and Emergency Management (6 ECTS)
- GEOG Geographical Information Systems (6 ECTS)
- POL Global Perspectives (SPIA Elective) (1 ECTS)
- POL Internship (SPIA Elective) (3/6)
- MGM Nonprofit Organizations Management (6 ECTS)
- MGM Performance Management and Evaluation (6 ECTS)
- WRIT Speed Typing (Professional Development) (1 ECTS)
- MGM Strategic Management of Public Organizations (6 ECTS)
- POL Urban Policy and Development (6 ECTS)

**Non-major Electives (maximum 18 ECTS)**
- SPIA elective courses (minimum 6, maximum 12)
- Non-SPIA elective courses (maximum 12, minimum 6)

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**GRADUATE PROGRAMS**

The School of Public and International Affairs offers two graduate degree programs: Master of Arts in Diplomacy and International Affairs with a regional specialization in EU Studies, and an evening program of Master in Public Policy.

**Master of Arts in Diplomacy and International Affairs (MADIA)**

**Degree Requirements**
- A total of 120 ECTS, aggregated of 15 core courses with 81 ECTS (on professional track) or 16 core courses with 105 ECTS (on research track), and complemented by elective courses with minimum of 39 ECTS on professional track, or with minimum of 15 ECTS on research track.
• MADIA program offers a regional specialization in EU Studies. To graduate with this specialization students have to take EU-related courses with 30 ECTS in total, and write master thesis or do capstone project on EU.

• Minimum 3.0 Grade Point Average (GPA).

Course Requirements
Students are responsible for fulfilling degree requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

Diplomacy and International Affairs Core (18 courses)
The Diplomacy and International Affairs Core provides a theoretical understanding of international affairs while allowing the students to deepen their knowledge of specific International Relations issues.

• POL 501 Theories of International Relations (6 ECTS)
• POL 510 Comparative Politics (6 ECTS)
• POL 644 Diplomacy and Foreign Policy (6 ECTS)
• POL 611 Seminar in International Security (6 ECTS)
• ECON 502 Microeconomic Analysis (6 ECTS)
• ECON 503 Macroeconomic Analysis (6 ECTS)
• ECON 510 International Political Economy (6 ECTS)
• LAW 501 Public International Law (6 ECTS)
• ENG 503 Advanced Research Methods (6 ECTS)
• HIST 501 Diplomatic History (6 ECTS)
• STAT 501 Statistics for Decision Making (6 ECTS)
• MGM 503 Data Management (6 ECTS)
• RES 607 Research Seminar (Core course for Research Track Students) (6 ECTS)
• POL 643 Master’s Thesis (Core course for Research Track Students)
• Capstone (Core course for Professional Track Students)

Elective courses (minimum 39 ECTS on professional track, or minimum 15 ECTS on research track)

Regional Studies
• POL EU Politics (6 ECTS)
• POL Caspian Region Studies (6 ECTS)
• POL US Foreign and Security Policy (6 ECTS)
• POL Russian Foreign and Security Policy (6 ECTS)

Diplomacy
• POL Diplomacy and Conflict Resolution (6 ECTS)
• POL International Negotiation (6 ECTS)
• POL Economic Diplomacy (6 ECTS)

International Political Economy
• POL International Environmental Governance (6 ECTS)
• POL Globalization and Development (6 ECTS)

International Law
• LAW Diplomatic Law (6 ECTS)
• LAW EU Law (6 ECTS)

Second Foreign Language
• LANG French (6 ECTS)
• LANG Spanish (6 ECTS)
• LANG Russian (6 ECTS)

Other Electives
• POL Independent Study (6 ECTS)
• DS Professional Development (3 ECTS)
• POL Internship (3 ECTS)
• DS Diplomacy in Practice (3 ECTS)
• POL Global Perspectives (1 ECTS)
• Unrestricted elective courses

Master in Public Policy (MPP) (evening program)

Degree Requirements
• A total of 120 ECTS, aggregated of 14 core courses with 99 ECTS (on professional track) or 15 core courses with 113 ECTS (on research track), and complimented by elective courses with minimum of 21 ECTS for those on professional track, or with minimum of 7 ECTS for those on research track.
• Minimum 3.0 Grade Point Average (GPA).

Course Requirements
Students are responsible for fulfilling degree requirements following a prescribed sequence. The Dean’s Office must be consulted for counseling and advice when preparing class schedules.

Core Courses (14 courses)
The MPP core courses provide a theoretical understanding of public policy and affairs.
• POL 502 Politics and State (7 ECTS)
• LAW 502 Law and Public Affairs (7 ECTS)
• ECON 505 Managerial Economics (7 ECTS)
• RES 502 Methods for Policy Analysis (7 ECTS)
• MGM 612 Organizational Behavior (7 ECTS)
• MGM 502 Public Management (7 ECTS)
• FIN 500 Public Finance & Budgeting (7 ECTS)
• STAT 502 Statistical Analysis (7 ECTS)
• POL 638 Governance (7 ECTS)
• POL 621 Policy Analysis (7 ECTS)
• MGM 504 Human Resources Management (7 ECTS)
• POL 648 Ethics in Public Affairs (7 ECTS)
• POL 600 Internship (3 ECTS)
• RES 607 Research Seminar (Core course for Research Track Students) (6 ECTS)
• POL 643 Master’s Thesis (Core course for Research Track Students)
• Capstone (Core course for Professional Track Students)

Elective courses (minimum 21 ECTS on professional track, or minimum 7 ECTS on research track)
• MGM 611 Strategic Management of Public Organizations (7 ECTS)
• MGM 607 Nonprofit Organizations Management (7 ECTS)
• POL 606 Comparative Public Affairs (7 ECTS)
• POL 649 Urban Policy and Development (7 ECTS)
• POL 646 Global Environmental Politics (7 ECTS)
• SCI 600 Sustainable Development (7 ECTS)
• MGM 623 Crisis and Emergency Management (7 ECTS)
• ECON 603 Environmental Economics (7 ECTS)
• RES 607 Research Seminar (6 ECTS)
• Unrestricted elective courses
### BACHELOR IN INTERNATIONAL STUDIES CURRICULUM

#### EAPP Year

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# BACHELOR OF ARTS IN PUBLIC AFFAIRS CURRICULUM

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#### SPRING SEMESTER

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# MASTER IN PUBLIC POLICY CURRICULUM

## FIRST YEAR

### FALL SEMESTER

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<td>LAW 502</td>
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<td>ECON 505</td>
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<td>Managerial Economics</td>
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<td>RES 502</td>
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<td>MGM 502</td>
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<td>FIN 500</td>
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<td>Public Finance &amp; Budgeting</td>
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## SECOND YEAR

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### SPRING SEMESTER

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Chair Dr. Elnur Soltanov

The Caspian Center for Energy and Environment (CCEE) of ADA University is a research and training institute dealing with energy and environment related issues with a particular focus on the wider Caspian region. CCEE enjoys close relationship with the State Oil Company of Azerbaijan Republic (SOCAR), and, thus, combines the academic assets of ADA University with the practical expertise of one of the biggest energy companies in the region.

Center’s activities:
• Research
• Education
• Seminars

Team:
Senior Research Fellow - Mr. Zaur Shiriyev
Project Manager - Ms. Rena Babayeva
Project Manager - Mr. Akhmed Gumbatov
Research Assistant - Ms. Hajar Huseynova
Project Assistant - Ms. Rakiye Hasanova

Research
The Caspian Center for Energy and Environment of ADA University conducts research focusing on the major technological, economic, social, political and regulatory trends influencing the energy and environmental issues in the wider Caspian region.

The central aim is to generate policy relevant research, while turning the center into a hub of electronic resources, books, periodicals and relevant databases on energy and environment. The research outputs are three publications:
• Policy Briefs - short analytical papers focusing on the causes and implications of energy and environment-related trends in the wider Caspian region
• Working Papers - in-depth academic papers focusing energy and environmental landscape of the Caspian basin
• Weekly News Reviews - brief evaluations and commentaries on current developments in the field of energy and the environment with a focus on the Caspian region

Education
CCEE offers degree and non-degree programs for university students, policy makers and business leaders in the field of energy and environment.

• Degree Programs – a number of course on energy and environment for ADA’s Executive MBA, an internationally accredited and highly prestigious dual degree program organized in partnership with the Maastricht School of Management (MsM)
• Non-Degree Programs - certificate courses designed for energy and environment professionals

Baku Summer Energy School,
Annual two-week certificate program held in July in partnership with the State Oil Company of the Azerbaijan Republic (SOCAR). The program is unique in that it has a special focus on the Caspian Basin, including regional pipeline network development, the geopolitics of the Caspian and its legal status, and the strategic outlook of SOCAR.
The Baku Summer Energy School has established itself as one of the most prestigious energy courses in the world, with speakers coming from leading national and international institutions representing the academic, public and private sectors:

- World renowned scholars in the field of energy and environment, such as: University of Oxford, Princeton University, Sciences-Po, Russian Academy of Sciences, Total Professors Association, ADA University
- Ministers and heads of governmental agencies, such as: Minister of Foreign Affairs, Minister of Energy, Minister of Ecology and Natural Resources, Head of the State Oil Fund (SOFAZ), etc.
- Executives of (oil) companies such as SOCAR, TAP, BP, ExxonMobil, TOTAL, Statoil, LUKOIL, etc.

**Seminars**

The Caspian Centre for Energy and Environment is committed to the idea of dialogue – between consumers and producers, government and industry, academics and decision makers. As such, one of our major areas of activity is organizing seminars aimed at establishing networks amongst knowledge communities, as well as the dissemination of produced research work.

The following types of seminars are organized at the CCEE:

- **Round-Table Discussions** – monthly gatherings with leading energy experts, policy makers and practitioners aimed at creating a thought-provoking public debate on current global energy and environment issues.
- **Workshops** – brief intensive courses on energy or environment related issues
- **Conferences** – big formal gatherings aimed at discussing current pressing issues in the field of energy and the environment
ADA University Executive Education is an important tool for government agencies and business to nurture junior, midcareer and top leadership talent. Since 2007, it has been one of the main streams of activity at ADA University. Our mission is to provide high quality and needs-based professional development and training programs for government and business based on our distinguished academic resources. The Executive Education department targets working professionals and enables them to improve their soft and technical skills in a wide range of areas, include finance, budgeting, leadership, team working and motivation, communication and negotiation skills, public speaking, project management and others.

Our program instructors are professors from the School of Public and International Affairs and School of Business of ADA University and visiting professors from our partner institutions in Europe, USA and Asia, practitioners from government and the business sector, international organizations and think tanks.

Team
Director Ms. Aygun Hajiyeva,
Chief Program Coordinator Ms. Aynur Jahangirli,
Chief Program Coordinator Ms. Nigar Huseynova,
Program Coordinator Ms. Laman Azizova,
Program Assistant Ms. Aliya Aghalarova,

Advanced Foreign Service Program (AFSP)

Advanced Foreign Service Program (AFSP) is a highly flexible program offering professional training to Azerbaijani civil servants working in the area of international affairs. Entry, mid- and senior-level officers benefit from the program’s curriculum, which allows them to choose their fields of study in developing their particular management and diplomatic leadership skills. They also benefit from learning crucial skills needed for interagency dialogue and collaboration.

Fields of Study
• Area Studies
• Consular Affairs
• Public Diplomacy
• Economic Affairs
• Leadership Development
• International Politics, Law and Organization

Corporate Programs (CP)

Our programs designed for junior, mid and senior managers in public, private and development sectors to broaden their expertise on certain topics and improve management and leadership skills.

• Open Enrollment Programs are offered on specific topics of interest and are open to employees of all companies and organizations.
• Custom Programs are designed to meet specific training needs of a single employer. It encourages participants to think strategically and effectively manage change in their organizations.

Offered Topics
• Finance
• Strategy
• Marketing
• Strategic Management
• Human Resources
• Project Management
• Change Management
• Leadership Development
• Business Etiquette and Protocol
• Effective Communication Skills

**Caspian Basin Studies (CBS)**

Caspian Basin Studies (CBS) is a certificate program that offers a unique opportunity for foreign diplomats and civil servants to explore and study the in-depths of the Caspian Basin region. The CBS provides participants with knowledge about the region’s diverse and rich history and culture, demographic makeup, ethnic and territorial conflicts, trade and economic affairs, and issues of geopolitics and regional security. The program includes field trips to Azerbaijan’s oil and natural gas facilities along the Caspian Sea coast, including the Sangachal Oil Terminal, and other historical towns along the Ancient Silk Road.

**Offered Topics:**
- Economics and Development
- Foreign Policy, Geopolitics, and Security
- Politics and Society
- Energy and Environment

**Value of the Programs**

Our programs provide a learning environment where participants are able to focus and identify their strengths and weaknesses. The real value of Executive Education lies in the knowledge and skills that our participants apply immediately upon their return to their workplaces. Our programs combine presentations, group discussions, simulations, case studies and interactive exercises.

**Fees and Discounts**

The program fee includes tuition, course notebook, all other written materials, any assessments required for the course, breakfast, lunch and tea breaks, and simultaneous translation if required. Costs to attend these programs can be found at the end of each program description which you can find on our website. We offer special discounts for companies sending multiple participants to courses, as well as for individuals attending three or more programs per year. Special discounts are available for the members of the American Chamber of Commerce (AMCHAM), other business associations’ members, ADA University Donors, Azerbaijani Government employees and all Executive Education alumni.

**How to apply?**

For more information or to apply to a program, please contact ADA University Executive Education by phone or online:

Phone: (+99412) 437 32 35 ext. 342
Email: executive.education@ada.edu.az
2015-2016 FULL TIME FACULTY

Abbas Abbasov, B.A. in International Relations, Australian National University, Australia.

Adrian Stoian, M.A. in Economics, Clemson University, Ph.D. in Economics, University of Arizona.

Alla Savelyeva, M.A. in English and Linguistics, Buryat State University, Russia Federation, M.A. in Diplomacy and International Affairs, ADA University.

Anar Valiyev, M.A. in History, Baku State University; M.P.A. Indiana University, Bloomington; Ph.D. in Urban and Public Affairs, University of Louisville, KY.

Araz Yusubov, Ph.D. in Information Processing & Control Systems, Baku State University, Azerbaijan.

Azer Abizade, M.A. in Economics, Ph.D. in Economics, University of Rochester.

Azer Babayev, M.A. in International Relations, Catholic University of Eichstaett-Ingolstadt, and Ph.D. in Political Sciences, University of Mannheim, Germany.

Elchin Hasanalizade, M.Sc. in Pure Mathematics, KTH Royal Institute of Technology, Stockholm, Sweden.

Elkin Nurmammadov, Ph.D. in Economics, University of Georgia.


Farhad Husseinov, M.S. in Mechanical Mathematics, Azerbaijan State University and Ph.D. in Mathematical Economics, Lomonosov Moscow State University.

Farhad Mukhtarov, M.S. Department of Environmental Sciences and Policy, University of Manchester and Ph.D. in Environmental Sciences and Policy, Central European University, Hungary.

Fatih Yilmaz, MA in Economics, Western Illinois University and Ph.D. in Economics, University of Calgary, Canada.

Farid Ahmadov, M.Sc. in Computer Science and Electrical Engineering, University of Siegen, Germany.

Fuad Aliev, Ph.D., Azerbaijan Institute of Oil and Chemistry and Dr. habil from University of Siegen, Germany.

Fuad Hajiyev, PhD in Math, Steklov Mathematical Institute RAN, Russia.

Huseyn Ismayilov, M.S. in Economics Central European University, Ph.D. in Economics, Tilburg University, The Netherlands.

Ismail Baydur, M.A. in Economics, University of Virginia/M.A. in Economics, Koç University, Ph.D. in Economics, University of Virginia.

Javid Gadirov, LLM. Human Rights Law, Central European University, PhD in Comparative Constitutional Law, Central European University, Hungary.

Kavus Abushov, M.A. in International Relations, Catholic University of Eichstaett-Ingolstadt, PhD in Political Science, University of Muenster, Germany.

Konul Rasulova M.Sc. in Chemistry, Baku State University, Azerbaijan.

Maryam Rustamova, Ph.D. in Nuclear Physics, University of Nantes, France.

Muhammadou M.O. Kah, M.S. in Finance, George Washington University, Ph.D. in Information Systems/Technology Management, Wesley J.Howe School of Technology Management, Stevens Institute of Technology.
Muharrem Yesilirmak, M.A. in Economics, Koc University, Turkey; Ph.D. in Economics, University of Iowa.

Mykhailo Medvediev, Ph.D. in Applied Mathematics and Computer Science, Kiev National University, Ukraine.

Olga Gertsen, B.A. in Economic Law, Moldova State University, M.A. in Linguistics, Moldova State University, Moldova

Omar Farooq, M.S. in E-Commerce/E-Business, Illinois Institute of Technology and PhD in Financial Economics, Swedish School of Economics and Business Administration

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Rashad Ibadov, LL.M., Lund University, LL.D., European University Institute in Florence, Italy.

Ruslan Aliyev, M.A. in Economics, Ph.D. in Economics (expected: July 2015), CERGE-EI, Charles University, Czech Republic.

Tavian MacKinnon, M.S. in Political Science and International Relations, University of Amsterdam, Netherlands

Timur Bakibayev, Ph.D. in Computer Science, University of Heidelberg, Germany.

Tural Huseynov, MA in Economics, Bilkent University and MS in Economics, Tilburg University


Vener Garayev, M.P.A. University of Central Florida; Ph.D. University of Central Florida, Orlando, FL, USA.

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Afag Mustafayeva, B.A., M.A., Azerbaijan University of Languages

Arzu Mammadova, M.A. Azerbaijan University of Languages

Aynur Aghazade, B.A., M.A., Ph.D. in Linguistics, Azerbaijan University of Languages

Aysel Abbasova, B.A., M.A. Azerbaijan University of Foreign Languages, Ph.D Azerbaijan Academy of Sciences, The Institute of Manuscripts

Daniela Rieder, B.A., M.A., University of Vienna, English Language Instructor;

Elzana Aliyeva, B.A., M.A. in Linguistics, Azerbaijan University of Languages, MBA., Azerbaijan State Economic University

Gunay Imanguliyeva, B.A. in Philology, Azerbaijan International University, M.A. in Linguistics, Azerbaijan University of Languages

Gunay Taghiyeva, B.A., M.A., Azerbaijan University of Languages

Gunther Wiest, B.A. in French and Japanese, University of Oregon, M.A. in Teacher Preparation, University of St. Thomas, U.S.A.

Heather Turner, B.A. in Modern Languages, University of Oxford, M.A. in Education, University of Nottingham

Irada Vahabova, M.A. Azerbaijan University of Languages

Jeyran Aghayeva, B.A, M.A., Azerbaijan University of Languages;

Kamila Mirzayeva, B.A., M.A., in Linguistics, Azerbaijan University of Languages

Konul Maksudova, B.A., M.A. in Linguistics, Azerbaijan University of Languages

Konul Mammadova, B.A., M.A. Azerbaijan University of Languages

Lala A Mammadova, , B.A., M.A., Azerbaijan University of Languages
Lala M Mammadova, B.A., M.A., Azerbaijan University of Languages

Leyla Alibeyova, B.A Azerbaijan University of Languages, Master degree, Literature of Foreign Nations, Azerbaijan University of Languages;

Mirvari Aslanova, B.A., M.A., Azerbaijan University of Languages;

Nigar Aghamaliyeva, B.A., M.A. in Linguistics, Azerbaijan University of Languages

Pamela Williams, B.S, Salish Kootenai College in Pablo, Montana, Certificate for Teaching English as a Foreign Language (TEFL) and Certification in teaching Business English (FTBE) from the London Chamber of Commerce and Industry International;

Petar Zadraznik, B.S. in Physical Sciences, Carine College, TEFL in Australia

Ruhiiya Mustafayeva, B.A, M.A, PhD Azerbaijan University of Languages;

Sabina Huseynova, B.A., M.A., Azerbaijan University of Languages;

Samira Hajiyeva, B.A., M.A., Azerbaijan University of Languages;

Sevinj Rashidova, B.A, M.A, Azerbaijan University of Languages

Tarana Bayramova, B.A., Azerbaijan University of Languages

Tyler Wertsch, B.A. Earlham College; TEFL certification Oxford Seminars;

Ulker Ibrahimova, B.A, M.A, Azerbaijan University of Languages, Master after Master Programme, Advanced Studies in Linguistics; Multilingual and Foreign Language Learning and Teaching, Vrije University Brussels (VUB)

Vafa Yunusova, B.A., M.A., Azerbaijan University of Languages

Zarifa Abbasova, B.A., Azerbaijan University of Languages; M.A., Educational and Science Centre, Tafakkur University;

Zulfiyya Karimova, M.A., Azerbaijan University of Languages

2015-2016 ADJUNCT FACULTY

Alovsat Muslumov, B.A. in Finance, Istanbul Technical University, Turkey; PhD in Finance, Bogazici University, Turkey.

Araz Azimov, B.A. and M.A. in Oriental Studies, Azerbaijan State University, Deputy Minister of Foreign Affairs.

Calvin Tiessen, M.A. in Linguistics, University of North Dakota, U.S.A.

Cesar Augusto Grajales Castro, M.A. in Applied Linguistics Universidad Internacional Iberoamericana, Universidad Europea del Atlantico, Spain

Elmir Musayev, MBA with Finance concentration, Old Dominion University/MBA with Accounting concentration, Virginia International University

Elshan Rahimov, B.A. in Accounting, Cairo University, MBA from Georgia State University’s Affiliate program at Azerbaijan State Oil Academy.

Emin Huseynov, M.Sc., Florida State University; M.P.A., Harvard Kennedy School, USA.

Emin Ilyas, Master of International Business, University of Sydney

Farid Ahmadov, M.A., Baku State University; LL.M., University of Essex; Ph.D., Institute of Law and Philosophy of the National Academy of Science of Azerbaijan; Ph.D., University of Oxford, United Kingdom.

Fariz Ismailzade, B.A. in Polotical Science, Western University, M.A. in Social Science, University of Washington, EMBA, IE Business school.

Fuad Aliyev, M.A. in Political Science and the Political Economy of the Post-Communist Transition, Central European University; M.A. in Legal Regulation of Economy, Academy of Public Administration Under The President of Azerbaijan Republic, PhD. in Economics of National Economy and Administration,
Azerbaijan State Economic University, Azerbaijan.

**Gunnel Mammadova**, M.A. in History, Ph.D. candidate in History, Baku State University, Azerbaijan

**Javid Mammadov**, MA in Economics, Central European University

**Jeyhun Rzayev**, M.A. in History, Baku State University, Ph.D., Azerbaijan National Academy of Science and Institute named after Kolskiy, Ukraine

**Mammad Babayev**, MS in Financial Computing, University College London/ MA in Economics, Central European University

**Namiq Abuzarov**, Ph.D. in Islamic Studies, Marmara University, Turkey

**Nariman Gasim-zade**, M.A. in Oriental Studies, Baku State University, Azerbaijan, Ph.D. in History, Russian Academy of Sciences, Russian Federation

**Natella Tariverdiyeva**, M.A. in Russian literature, Slavic Academy, Azerbaijan

**Odiljon Abdurazzakov**, M.S., Master of Management Practice, Colorado State University

**Rahilya Geybullayeva**, Ph.D. in Theory of Literature, Lomonosov Moscow State University, Russian Federation

**Rameshwar Kanwar**, M.S. in Agricultural Engineering, G.B.Pant University of Agriculture and Technology, India, Ph.D. in Agricultural Engineering & Water Resources, Iowa State University.

**Rashad Aliyev**, M.Sc. in Computer and Radio Communications Engineering, Korea University.

**Reshad Mammadli**, M.Sc. in Automation, Azerbaijan Technical University.

**Shalala Mammadova**, M.A. in History, Moscow State University, Russian Federation, Ph.D. in History, Baku State University, Azerbaijan

**Toghrul Talibzadeh**, B.Sc. in Business Administration, Philips University of Marburg, Germany/ M.S. in Applied Economics, Baku State University

**Turana Aliyeva**, M.A. in Social Work, Washington University in St.Louis, U.S.A., Ph.D. candidate in Educational Psychology, Baku State University

**Ulfat Ibrahimov**, M.A. in Linguistics, Strasbourg University, France, Ph.D. in Romanic Languages, Azerbaijan University of Languages, Azerbaijan
COURSE DESCRIPTIONS
School of Business

Accounting

**ACCT 200 Financial Accounting**

This course introduces the principles, procedures, and objectives of an accounting system. Students also become familiar with the format and content of general-purpose financial statements. Topics to be covered include revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. After completing this course students will acquire such skills as accounting and bookkeeping; the balance sheet equation, effects of transactions on the accounting equation, double-entry bookkeeping, concept of debit and credit, detailed analysis of basic accounts: cash, accounts receivable and notes receivable, inventories and inventory valuation methods and etc.

**ACCT 301 Managerial Accounting**

Managerial accounting information plays an increasingly important role in understanding business activities in dynamic business environment. This course provides an introduction to many of the concepts and procedures necessary for effective business decision-making. Topics which are examined include traditional cost systems, activity-based cost systems, cost behavior analysis, break-even and cost-volume-profit analysis, budgeting, standard costing, transfer pricing systems, relevant costs, and responsibility accounting.

**ACCT 500 Managerial Accounting (Graduate)**

Managerial accounting is the internal language of business environment and without proper knowledge of managerial accounting it is hard to understand company’s internal operations and process flows. The goal of this course is to provide students with the conceptual foundation and develop the framework for using management accounting for strategic decision-making, performance management and control.

The major topics include product and service costing approaches, capital budgeting, financial planning, and performance management.

**ACCT Accounting for Managers***

The aim of this course is to introduce accounting to students. Accounting comprises financial accounting and management accounting. As financial statements are the key source of information for both financial and management accountants, students will first deal with the methods that financial accounting uses to produce an annual report. Then, they will have a closer look at management accounting. Management accounting requires information extracted from the financial information system. A financial information system deals with the processing of the flow of data on business activities into financial statements. Therefore attention is being paid to acquire skills needed to provide information to users.

**ACCT Advanced Auditing***

This course builds on and expands further the knowledge and skills obtained in the Auditing course. In particular, students will cover audit sampling, attestation engagements and research various audit topics as well as examine current issues and problems in auditing and the profession as a whole using academic and practitioner literature.

**ACCT Auditing***

This course introduces the students to generally accepted auditing standards, professional ethics, legal liability, internal controls, the audit risk model and various types of audit reports. New professional standards for consideration of fraud in financial reporting, including a study of recent major accounting frauds, are included. Classes are taught using case studies: practical examples of auditing techniques and work programs are used to illustrate the application of the theory.
ACCT Financial Reporting*

This is an intermediate financial accounting course on issues pertaining to the measurement, valuation, and communication of the various components of financial statements. Accounting issues are examined from the view of the accountant as well as from the perspectives of investors and managers. An analytical and critical posture is adopted to make the student proficient in the preparation of financial reports and in how these issues affect the use of financial reports and in how these issues affect the use of financial data in decision making.

Business

BUS 100 Introduction to Business

This course is an introduction into the key aspects of business administration. It will serve as a “preview of coming attractions” for BBA students. It provides students with a general perspective of a business firm as an integrated organization composed of a number of specialized functions. These functions will be covered separately before having a holistic view on functioning of a business worldwide and in Azerbaijan.

BUS 101 Business Presentations

The course has been designed to teach students major business communication concepts related to public speaking, visual aids, body language and others. Students will learn how to become more effective business presenters who are able to write clearly with powerful and organized messages. Business Presentations will discuss examples of business communication critically with an emphasis on speech analysis. This course is highly recommended for students wishing to pursue careers in business and corporate environments.

BUS 300 Business Ethics

The purpose of this course is to help students improve their ability to make ethical decisions in business by providing them with a framework that they can use to identify, analyze, and resolve ethical issues in business decision making. Issues such as conflicts between personal values and organizational goals; the role of sustainability in business strategy; and the importance of stakeholder relationships, corporate governance, and the development of ethics programs and an ethical culture in an organization will be discussed.

BUS 400 Investments

This course examines the organization and function of securities markets. Equity, bond, options and futures markets will be covered. The course is constructed to be an introduction to professional portfolio management. The concepts of modern portfolio theory, capital asset pricing, efficient markets and security analysis are introduced.

BUS 401 International Business

The course provides an overview of doing business in an international setting. In particular, students will be introduced to the terminology of international business, and examine the influence of forces such as culture, economics, politics, and geography on business and markets. Another focus area is the development of management skills related to international business. Students will also have a critical look at organizational structure of firms operating internationally.

BUS 602 Global Business Seminar

Global Business Seminar is an important global component of full-time international MBA program. Students spend 8-10 days in a selected country, visiting businesses in agricultural industries, and hearing from business leaders on effective management strategies to meet changing demands of the global marketplace. Students will have reading assignments in advance to familiarize themselves with the particular country and industries, and upon their return, write a paper.
BUS 603 Innovation and Creativity

This course discusses the basics every manager needs to organize successful state of art innovation in both entrepreneurial and established firms. Students will start by examining innovation-based strategies as a source of competitive advantage and then examine how to build organizations that excel at identifying, building and commercializing technological innovations. Major topics include how the innovation process works; creating an organizational environment that rewards innovation and entrepreneurship; designing appropriate innovation processes (e.g. stage-gate, portfolio management); organizing to take advantage of internal and external sources of innovation; and structuring entrepreneurial and established organizations for effective innovation.

BUS 608 Competitive Strategy (Capstone)

This program requires completion of a capstone project, instead of a Master’s thesis. The capstone project unfolds in three phases. During phase one, student will select a topic and create a problem statement and development plan with proposed methods and sources of data. During phase two, student will collect and analyze the data if needed. During phase three, student will be assigned a faculty advisor who has experience with the chosen topic. The faculty mentor will assign the final project grade.

BUS Global Business Landscapes*

The Global Business Landscapes are a series of workshops where students for the full-time programme will meet to share their diverse business experiences. The workshops are in the form of a global café where students are divided into groups and asked to discuss a specific management theme related to their own experiences. These themes will vary and will be related to topics such as CSR, Leadership, Ethics, the Market and the State, dealing with constrained resources, and change and innovation.

BUS Innovation and New Business Ventures*

Course’s key objective is to generate within participants minds, an understanding of what it takes to get a new venture established, and to grow the business so that the entrepreneur both retains operational control, and yet is able to pursue the highest growth path available to the business. A further aim of the course is to encourage participants to take their new business idea, and use it as the basis for a new career as a successful entrepreneur.

BUS International Business Studies*

The aim of this module is to provide an understanding of the strategies pursued by firms and the factors underlying their competitiveness in an international context. The nature and scope of international strategies and operations are examined in the earlier part of the course. This is followed by an examination of aspects of international business and competitiveness across different nations, the implications of increasing economic integration in Europe and consideration of the importance of national and international policies on multinational enterprises for business strategies.

BUS Internship*

The relationship between the academic world and the business community is a vital one. The Internship program of the School of Business at ADA University is an important link in this relationship. The Internship program provides business students with valuable work experience, which will enhance their classroom learning. Additionally, the Internship program affords the school a further opportunity for evaluating the efficacy of the curriculum in preparing graduates for success in business.
Communication

COM 200 Business Communication
This course creates the foundation for strong communication ability and introduces the dynamics of interpersonal and organizational communication.

Economics

ECON 100 Principles of Microeconomics
Economics studies how society manages its scarce resources. Microeconomics studies how individual economic units, such as consumers, firms, workers and investors, make decisions, interact and how they organize their interaction within the framework of markets. There is much that we already know, but there is also a great deal that we still don’t understand. This foundational course will familiarize students with the way economists think and approach real-world problems.

ECON 101 Principles of Macroeconomics
Economics studies how society manages its scarce resources. Macroeconomics studies the “big picture” of the economy. This course introduces students to the theory of the determination of the level of national income and economic activity, including an examination of financial system. Emphasis is on economic growth and such economic problems as inflation, unemployment and recessions, and on appropriate policy responses.

ECON 201 Intermediate Microeconomics
This course is designed to give deeper understanding of consumer theory, budget constraint, utility maximization, individual demand, income and substitution effects; market demand; firm theory, profit maximization, cost minimization and etc. The course also covers topics on public goods; externalities; inefficiency in monopoly; price discrimination; policy, regulation and role of government; oligopoly. Finally this course will give basic understanding of game theory.

ECON 202 Intermediate Macroeconomics
This course covers general understanding of classical and monetarist economic theories; exogenous economic growth models; economic fluctuations and Keynesian short-run economic models; the Lucas critique and theory of rational expectations; life-cycle permanent income hypothesis and the real business cycle theory. This course also covers topics like open economy macroeconomics; exchange rate regimes; monetary, fiscal and exchange rate policies; foreign exchange markets; international trade and finance in small open economies.

ECON 300 Econometrics I
This is an application course of statistical and mathematical theories. The topics covered in this course include classical least squares analysis; properties of least squares estimators; statistical inference in simple and multiple regression; misspecification problem; regression with dummy variables.

ECON 301 Econometrics II
This is an advanced econometrics course, which covers in depth analysis of heteroskedasticity; autocorrelated errors; univariate and multivariate time-series analysis; time varying volatility models; simultaneous equation models; system methods of estimation; limited dependent variables, instrumental variables.

ECON 305 International Trade
This course is designed to give students understanding of the determinants of international trade, patterns of specialization and gains from trade in classical and neoclassical (Ricardian, Heckscher-Ohlin-Samuelson) models and new trade theories. This course also covers the
effects of trade on production and consumption patterns, factor prices, income distribution, economic growth and development; instruments and effectiveness of trade policy.

**ECON 307 Game Theory**
This course is an advanced microeconomics course. The topics cover in depth analysis of the games both under perfect information and imperfect information; the notions of dominance, iterated elimination of dominated strategies; best response and Nash equilibrium; rationalizability; undominated Nash equilibrium; mixed strategy Nash equilibrium; Bayesian Nash equilibrium; backward induction; subgame perfect Nash equilibrium; perfect Bayesian equilibrium; signaling games; repeated games; other refinements.

**ECON 401 Azerbaijani Economy**
This course is designed to give students understanding on the evolution of the structure and institutions of Azerbaijani economy; growth, production, trade and distribution patterns; evolution of economic policy and current economic issues.

**ECON 505 Managerial Economics**
This course is about the managerial and strategic conduct of a firm, both from a theoretical and a real-case perspective. The class will cover various topics related with the profitability of a firm, such as the determinants of demand for a product, the optimal use of factors of production, the different market structures in which a firm could operate and how these affect the optimal prices and output, the role of interest rates, macroeconomic and business cycles factors, risk and government.

**ECON Applied Econometrics**
This is an introductory course in applied econometrics. The primary objective is to provide students with a solid theoretical and practical foundation for the interpretation of empirical evidence in economics. As such there is a dual focus on econometric theory and “hands-on” experience working with economic data. The centerpiece of the course is an empirical term paper due at the end of the year. At the end of the course, students should be able to conduct their own empirical investigations, and critically evaluate econometric and other statistical evidence.

**ECON Auction Theory**
This class introduces students to various formats of auctions, which are ubiquitous in the modern economy. We analyze behaviors and incentives in auctions with the tools of game theory.

**ECON Behavioral Economics**
This is a decision theory course that covers the classical models of decision making; bounded rationality and behavioral biases; behavioral models of choice under uncertainty, intertemporal choice, overconfidence, fairness, reasoning in multi-player games.

**ECON Contract Theory**
This course provides an overview of the main topics in contract theory. We start with a refreshment of relevant game theoretical concepts with the main focus on games with incomplete information. The main part of the course focuses on contract theory and builds up on the concepts studied in the first part.

**ECON Economics for Managers**
This course is about market places. The microeconomic part examines consumers, firms and workers within markets, seeking to understand why prices change for particular products, what influences costs and what will influence a firm’s profitability. The macroeconomic part looks at the whole economy as one large market and discusses how governments might manage the entire economy to deliver stable economic growth. The discussion will also focus on current topics such as the managing of national debt and the implementation of austerity packages.
**ECON Economic History***

This course offers a comprehensive survey of world economic history, designed to introduce economics graduate students to the subject matter and methodology of economic history. Topics are chosen to show a wide variety of historical experience and illuminate the process of industrialization.

**ECON Environmental Economics***

This course covers the role of natural resources in the economy and the role of government in dealing with environmental problems. The course examines various environmental policy instruments and the application of benefit-cost and cost-effectiveness analysis in policy decision-making.

**ECON Experimental Economics***

This is an applied game theory course covering methodology of experimental design and hypothesis testing; review and discussion of results from experiments on individual decision making, simultaneous and sequential games, social preferences, trust, reciprocity, public goods and coordination problems. Programming computer-based experiments.

**ECON Globalization and Economic Development***

The course focuses on issues of economic development, in an era of increased economic, political and cultural linkages between countries. Much of the contents of the course draw on the classic theories and temporary models as described by Todaro and Smith (2009). Like Todaro and Smith, the approach will be problem and policy oriented. The course will consider how the contemporary models are related to several popular concepts, like in particular the concept of international competitiveness. Secondly, the course will zoom in on the concept of industry building, and how governments intervene in that

**ECON Growth and Development***

This course covers main theories explaining economic growth and discusses problems and policy choices associated with industrialization. The course emphasizes nations currently seeking to develop, with some examination of the past growth experience of industrialized countries.

**ECON Industrial Organization***

Industrial Organization is the field of economics concerned with understanding the strategic behavior of firms in a variety of different market structures. This puts IO in the center of the legal, statutory and regulatory issues that make up ‘competition policy’. This course is concerned with both the underlying economic principles of IO and their application to specific cases, and we will study both theory and anti-trust/competition policy cases.

**ECON Labor Economics***

This is an applied economics course which helps to understand the determinants of labor supply and labor demand; determinants of wages; welfare programs and work incentives; household production; the employment effects of minimum wages. This course also covers topics like the impact of immigration on the wage and employment opportunities of natives; segmentation and discrimination in labor markets; human capital investment; estimating the rate of return on schooling; impact of government programs on labor market outcomes.

**ECON Mechanism Design***

This is an applied game theory course, which covers Arrow’s and Gibbard-Satterthwaite’s impossibility theorems and their implications. This course also covers topics like direct mechanisms, the revelation principle, Vickrey-Clarke-Groves (VCG) mechanisms; and its applications. Finally this course covers some basic topics on auction theory including auctions with private values, first- and second-price auctions, revenue equivalence, auctions with interdependent values and discusses the winner’s curse.
ECON Political Economy*

This course studies the applications of the game theoretic models on Political Economy. The topics covered in this course include the models of voter participation—pivotal voter model, ethical voter model, uncertain voter model; strategic voting; electoral competition—Downsian electoral competition, median-voter equilibria, probabilistic voting; electoral systems; theory of political regimes and transitions.

ECON Time-Series Econometrics*

This course is an introduction to the methods of time series analysis, with a focus on applications in macroeconomics and finance. The level of the course presumes that you have a solid foundation in probability theory, statistics, econometrics at the introductory level, linear algebra, and at least some experience with the standard tools of dynamic analysis such as difference and differential equations.

Finance

FIN 200 Principles of Finance

This core course in finance familiarizes students with the principle ideas in finance and their application to the solution of financial problems. Topics include 1) the time value of money and capital budgeting techniques; 2) uncertainty and the trade-off between risk and return; 3) security market efficiency; 4) optimal capital structure, and 5) dividend policy decisions.

FIN 203 Public Finance

This course is designed to give basic understanding on reasons of market failure and the need for government intervention in the economy (analysis of public goods, externalities, decreasing cost conditions); the problem of income distribution; budget systems and cost-benefit analysis; government expenditure patterns and tax structures.

FIN 301 International Finance

This course focuses on financial decision making in the international setting of investors, exporters, importers, and multinational firms. Topics include pricing in the foreign currency and Eurocurrency markets, use of forward exchange for hedging, short-term returns and market efficiency in the international money markets, foreign currency options, international capital asset pricing, pricing of foreign currency bonds, currency swaps, Eurocurrency syndicated loans, foreign currency financing and exposure management.

FIN 302 Money, Banking and Financial Institutions

This is a financial economics course, which helps students understand the influence of monetary and fiscal policy on economic stability and growth. The topics covered in class include bond markets and yield to maturity; determinants of interest rates; risk and term structure of interest rates; stock markets, risk-return theories, and efficient market hypothesis; derivative assets and hedging; roles of financial intermediaries, bank management, banking regulations; financial crises; central banking, conduct of monetary policy and monetary base; money supply process and monetary policy tools.

FIN 306 Financial Management

This course will enhance your understanding of basic financial theory and practices. You will address current financial management issues faced by business decision-makers and will build the essential analytical skills necessary for dealing with various financial issues. Topical coverage will include: fundamental concepts of corporate finance, stock and bond valuation, cost of capital, capital project evaluation methodologies, risk &return, leverage, working capital management, and dividend theories.
FIN 502 Corporate Finance

The goal of this course is to provide the conceptual foundation and develop the framework for making corporate investment, financial decisions and risk analysis. The major topics include time value of money and interest rates, valuing projects and firms, risk and return relationship, capital structure decisions and dividend policy of the firm. There will be emphasis on both developing the tools and mindset of the financial practitioner as well as examining specific applications in the form of examples and several case discussions.

FIN Advanced Corporate Finance*

This course is designed to advance the understanding of corporate financial decision-making. The course reviews the theory and empirical evidence related to the investment and financing policies of the firm and attempts to develop decision-making ability in these areas.

FIN Business and Financial Modelling*

Today businesses are facing greater risks and greater uncertainties as competition gets fierce and markets open to global economy. Self-Employed start-uppers, managers, experts and CEOs must therefore learn to make effective decisions on every initiative and ideas in order not to lose a game to a competition. This course will guide you through development of many business and financial models that are relevant to organizations of all sizes. We will look at asset pricing (equity, bonds and, maybe, options, depending on time availability), corporate finance (valuation of companies), modeling and budgeting techniques. The emphasis of the course is on developing skills for business and financial practitioners and modelers in general.

FIN Islamic Finance*

This course will introduce the philosophy behind and basic concepts of Islamic finance. In particular, it will differentiate Islamic financial system and conventional financial system and introduce some fundamental Islamic financial products. It will also provide the overview of the Islamic banking and finance Industry in the world and specifically in post-Soviet Eurasia.

FIN Finance*

This is a foundation course designed to expose the participants to the various techniques available to assist management and to arrive at optimal financial decisions within a firm, including those of investment and working capital, financing and capital structure as well as dividend distribution. MBA foundation courses in Accounting and Economics as well as Quantitative Techniques are prerequisites.

FIN Financial Derivatives*

The course is designed to provide a foundation in the principles of financial derivatives and their use in financial risk management. There will also be emphasis on pricing theories and investment strategies. Topics covered include: simple arbitrage relationships for forward and futures, hedging, interest rate forward, futures and swaps, call and put options, valuation of options using a binomial model and the Black-Scholes formula. It is expected that students enrolled to the course are confident with basic financial and statistical concepts and introductory calculus.

FIN Finance in International Markets*

The text materials and cases of this course will focus on monetary policies, the international monetary system, capital markets, financial institutions, short- and long-term financing, this in-depth knowledge of finance in the broad sense will equip the manager with the essential knowledge and insights needed to operate in international markets.

FIN Financial Markets and Institutions*

This course examines the form and function of various financial markets and the manner in which financial managers use these markets to accomplish strategic corporate objectives. The objective of this course is to prepare students for successful interaction with financial markets and institutions. Focus will be placed
on the behaviour of major financial institutions and their role in the intermediation process as suppliers of funds as well as the form and function of specific financial markets.

**FIN Investment Banking***

This course will examine major investment banking activities. First, students will examine trends in the investment banking business. Second, they will examine trading and principal investments, which includes fixed income, interest rate derivatives, commodities, currencies, convergence trading, and M&A risk arbitrage. Further students will move to raising capital, both fixed income and equity capital (IPOs). The course will be concluded with a segment on transactional finance and advisory services, which includes valuation and mergers & acquisitions

**FIN Risk Management***

The course will explore strategies for risk identification, risk assessment and mitigation in various business sectors and scenarios. It will use case histories of some recent major business disasters to examine their causes and how the use of properly constructed management control systems can act as effective barriers to loss. The course will consider the importance of compliance with both internal business management systems and external regulatory requirements, and how a culture of risk management will lead to a better understanding of risk and a focus on those aspects of business where compliance is important.

**Law**

**LAW 205 Business Law**

This course introduces students to main tenets of commercial law. Students become familiar with such topics as legal transactions, classification of contracts, formation of contracts, offer and acceptance, contractual capacity, reality of consent: fictitious transactions; voidable contracts: mistake, fraud, duress, unconscionable bargain; subject matter of the contracts (illegal bargains); representation, performance of contracts, remedies for breach of contracts, modalities of obligations: conditional contracts, joint liability and rights; third party beneficiary contracts.

**LAW 504 Legal and Ethical Environment and Values**

This course covers legal aspects: taxation, contracts, property rights, buying and selling real estate, condemnation, land use regulations, leases, co-ownership, partnerships, corporations, commercial transactions, credit, liability, insurance, estate planning, water law, and other regulations. The course also gives practical exposure to the legal institutions of Azerbaijan.

**Management**

**MGMT 201 Organization and Management**

This course presents and integrates materials from organization and applied behavioral sciences to create a solid foundation for further study of the dynamics of management, as practiced now and with a view to the future. This is a foundation course for further work in organization and management.

**MGMT 300 Principles of Operations Management**

This course provides a comprehensive introduction to analyzing, running and improving business operations regardless of industry. The concepts taught in this course apply broadly to management activities in areas from medicine to entertainment, and are specifically suited to assisting in the daily operations of the wide variety of other professional services that dominate the economy (e.g. financial management, law, marketing, consulting, etc.). In the course, students will be expected to examine data relevant to real world business scenarios and use such data to both quantitatively and
qualitatively derive and assess the effectiveness of these decisions.

MGM 301 Human Resource Management

This course investigates principles and problems of labor relations, employee relations and personnel management, including employment and training of personnel, employee-employer relations, incentives, wage and salary administration, job evaluation and merit rating.

MGM 400 Strategic Management

Objective of this course is to prepare future managers of public and private organizations for leadership roles by focusing on the knowledge, skills, values and attitudes needed to manage organizations strategically. In order to deal effectively with these challenges, managers need to acquire knowledge and skills to answer some “big picture” questions: What drives the total profitability of an entire corporation? Why do some companies succeed while others fail? And what -- if anything -- can managers really do about it?

MGM 501 Management & Leadership in Organizations

This course presents and integrates materials from organization and applied behavioral sciences to create a solid foundation for further study of the dynamics of management, as practiced now and also with a view to the future. It is aimed at providing students with fundamental analytic concepts in leadership, management, and decision making, while also allowing for application in three different domains: individual; group; and organizational. This course also will examine definitions, principles, differences, commonalities, interdependence and/or causality between these two key concepts.

MGM 505 Operations Management and Technology

The course treats operations management as a functional area of an organization and it examines its interaction with the other functions of the organizations. Students will view operations through the framework of business processes and discuss process improvement through the management of capacity, throughput, inventory, lead time and quality. Course will consider business processes at various levels, from an individual process to an entire supply chain. Operations Research approaches are discussed and the emphasis of the course will be on the fundamental ideas, principles and tools that are the basis for managing operations in an organization.

MGM 606 Global Supply Chain Management

The main objective of course, is to introduce that integrated approach of flow of goods, information and services from suppliers to customers. Issues discussed are supplier relationships, inventory management, logistics and transportation, distribution and customer service. The term-integrated process is emphasized in this module as opposed to silo approach. As such, every issue in each area is being discussed and analyzed in the context of integrated flows of goods and services from suppliers to customers and the continuous flows of information (typically) from the customers to the suppliers.

MGM 611 Strategic Management

The course provides different perspectives to the role of strategy in organizational success. The course will examine the concepts, theoretical frameworks and techniques that are useful in gaining knowledge of the strategic management process, with particular emphasis on strategic inputs, strategic actions (strategy formulation, and strategy implementation) and strategic outcomes. The course describes the origins and development of business strategy, selected strategic paradigms, competing or alternative
Companies have been facing an increasingly complex scenario, they need not only to provide good product or service at good prices, but deal with a variety of non-market elements. They need to understand the expectations of a variety of stakeholders, and decide how to respond to them, at least from an strategic if not from a moral point of view. Frequently, business ability to effectively deal with these non-market elements are, in terms of business survival and development, as important as the traditional market elements. In this course, we try to understand these global scenarios and illustrate how relevant strategic and moral decisions can be confronted in a variety of practical business situations.

MGM Business Intelligence and Analytics*

This course is designed to teach students the concept of business analytics and business intelligence in modern corporations, as well as to develop practical skills of working with data by using modern software. Current course consists of three strategic paths. The theoretical path of the course (50%) will explain the role of information and data for modern corporations. The practical path (30%) of the course will explain the most common analytics related techniques to build/design reports and analytical sheets on Microsoft Excel© (one of the most popular analytical tools in market). The case study (20%) is an element of the course designed to put into practice theoretical knowledge and skills for solving business-related problems.

MGM Corporate Responsibility and Ethics*

Ethics deals with values, norms and standards that we - both individually and collectively - apply to our behavior and our activities. The main objective of the course is to familiarize students with an ethical orientation toward the worlds of business and investment. Using theories, concrete examples, videos, cases and the like, students learn to analyze ethical, corporate responsibility and responsible investment issues. Students are expected to actively participate in discussions and other work forms.

MGM Entrepreneurship*

The purpose of this course is to explore the many dimensions of new venture creation and growth and to foster innovation and new business formations in independent and corporate settings. The course addresses both a theoretical perspective on venture initiation and the application of writing an actual business plan. The course highlights entrepreneurial trends with a particular focus on the new economy, and covers marketing and industry analysis, business principles and values, strategic and operations planning, financial performance, and venture capital.

MGM Global Corporate Strategy*

In this course students will examine the five interrelated and principal activities that are part of the overall strategic management process: Strategic thinking, strategy analysis, strategy formulation, strategy implementation and strategy evaluation and control. Attention is also given to the many forces driving change in modern business. Of primary importance among these are the accelerating change of globalization and technology, and the emergence of knowledge as the primary source of value creation. This course provides the framework necessary for developing and implementing of a strategy in corporations.

MGM International Marketing & Services Management*

The objective of this course is to supplement basic marketing and marketing strategy courses by focusing on problems and strategies specific to marketing of services. By participating in this course, participants will: recognize the similarities and differences between the marketing of services and goods; critically
analyze service-related issues faced by real companies and offer viable solutions and gain a deeper appreciation of the number and extent of their own service encounters.

**MGM International Strategic Alliances***

In this course students will examine what alliances are, why companies use them, how they are designed and managed, and what effects the spread of cooperation has had on competition. The course will use case studies and conceptual readings to develop a framework for understanding and managing alliances. Among the topics covered are: reasons behind the rise of alliances, role of alliances in competitive strategy, designing alliances, managing alliances over their lifetime, competing in multi-firm «constellations» and networks, organizational challenges of managing constellations of allies.

**MGM Leadership Change and Organization***

This course is about the dynamics related to the human dimension of an organization. The relevance of this course lies mainly in the increasing need for managers to answer demands, which were not traditionally an element in their previous managerial roles. Not so long ago, a manager was not supposed to be a leader, (s)he only occasionally worried about change and left society behind as (s)he entered the company’s premises. Not so now. Today managers have to work under new responsibilities and challenges, showing leadership, and a sense of responsibility.

**MGM Leading and Managing Change***

This course addresses the forces that drive organizational change; examines obstacles to organizational change as well as those strategies for making change more effective. The emphasis is on planning, managing, evaluating, and surviving organizational change, with application to emerging business issues, including: knowledge management, «learning organizations,» network management and organizational implications of new technologies and the internet. Exercises, live cases, guest speakers and projects will augment case analyses.

**MGM Managing Cultural Diversity***

Teams or groups at work are recognized as powerful human arrangement and when operated effectively can produce great synergy and creativity over and above that which is achievable by individuals when operating in isolation. This module provides the knowledge required and the processes necessary to assure effectiveness in team dynamics.

**MGM Project Management***

This course will focus on all phases of project cycle and how it is managed. The primary intent of the course is to demonstrate how effective project management can support and enhance the organization’s overall strategic goals and objectives, and the value of aligning all phases of project management with the organization’s strategic goals.

**MGM Supply Chain Management***

Supply chain management is a systems approach to managing the entire flow of information, materials, and services from raw materials suppliers through factories and warehouses to the end customer. This course aims to equip students with concepts, skills, and perspectives necessary to make good supply chain management choices. In particular, it covers analytical foundations of the field related to key concepts such as inventory, capacity, and quality.

### Marketing

**MKTG 200 Principles of Marketing***

This is the introductory marketing course designed to familiarize students with the practice of marketing in a modern business environment. It takes as its starting point students’ everyday observations of marketing activity (e.g., advertisements and retailing) and explains the network of activities and concepts that guide
these programs. The course project provides an opportunity to demonstrate creativity by developing a marketing plan for a business of your choice.

**MKTG 302 Marketing Management**

This course introduces tools and approaches for making, communicating and implementing marketing decisions. Marketing is viewed as a broad technology for influencing behavior, beyond functions like selling and advertising. The course entails themes of consumer behavior, marketing research, and marketing planning, with emphasis on marketing mix decisions: product strategy, communications, pricing, and distribution.

**MKTG 500 International Marketing**

This course examines the impact of economic, cultural, political, legal and other environmental influences on international marketing. Within this context, we will discuss how to identify and analyze worldwide marketing opportunities, and examine product, pricing, distribution and promotion strategies. The course is structured to provide ample opportunity for interaction among students, and between students and the instructor.

**MKTG 605 Consumer Behavior**

This course explores questions of how and why people and businesses behave as consumers. More specifically, the course examines conceptual models of buying behavior, market segmentation typologies, the role of attitudes and motivation, and psychological explanations of customer satisfaction and loyalty. The students are encouraged to view the exchange process from the perspective of the customer and develop analytical capability in using behavioral research.

**MKTG Integrated Marketing Communications**

This course provides students with an understanding of the role of integrated marketing communications in the overall marketing program and its contribution to marketing strategy. The course objectives are threefold: to help students gain an appreciation of what is required in managing the various aspects of marketing communications within organizations; to enable students to examine and evaluate the artistic creativity and technical expertise required in marketing communications; to help students gain firsthand skills in developing an integrated marketing communications campaign, including creative strategy and media planning, budgeting, campaign design and analysis.

**MKTG Marketing in the Global context**

The basic aims and objectives of this course are to enable participants to apply international marketing techniques to both small and medium-sized enterprises as well as large international corporations. The emphasis in this course is also on exporting, given its position as the major international activity of small and medium-sized enterprises and its extensive use by virtually all global companies.

**MKTG Marketing Strategy**

This course focuses on strategic issues faced by marketing managers in contemporary business environment: 1) the selection of which businesses and segments to compete in, 2) how to allocate resources across businesses, segments, and elements of the marketing mix, 3) how to develop business-level strategies, 4) how to craft and manage marketing strategies through stages of product life cycle, and 5) how to organize marketing activities and measure marketing performance. In this line of reasoning, this course will introduce to students the basic principles and frameworks that underlie strategic marketing management.
Mathematics

MATH 102 Calculus I/Math for Social Sciences

Contemporarily there are two approaches to economic analysis: mathematical and nonmathematical (verbal). In the former approach analysis (the assumptions, arguments and conclusions) is formulated by using symbols, concepts and methods of mathematics, rather than plain language (Azerbaijani, English, etc.). This course aims to develop the concepts and methods of (differential and integral) calculus, which is the gateway to the modern mathematics.

MATH 104 Calculus II

This course builds on Calculus I and covers such topics as vector calculus, functions of several variables, directional derivatives, gradient, Lagrange multipliers, multiple integrals and applications, change of variables, coordinate systems, line integrals, Green’s theorem and its applications.

MATH 105 Linear Algebra

This course is a mathematics course that covers topics like systems of linear equations, Gaussian elimination, matrix algebra determinants, inverse of a matrix, Cramer’s rule, rank and nullity, the eigenvalue problem, introduction to linear programming. The follow up course, Mathematics for Economist, shows the economic applications of these topics together with some other mathematical tools.

MATH 200 Mathematics for Economics

This course is designed to strengthen mathematical and analytical skills of our Economics students. Topics covered in this course include identification and solution of system of equations; fundamental logic; set theory; functions; limits, continuity and differentiability; univariate-multivariate calculus; (un)constrained static optimization; Lagrange theorem; Kuhn-Tucker theorem; difference equations; differential equations; phase diagrams; dynamic optimization. Finally, this course shows the economic applications of these mathematical tools covered in this course.

Research

RES 400 Independent Research

This course is an opportunity to earn college credit while conducting independent research. The purpose of the course is to learn how to design, conduct, analyze, and present scientific research under academic supervision. It has no textbook, lectures or labs. Instead, each student will conduct an independent research project, participate in a research discussion group with other student researchers, and present their research results.

RES 503 Research Methods for Managerial Decision Making

This course introduces students to qualitative and quantitative concepts and techniques that can be utilized to analyze organizational performance and make managerial decisions. The course addresses the kinds of problems that can be tackled both qualitatively and quantitatively, the methods for doing so, and the difficulties involved in gathering the relevant data. The emphasis of this course is on techniques that can be applied in diverse industries and functional areas, including finance, operations, accounting, human resources, and marketing.

Statistics

STAT 200 Mathematical Statistics I

This course is designed to give understanding of probability theory, permutations, combinations, conditional probability, random variables, moments, moment generating functions. Several discrete probability distributions such as binomial, negative binomial, geometric, hypergeometric, Poisson etc. together with some continuous
probability distributions such as uniform, exponential, normal etc. are studied within this course. This is prerequisite for more advanced Econometrics course.

**STAT 201 Mathematical Statistics II**

This course is designed to go in depth of statistical analysis, to do statistical inferences, point and interval estimation, conducting hypothesis testing and giving basic introduction for regression, and analysis of variance. Similarly to Mathematical Statistics I, this course helps students to understand on how to conduct statistical analysis and is prerequisite for more advanced Econometrics course.

**STAT 210/211 Business Statistics I and II**

This course helps students apply general statistical knowledge to various business problems. After completing this course, students are expected to gain skills necessary to estimate, interpret and present data, use probability theory and tests of hypotheses to conduct research required for successful business practices.

**School of Education**

**Arts**

**ART American cultural identity and film**

This class will explore the ways in which Americans view themselves (both positively and negatively). The course will pay special attention to the relationship Americans have with both military and economic distress. In addition, the course will cover some of the basics of storytelling, cinematography, and narrative structure in film. The course will be divided into 3 rough sections: race in America, war and America, and the American dream. Each section will have films chosen to exemplify these subjects as well as accompanying readings.

**EPPE 113 Azerbaijani Studies**

This is an interdisciplinary introduction to the field of Azerbaijani Studies offered in Azerbaijani language. Lectures and discussions integrate attention to such issues as diversity and multiculturalism from national and global perspectives. The course includes selected topics such as evolution of the Azerbaijani identity, contributions of the Azerbaijani people to the world cultural heritage, traditions of inclusiveness and tolerance in the Azerbaijani society etc. The course may include on-site visits to area museums, theaters, national parks and other cultural sites.

**Communication**

**COM 110 Leadership, Ethics and Communication**

In this course students will be given a foundational understanding of how leadership and communication are intricately connected. Two of the pillars of ADA University’s education are Global Leadership and Social Responsibility. The goal for this course is to help students set a direction for their own personal development as global leaders and responsible citizens.

**COM Fundamentals of Public Speaking**

The course is designed to teach students theoretical and conceptual notions in oratory as well as develop effective rhetoric skills through numerous practical tasks. This course will guide students through unique challenges of contemporary public speaking, argumentation, topic selection, organization, listening, confidence building, dramatic, humorous and political interpretation, speech delivery and wording. Working independently and with peer groups, students will be actively involved in every step of the process of public speaking preparation and execution.
COM Modern Public Address*

The course has been designed to teach students major rhetorical concepts of contemporary speech making. Modern Public Address will focus on different aspects of public speaking such as persuasion, speech writing, argumentation, audience engagement, verbal and non-verbal communication, body language, speech analysis and others. It aims to train students to use various speech-making tools in advancing their content development skills and improving their delivery.

History

HIST 110 History of Azerbaijan

This course covers History of Azerbaijan from Ancient to Modern Times. It concentrates on the study of political, economic, social, and cultural aspects of Azerbaijani history and their interrelation. A particular focus will be on how empires influenced various social, economic, political, cultural, and linguistic factors of Azerbaijani territory.

Language

ENG 503 Advanced Academic Writing

This course is designed to help students develop writing skills appropriate to the graduate level. The content of the course will include a series of small assignments and a final research paper that may be prepared based on a topic of study from one of the other Graduate courses. This course will help the student to understand and implement the characteristics of good writing into their own efforts.

LANG 101 Azerbaijani Language for Academic and Professional Purposes

The course aims at progressive acquisition of effective communication skills in both the written and spoken Azerbaijani language with additional focus on academic vocabulary. The objective of the course is to attain an academic level of proficiency by incorporating conversational and written activities and use extensive vocabulary. Not open to non-native speakers of Azerbaijani.

WRIT 100 Writing and Information Literacy I

Writing and Information Literacy I seeks to enhance the critical thinking and analytical reasoning of the undergraduate students through challenging and interesting topics explored from an interdisciplinary perspective. In this required course, students will seek to comprehend, analyze and evaluate university-level texts. The foundations of academic argument that students learn in this course serve as a foundation for further writing development in Academic Writing II and in content classes in the University.

WRIT 102 Writing and Information Literacy II

In Writing and Information Literacy II, undergraduate students propose, research, and write an independent research project and essays related to the theme of the course. This course seeks to further develop skills of summary, analysis, synthesis and evaluation as students practice critical reading and learn the responsible use of print and electronic sources for academic research.

WRIT Advanced Research Writing*

This course is designed to help students to develop their research and writing skills appropriate for the graduate level. The content of the course will include a series of small assignments and a final research paper that may be prepared based on a topic of study from one of the other Graduate courses. This course will help students to understand and implement the characteristics of good writing into their own writing.
Religion

REL Introduction to World Religions*

The course examines the major living religions of Judaism, Christianity, Islam, Hinduism, and Buddhism in a comparative manner. This course will investigate the origins, belief systems, teachings, practices, and branches of these religions to better understand the world around us. A brief overview of the geographic regions, cultures, and traditions that are associated with these religions will also be incorporated in the course. This course is designed to introduce students to the ideas that were shaped by the major religions through discussing relevant topics, namely “religious pluralism” and “religion as a central fabric of society”.

REL Philosophy of Religion*

This course offers an in-depth study of fundamental issues and central concepts involved in religious traditions. It encompasses a range of philosophical subjects such as metaphysics, epistemology, rationality of belief, the nature of self, existence and nature of God, the relationship between religion and science, the problem of evil, the notion of moral obligations, the relationship between happiness and duties, the phenomenon of the life after death, and religious language and so forth.

Sociology

SOC 200 Introduction to Sociology

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions, such as education, healthcare, government, economy, and environment. The family as a social structure is also examined.

School of Information Technologies and Engineering

Chemistry

CHE 100 Introduction to Chemistry (3)

This course introduces students to several of today’s real-world issues that have significant chemical context such as air quality and pollution; protecting the ozone layer; global warming; energy, chemistry and society; neutralizing the threat of acid rain; petroleum to petrochemicals to plastics.

CHE 100L Introduction to Chemistry Lab (1)

A required two-hour workshop accompanying CHE 100, including laboratory and tutorial activities.

CHEM 101 General Chemistry I for Engineers (3).

The course covers principles and applications of chemistry that are tailored to engineering students. Topics include stoichiometry, chemical equations and reactions, chemical bonding, states of matter, thermochemistry, chemical kinetics, equilibrium, acids and bases, electrochemistry, nuclear chemistry, and descriptive chemistry of the elements. The course can be used as a prerequisite for further courses in chemistry. – Co-requisite: CHE101L

CHEM 101L General Chemistry I for Engineers Lab (1).

This course is introduction to experimental chemistry, developing laboratory skills and safety. Students are supposed to plan and implement chemistry experiments in cooperative 4-person teams using a guided inquiry approach. Process skills include developing procedures, data analysis, oral and written communication and lab report writing. Topics include thermodynamics, kinetics, acid/base equilibria, electrochemistry. - Co-requisite: CHE101
Computer Engineering

COE 205 Electric Circuits. (4)
The course covers design, analysis, simulation, construction and evaluation of electric circuits; terminal relationships; Kirchoff’s laws; DC and AC steady state analysis; node and mesh methods; Thevenin and Norton equivalent circuits; transient behavior of first- and second-order circuits; frequency response and transfer functions; ideal op-amp circuits; diode and transistor circuits. Prerequisite: Minimum grade of C- in PHYS 102, MATH 201

COE 222 Elements of Discrete Signal Analysis. (4)
This course covers: discrete-time and continuous-time signals, sampling; linear transformers, orthogonal projections; discrete Fourier Transform and its properties; Fourier Series; introduction to discrete-time linear filters in both time and frequency domains. Prerequisite: Minimum grade of C- in PHYS 102 and in CSC 213

COE 244 Digital Logic Design. (3)
This course is about: design and analysis of combinational and synchronous sequential systems comprising digital logic gates and flip-flop memory devices; underlying tools such as switching and Boolean algebras and Karnaugh map simplification of gate networks; design and use of decoders, multiplexers, encoders, adders, registers, counters, sequence recognizers, programmable logic arrays (PLAs), read-only memories (ROMs, PROMS), and similar devices; arbitrary radix conversion. Prerequisite: CSC 213, PHYS 102

COE 245 Digital Circuits and Systems Lab. (2)
This course is introduction to basic measurement techniques and electrical laboratory equipment (power supplies, oscilloscopes, voltmeters, etc.); design, construction, and characterization of digital circuits containing logic gates, sequential elements, oscillators, and digital integrated circuits; introduction to digital design and simulation with the Verilog Hardware Description Language (HDL). Corequisite: COE 244

COE 303 Analog and Digital Electronics. (3)
This course covers: conceptual operation of transistors and diodes; large and small signal operation of BJTs and MOSFETs; basic transistor configurations; logic circuits and semiconductor memory; multi-transistor circuits including differential amplifiers and current mirrors; frequency response. Prerequisite: Junior Standing

COE 307 Electronic Circuits Design Laboratory (2)
Students will design and test analog and digital circuits at the transistor level. FETs and BJTs will be covered. The laboratory experiments will be tightly coordinated with COE 303 materials.

COE 310 Solid State Devices. (3)
This course analyzes the basics of band theory and atomic structure; charge-transport in solids; current voltage characteristics of semiconductor devices, including p-n junction diodes, bipolar transistors, Schottky diodes, and insulated-gate field-effect transistors; electron emission; and superconductive devices.

COE 322 Signal and System Theory (3).
This course covers concept of linear systems, state space equations for continuous systems, time and frequency domain analysis of signals and linear systems; Fourier, Laplace and Z transforms; application of theory to problems in electrical engineering. Prerequisite: Min. grade of C- in MATH 201 Ordinary Differential Equations
COE 325 Electromagnetic Energy Conversion. (3)

This course will analyze the principles of electromechanical energy conversion; three-phase circuit analysis; magnetic circuits and nonlinearity; transformers; electromagnetic sensing devices; DC, synchronous, stepper, and induction machines; equivalent circuit models; power electronic control of machines, switching regulators, Class D amplification. Laboratory, computer, and design exercises complement coverage of fundamental principles.

COE 343 Introduction to Embedded Computer Systems (3)

This course is designed to efficiently and (semi-) autonomously perform a small number of tasks, interacting directly with its physical environment. This lab-based course explores architecture and interface issues relating to the design, evaluation and implementation of embedded systems. Topics include hardware and software organization, power management, digital and analog I/O devices, memory systems, timing and interrupts. Prerequisite: Junior Standing

COE 344 Embedded Systems Development. (3)

The course covers introduction to Embedded Systems Programming; ecosystem of embedded systems; software design and management; profiling & optimization; hardware acceleration; multi-threading; scheduling & prioritization; advanced topics

COE 445 Embedded Operating Systems. (3)

This course is about: embedded OS introduction; relevance of embedded OS; benchmarking performance; single-core scheduling; multi-core scheduling; resource/data sharing; isolation through virtualization; RTOS case-studies; recent trends.

COE 346 Personal Mobile Networks. (3)

This course covers: fundamentals of wireless mobile communications: concepts, challenges and components; radio frequency transmission, data and carrier signal components; channel bandwidth and data rate; modulation; signal propagation, data transmission (modulation, spread spectrum, multiple access); overview of mobile networks, Wireless Personal Area Networks (WPAN); Wireless Local Area Networks (WLAN); Wireless Wide Area Networks (WWAN): cellular communication networks, satellite communications.

COE 347 Advanced Computer Networks. (3)

This course is about: top-down view of computer networks; application layer protocols; multimedia networking; advanced network protocol; QoS and Traffic Management; network deployment and design; intelligence from a computational perspective.

COE 350 Special Topics in Computer Engineering. (3)

This is a third-level undergraduate course, with topics that usually reflects new developments in the electrical and computer engineering field. Offering is based on student and faculty interests.

COE 366 Electronics II. (3)

This course covers construction of electronic circuit design to specifications; focuses on computer simulation, construction, and testing of designed circuits in the laboratory to verify predicted performance. Course includes differential amplifiers, feedback amplifiers, multivibrators, and digital circuits.

COE 366 Digital Integrated Circuits (3)

The course covers digital CMOS circuits; MOSFET transistor; combinational circuits; sequential circuits; design simple digital gates and circuits at the transistor level; simulate designed circuits to verify performance.
COE 375 Signals and Systems theory I. (3)

This course develops tools for analyzing signals and systems operating in continuous-time, with applications to control, communications, and signal processing. Primary concepts are representation of signals, linear time-invariant systems, Fourier analysis of signals, frequency response, and frequency-domain input/output analysis, the Laplace transform, and linear feedback principles. Practical examples are employed throughout the course, and regular usage of computer tools (Matlab, CC) is incorporated.

COE 376 Signals and Systems Theory II. (3)

This course is a sequel to COE 375 provides analogous tools for analyzing discrete-time signals and systems, with applications to discrete-time signal processing and control. Covers sampling and reconstruction of continuous-time signals provides the transition between CT and DT settings. State space methods are also introduced.

COE 380 Computer Architecture & Design (3)

The course introduces computer architecture and provides a foundation for the design of complex synchronous digital devices, focusing on: 1) established approaches of computer architecture, 2) techniques for managing complexity at the register transfer level, and 3) tools for digital hardware description, simulation, and synthesis. Includes laboratory exercises and significant design activities using a hardware description language and simulation. Prerequisite: Junior Standing

COE 386 Digital Computer Design (3)

This course covers: hardware design of digital computers; arithmetic and logic units, adders, multipliers and dividers; floating-point arithmetic units; bus and register structures; control units, both hardwired and microprogrammed; index registers, stacks, and other addressing schemes; interrupts, DMA and interfacing. Prerequisite: Junior Standing

COE 387 Programmable Systems-on-Chip. (3)

The course covers: intro to Programmable SoCs; the SoC design flow; SoC computer organizations; communication and I/O abstractions; tuning SoCs; memory organizations; advanced optimization topics; design space exploration; SoC project management and formulation.

COE 400 Embedded System Design. (3)

The course is about: modeling, analysis and design of embedded computer systems; tradeoff analysis and constraint satisfaction facilitated by the use of appropriate analysis models. The course includes a semester-long design of an embedded system to meet specific needs. Course counts as MDE (major design experience) for both electrical and computer engineering students. Prerequisite: Junior Standing

COE 414 Fundamentals of Nanoelectronics (3)

Today’s electronic devices are reaching nanometer dimensions where fundamental quantum and atomistic processes dominate. Instead of the traditional ‘top-down’ classical viewpoint in “Solid State Devices” courses, quantum transport principles are needed to understand ‘bottom-up’ how current flows through individual atoms, molecules, nanotubes or spintronic devices. This course provides a convenient starting point.

COE 415 Microelectronic Integrated Circuit Fabrication Laboratory (3)

This course covers: fabrication and testing of MOS capacitors; determination of material properties, including carrier concentration, mobility, lifetime, orientation, and layer thickness; device fabrication using oxidation, diffusion, evaporation, and device testing of MOS and power bipolar transistors.
COE 420 RF Circuit Design and Wireless Systems (3)
This course is about design and analysis of wireless communication circuits. Topics covered include transmission lines, antennas, filters, amplifiers, mixers, noise, and modulation techniques. The course is built around a semester long design project.

COE 433 Introduction to VLSI Design (3)
The course covers: digital CMOS circuit design and analysis: combinational circuits, sequential circuits, and memory; second order circuit issues; global design issues: clocking and interconnect; use of cadence CAD tools; team design of a significant VLSI chip including layout.

COE 434 Dependable Computing Systems (3)
The course focuses on the techniques for designing and analyzing dependable computer-based systems. Topics include fault models and effects, fault avoidance techniques, hardware redundancy, error detecting and correcting codes, time redundancy, software redundancy, combinatorial reliability modeling, Markov reliability modeling, availability modeling, maintainability, safety modeling, trade-off analysis, design for testability, and the testing of redundant digital systems.

COE 466 Analog Integrated Circuits (3)
Topics in this course include the design and analysis of analog integrated circuits; feedback amplifier analysis and design, including stability, compensation, and offset-correction; layout and floor-planning issues associated with mixed-signal IC design; selected applications of analog circuits such as A/D and D/A converters, references, and comparators; extensive use of CAD tools for design entry, simulation, and layout; and the creation of an analog integrated circuit design project.

COE 475 Digital Signal Processing (3)
This course is an introduction to digital signal processing. Topics include discrete-time signals and systems, application of z-transforms, the discrete-time Fourier transform, sampling, digital filter design, the discrete Fourier transform, the fast Fourier transform, quantization effects and nonlinear filters.

COE 478 Wireless Communications (3)
This is a survey course in the theory and technology of modern wireless communication systems, exemplified in cellular telephony, paging, microwave distribution systems, wireless networks, and even garage door openers. Wireless technology is inherently interdisciplinary, and the course seeks to serve the interests of a variety of students.

COE 478 Optical Communications (3)
This course covers the basics of optical communications. The first half of the course is spent describing optical devices including the LED, laser, optical fiber, PIN photodiode, APD detectors, optical amplifiers, modulators, etc. Characteristics of devices and their effect on the overall system are discussed. The second half of the course is devoted to system design and analysis. The emphasis is on modulation/demodulation and channel control methods, defining performance measures, and describing network architectures. Common applications of optical communications are then discussed. This course is intended to complement training in communications and in optics.

COE 485 - Linear Control Systems (3)
The course explores the modeling of linear dynamic systems via differential equations and transfer functions utilizing state space representations and classical input-output representations; the analysis of systems in the time and frequency domains; study of closed-loop systems; state-space methods and the classical stability tests, such as the Routh-Hurwitz criterion, Nyquist criterion, root-locus plots and Bode plots. The course
studies compensation design through lead and lag networks, rate feedback, and linear state-variable feedback.

**COE 485L Control Laboratory (3)**

This is a laboratory course consisting of design, analysis, construction, and testing of electrical and electromechanical circuits and devices. *Co-requisite: COE 485.*

**COE 486 Digital Control Systems (3)**

The course analyzes the design of dynamic systems that contain digital computers; the Z transform; block diagrams and transfer functions in the z-domain; block diagrams, frequency response and stability in the z-domain; state space methods; and design using the z-transform and state methods.

**COE 487 Computer System Engineering (3)**

The course covers topics on the engineering of computer software and hardware systems: techniques for controlling complexity; strong modularity using client-server design, operating systems; performance, networks; naming; security and privacy; fault-tolerant systems, atomicity and coordination of concurrent activities, and recovery; impact of computer systems on society. *Enrollment may be limited.*

**COE 488 Computer Language Engineering (3)**

The course analyzes issues associated with the implementation of higher-level programming languages; fundamental concepts, functions, and structures of compilers; the interaction of theory and practice; using tools in building software. The course includes a multi-person project on compiler design and implementation; engineering design points.

**COE 489 Circuits and Electronics (3)**

The course is about fundamentals of the lumped circuit abstraction; resistive elements and networks, independent and dependent sources, switches and MOS devices, digital abstraction, amplifiers, and energy storage elements; dynamics of first- and second-order networks; design in the time and frequency domains; analog and digital circuits and applications.

**COE 494 Microcomputer Project Laboratory (3)**

The course introduces the analysis and design of embedded systems. Microcontrollers provide adaptation, flexibility, and real-time control. Emphasis placed on the construction of complete systems, including a five-axis robot arm, fluorescent lamp ballast, a tomographic imaging station (e.g. a CAT scan), and a simple calculator. The course introduces a wide range of basic tools, including software and development tools, peripheral components such as A/D converters, communication schemes, signal processing techniques, closed-loop digital feedback control, interface and power electronics, and modeling of electromechanical systems. Includes a sequence of assigned projects, followed by a final project of the student’s choice, emphasizing creativity and uniqueness.

**COE 495 Robotics: Science and Systems I. (3)**

The course presents concepts, principles, and algorithms for sensing and computation related to the physical world. Topics include motion planning, geometric reasoning, kinematics and dynamics, state estimation, tracking, map building, manipulation, human-robot interaction, fault diagnosis, and embedded system development.

**COE 496 Robotics: Science and Systems II. (3)**

This course is about: implementation and operation of the embedded system designed. Addresses open research issues such as sustained autonomy, situational awareness, and human interaction. Students carry out experiments to assess their design and deliver a final written report. Prior knowledge of one or more of
the following areas would be useful: control, software, electronics, mechanical engineering, or independent experience

**COE 497 Mobile Autonomous Systems Laboratory: MATLAB (3)**

This course is about autonomous robotics contest emphasizing technical AI, vision, mapping and navigation from a robot-mounted camera. Few restrictions are placed on materials, sensors, and/or actuators enabling teams to build robots very creatively. Teams should have members with varying engineering, programming and mechanical backgrounds. Culminates with a robot competition at the end of IAP. *Enrollment limited.*

**COE 490 Senior Design Project I. (3)**

This is a two-part course – the first part is a senior level design project. Students form project teams and work with sponsors and a faculty supervisor to define a project idea. Requirements elicitation and development practices introduced in prior coursework are reviewed, and additional methods and processes are introduced. Student teams are given considerable latitude in how they organize and conduct project work. The project must result to a prototype for a product or services with potential for a commercial value addressing a practical and real need for society, market place or a sponsoring company. *Prerequisite: Senior Standing*

**COE 491 Senior Design Project II. (3)**

This course is a second part of COE 490. Student teams complete design and development of their senior design project I and must result in a final product and service that is marketable and solves the identified problem or need and/or results to a product or service of commercial value. Teams present their developed system and discuss lessons learned at the completion of the course and will show case their projects and products at the senior design week open to the public prior to graduation. *Prerequisite: COE 490*

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**Computer Science**

**CSC 100 Programming Logic & Design. (3)**

The course includes examination of theoretical concepts and techniques that make the world of programming unique. A hands-on approach will be adopted in examining programming techniques. Along with examining different programming strategies, this course will explore the advancement of program development, as well as, timeless problem solving strategies. Visual Basic. NET will be used in conjunction with the course.

**CSC 101 Introduction to Computer Science. (3)**

The course focuses on five fundamental engineering topics: 1. Teamwork and group dynamics; 2. Communication skills; 3. Computer applications & programming logic and design; 4. Scientific and technical principles; and 5. Ethics. This course is an introduction to the basic principles and great ideas of computer science. It covers some of the essential topics of contemporary computer science from a mathematical perspective. No programming experience necessary. Also, this course will require acquisition of advanced skills to use: text editors, tabular editors, presentation tools, internet search, online shared docs, social media and other emerging tools.

**CSC 102 Introduction to Computer Science. Programming in Python. (3)**

This course is an introduction to computer science and programming for students with little or no programming experience. Students develop skills to program and use computational techniques to solve problems. Topics include the notion of computation, Python, simple algorithms and data structures, testing and debugging, and algorithmic complexity.
CSC 105 Programming Principles I. (3)

The course covers the basic fundamentals of object-oriented programming. These fundamentals include declaring of variables, logical statements, loops, arrays, methods, objects, classes, inheritance, polymorphism, aggregation/composition, etc.

CSC 106 Programming Principles II. (3)

The course is a continuation of CSC 105 course with intermediate programming techniques emphasizing advanced object oriented techniques including inheritance, polymorphism, and interfaces; exception handling, design patterns, simple GUI programming, multi-threaded programming, abstract & dynamic containers such as linked lists, stacks, queues, and trees, and their associated algorithms including those based on recursion. This course will be taught based on the C++ or C# language. Prerequisite: CSC 105

CSC 202 Data Structures & Algorithms. (3)

The course covers, from an object-oriented programming language perspective, fundamental data structures, algorithms for manipulating and retrieving information from these data structures, and techniques for analyzing their efficiency in terms of space and time. The distinction between an Abstract Data Type and its implementation is emphasized. Topics include recursion, complexity analysis, linear data structures (stacks, queues, priority queues, lists and strings), and non-linear data structures (hash tables, binary trees, search trees, balanced trees, heaps), searching and sorting algorithms and graph algorithms. Prerequisite: CSC 106

CSC 208 Design and Analysis of Algorithms. (3)

In this course general and advanced techniques for the design and analysis of algorithms are discussed. Topics included: mathematical induction, asymptotic notation, worst-case analysis, recurrence relations and their closed form solutions, sorting and search algorithms, randomized algorithms, parallel algorithms, proof of correctness, advanced design techniques, advanced data structures, graph algorithms, NP-completeness; divide-and-conquer algorithms and recurrences; greedy algorithms; data structures; dynamic programming; graph algorithms; and randomized algorithms. Prerequisite: CSC 106, CSC 202.

CSC 209 Advanced Topics in Algorithms. (3)

This course includes: analysis techniques; dynamic programming; computational geometry; min cut/ max flow; lower bounds and NP-completeness; approximation algorithms and heuristics; randomized algorithms. Prerequisite: CSC 202.

CSC 210 Introduction to Software Engineering. (3)

Students will receive practical experience in the generation and analysis of various software artifacts as part of the software engineering process through hands-on, group-based projects. Methods to effectively address software development in a team will be introduced and practiced. Each of the major steps of the development process, including specification, design, implementation, testing, and deployment will be covered in this course. Students will be introduced to scenarios and their use in system specification. Object-oriented analysis basics of the use of UML for systems modeling will also be covered. Prerequisite: CSC 106

CSC 213 Discrete Structures. (3)

This course covers the Mathematics needed for Computer Science. Topics covered include: functions, relations, propositional and first order predicate logic, set theory, proofs and their construction, counting and elementary probability. The course will use a declarative language as a tool to support concrete implementations of the mathematical ideas.
CSC 231 Software Design and Patterns. (3)

The course covers topics such as: programming patterns, design patterns, other kinds of patterns. Patterns, genesis, use in developing software. Programming patterns, object-oriented design patterns etc.; what is a pattern; why patterns are important; why software infrastructure is essential in explaining, understanding, and using patterns. Prerequisites: CSC 106

CSC 232 Computer Organization and Architecture. (3)

This bottom-up course covers CPU organization and micro-architectural level design; Instruction set design; register transfer; RISC design principles; data-path design; controller design; memory system; addressing; microprogramming; computer arithmetic; survey of real computers and microprocessors; peripheral devices and input/output busses; and introduction to parallel computing. The course is a broad introduction to all aspects of computer systems organization and architecture and serves as the foundation for subsequent computer systems courses, such as Digital Systems Organization and Design, Computer Operating Systems and Compilers and Interpreters). Prerequisite: CSC 106, CSC 213

CSC 301 Systems Programming I. (3)

This course is an introduction to systems programming concepts and techniques. Topics include: the Intel system architecture, its assembly language, the C language, and how to use these tools for system calls with the low level hardware and the Unix operating system and interprocess communication threads; the functions of an operating system, operating system utilities and programming embedded systems for set-top devices will be taught using Java and/or C. Prerequisite: CSC 232 & CSC 106

CSC 302 Principles of Operating Systems. (3)

This course surveys methods and algorithms used in operating systems. Concurrent distributed operation is emphasized. The main topics covered are an introduction to operating systems, process management, process scheduling, inter-process communications, memory management techniques, virtual memory, I/O management, deadlock avoidance, file system design, socket programming, distributed operation; distributed data; performance evaluation, protection and security. Prerequisite: CSC 106, CSC 232

CSC 306 Object-Oriented Analysis and Design. (3)

This course is an introduction to object-oriented software engineering (OOSE) as a better alternative to traditional methods of software engineering is presented. It includes the basic concepts, principles and diagramming notations of object oriented analysis and design (OOAD). The course discusses OO tools such as OO programming languages, OO CASE tools, OO database management systems, and tools for future reliable software. It looks at the implications for the future of the software industry and will include working knowledge and experience of at least one OO CASE tool or OO DBMS. Prerequisite: CSC 106, CSC 231

CSC 307 Programming Languages: Theory & Practice. (3)

This course will be a study of the syntax and semantics of a diverse set of high-level programming languages and paradigms. The languages chosen are compared and contrasted in order to demonstrate general principles of programming language design. The course emphasizes the concepts underpinning modern languages rather than the mastery of particular language details. Programming projects will be provided. Prerequisite: CSC 106, CSC 202
CSC 308 Introduction to Theoretical Computer Science. (3)

This course will cover two computational models of theoretical computer science: Finite Automata and Turing Machines. With the Finite Automata part, students will learn how to build and understand basic regular expressions and how to design finite automata out of them. The Turing Machine part of the course will cover the computational model itself and some key ideas in complexity theory (P/NP, reducibility, etc.). Prerequisite: Junior Standing

CSC 310 Computer Networks. (3)

This course is an introduction to computer networking, specifically the Internet. The course explains how the Internet works, ranging from how bits are modulated on wireless networks to application-level protocols like BitTorrent and HTTP. It also explains the principles of network design, such as layering, packet switching, and the end-to-end argument. Topics include the design of modern communication networks; point-to-point and broadcast network solutions; advanced issues such as Gigabit networks; ATM networks; and real-time communications. Prerequisites: Junior Standing

CSC 312 Software Design and Implementation. (3)

The course teaches Linux, C and shell programming, the use of GNU development tools and design, and implementation techniques. Topics include behavioral and non-behavioral aspects of software specification; development of specification; development of specification documents; high-level design and software architecture. The course includes a group project based on programming embedded nanocopters and leap motion. Prerequisite: Junior Standing

CSC 313 Introduction to Programming Languages. (3)

This course combines two ways of teaching a programming languages course. On the one hand, it provides an overview of the design space of programming languages, focusing on features and evaluating them in terms of how they impact programmers. On the other hand, there is an important stream focusing on the implementation of programming languages. Prerequisite: Junior Standing

CSC 315 Advanced Programming Skills (3)

The goal of this course is to introduce the students to a specific programming paradigm and an appropriate high-level dynamic programming language chosen from those that are currently important in industry or that show high promise of becoming important. A significant portion of the learning curve occurs through programming assignments with exemplary solutions discussed later in class. Prerequisite: CSC 106, CSC 307

CSC 316 Web Programming & Technologies (3)

This course discusses Web development for sites that are dynamic, data driven, and interactive. Focuses on the software development issues of integrating multiple languages, assorted data technologies, and Web interaction. Students will create their own web sites using HTML, CSS, JavaScript, XML, JSON, PHP, and SQL. Each student will first develop an interactive site in a series of structured assignments. Prerequisite: Junior Standing

CSC 317 Object-Oriented Programming. (3)

This course lets students to be acquainted with C++: data types, input and output, functions, writing simple C++ programs, flow control, Boolean expressions, decision statements, if/then, and switch/case; arrays and pointers; defining structures and classes, constructors and destructors, and operator overloading using an example String class; templates; abstract data types: vectors, lists, stacks, queues, and priority trees with applications; trees and simple sorting with searching algorithms. The course also covers advanced programming concepts. Emphasis will be on building a collection of re-usable software components that will
form the basis of future programming efforts. *Prerequisite: Junior Standing*

**CSC 318 Introduction to Computational Thinking and Data Science. (3)**

The course provides an introduction to using computation to understand real-world phenomena and solving problems using Python. Topics include plotting, stochastic programs, probability and statistics, random walks, Monte Carlo simulations, modeling data, optimization problems, and clustering. *Prerequisite: Junior Standing*

**CSC 319 Human – Computer Interaction. (3)**

This course focuses on the design and evaluation of human-computer interfaces covering topics such as: task analysis techniques for gathering design information, iterative design through prototyping, and formative and summative usability testing. Through both classical and contemporary literature in computer science and cognitive psychology, students will review the theoretical foundations of HCI and cognitive modeling of user interactions as well as the use of user cognitive and psycho-motor capabilities and constraints to generate new interaction designs. *Prerequisite: Junior Standing*

**CSC 320 Information Theory and Security. (3)**

This course covers the fundamental concepts and practical applications of computing systems security with a holistic view and an applied approach. Topics include: security concepts and services, physical, operational, and organizational security, the role of people in systems security, introduction to cryptography and public key infrastructure, computing systems hardening, secure code, and secure applications development. The course emphasis is on developing, deploying, and maintaining a secure computing infrastructure with a hands-on approach. *Prerequisite: Junior Standing*

**CSC 321 Software Project Management. (3)**

The course gives a broad introduction to professional practices and software project management methodologies. Concepts such as the software lifecycle and process models will be covered in the course, along with past and current issues in the field. Project planning and management issues, including team organization and control, scheduling and tracking, risk analysis and mitigation, will also be key topics for discussion. The PMBOK will be considered as well, providing the background knowledge necessary toward eventual PMP Certification. *Prerequisite: Junior Standing*

**CSC 322 Systems Analysis and Design. (3)**

In this course, students discover and follow a structured process called the systems development life cycle that companies use to identify and solve business problems. In addition, alternative methodologies such as agile methods are also covered. Students learn tools and techniques for conducting projects, including how to gather system requirements, how to construct models of business processes using data flow diagrams, and gain hands-on experience with computer-aided software engineering (CASE) technology. This course focuses on the systems analysis process, up to and including the development of a software requirements specification for a medium-sized information system. *Prerequisite: Junior Standing*

**CSC 323 Advanced Database Management. (3)**

This course is a continuation of CSCI 241 – Database and Client-Server. CSCI 342 will cover a number of advanced data management topics, including issues in relational database management systems, data-centric applications, and Web systems. The specific topics include advanced concurrency control techniques; query processing and optimization strategies for
relational database systems, advanced indexing methods, parallel and distributed database systems, next-generation data models, data on the web, and topics in data security and privacy. *Prerequisite: Junior Standing*

**CSC 324 Applied Computational Science. (3)**

The course introduces students to basic computer-based numerical algorithms and tools that can be used for scientific computations. Topics will include numerical errors, finding roots, interpolations, solving a system of linear equations, iterative methods, finding minimum/maximum, basics of optimization. It introduces students to numerical algorithms for solving problems in several important areas of scientific computation. Topics will include advanced topics in numerical errors, curve fitting and interpolations, matrix decompositions, finding eigenvalues, optimization, numerical differentiation and integration, probabilistic approach. *Prerequisite: Junior Standing*

**CSC 325 Introduction to Parallel Systems and GPU Programming. (3)**

This course will provide an introduction on how to implement a large-scale computations and data processing using parallel processing and distributed system organization. The areas that will be covered are: parallel computer architecture, shared-memory and message-passing approach, OpenMP, MPI, parallel computing applications, performance issues, GPU programming, CUDA, OpenGL, Clouds. *Prerequisite: Junior Standing*

**CSC 327 Intelligent Systems. (3)**

This course focuses on the application of computer intelligence methodologies and techniques, covering topics such as rule-based systems, fuzzy logic, artificial neural networks, evolutionary algorithms, knowledge engineering, ontologies, and hybrid systems. Throughout the semester, students will be applying these techniques to real-world problems, and are expected to develop a final project for the course. *Prerequisite: Junior Standing*

**CSC 328 Computer Security (Systems Security). (3)**

This course is concerned with security mechanisms in modern computer systems; concepts and terminology; security models; implementation of mechanisms; user authentication; case studies; operating system vulnerabilities; software security. *Prerequisite: Junior Standing*

**CSC 329 Security Management. (3)**

This course introduces network security at an elementary level and cover topics such as: security management - systems, models and frameworks; internal control, audit and security; risk analysis; business continuity planning; information security, governance and the law. *Prerequisite: Junior Standing*

**CSC 330 Distributed Systems & Parallel Computing. (3)**

This course covers the basics of parallel computing. It begins with a brief overview, including concepts and terminology associated with parallel computing. The topics of parallel memory architectures and programming models are then explored. *Prerequisite: Junior Standing*

**CSC 331 Data Warehousing. (3)**

This course introduces students to data warehousing concepts and uses a hands-on approach to reinforce theory. Students will examine star schema, fact tables and dimension tables, as well as multi-dimensional databases. A team project will be used to handle the process of moving data from an existing OLTP system to a DW with management reports through the cube and pivotal tables. *Prerequisite: Junior Standing*

**CSC 332 Data Mining and Decision Support. (3)**

This course is an introduction to data-mining techniques, including data preprocessing, data-
mining primitives, association rules, decision trees, cluster analysis, classification and machine learning, data visualization, and data warehousing. Detailed applications from a wide variety of domains are analyzed with attention toward algorithm selection. **Prerequisite: Junior Standing**

**CSC 333 Foundations of Mobile and Ubiquitous Computing. (3)**

This is a course on the foundations mobile and ubiquitous computing. Students learn the fundamentals and acquire hands-on experience with mobile computing and sensors and actors of current mobile and wearable devices, like front and back camera, microphone, speaker, accelerometer, NFC, touchscreen, or external sensors. They also learn mobile application development and corresponding mobile GUI design. To extend the computational abilities and connectivity, students develop and deploy simple cloud services. **Prerequisite: Junior Standing**

**CSC 334 Systems Integration. (3)**

This course focuses on the integration of information systems and involved programs, databases, components, actors and sensors, and services across network boundaries. Students will look at concepts like COTS (components of the shelf), network services, cloud computing, integration of multiple programming languages as well as building and native and network interfaces, virtualization, and scripting components together. Students will also look at the integration of systems consisting of computers or virtual machines running multiple operating systems. **Prerequisite: Junior Standing**

**CSC 335 Natural Language Processing. (3)**

This course provides an introduction to the field of natural language processing, including both analysis and generation. Speech processing, machine translation, and computational approaches to language acquisition and language evolution are also given some attention. A wide range of linguistic phenomena, including phonology, morphology, syntax and semantics, and pragmatics, will be covered, and examples will come from several languages, primarily C and Java. Students will learn both with how well particular approaches solve practical problems and with how well they model human data. **Prerequisite: Junior Standing**

**CSC 336 Computer Vision. (3)**

This course is an introduction to the concepts and applications of computer vision. Topics include: cameras and projection models, low-level image processing methods such as filtering and edge detection; mid-level vision topics such as segmentation and clustering; shape reconstruction from stereo, as well as high-level vision tasks such as object recognition, scene recognition, face detection and human motion categorization. **Prerequisite: Junior Standing**

**CSC 337 Digital Forensics. (3)**

This course will introduce you to computer forensics, both its fundamentals and the best practices for incident response. You will learn to understand the legal aspects of computer forensics, as well as its relationship to the Information Technology field. Hands-on projects will give you the tools and techniques you will use to perform a full computer forensic investigation. **Prerequisite: Junior Standing**

**CSC 338 Cryptography and Network Security. (3)**

The course aims at exposing computer engineering students to principles and efficient implementations of cryptographic techniques/components for protection of networked computers and secure communications over an open network. The course include: threats and security services in an opened computer network; foundation mathematics underlying practical cryptographic techniques; established cryptographic algorithms including AES, RC4, RSA, and other public key algorithms that based on discrete logarithm of finite algebraic groups, cryptographic hashes; message authentications
and block cipher chaining; lightweight cryptography, cryptographic protocols for authentication and key distribution; key management. *Prerequisite: Junior Standing*

**CSC 339 Introduction to Machine Learning. (3)**

This course introduces principles, algorithms, and applications of machine learning from the point of view of modeling and prediction; formulation of learning problems; representation, over-fitting, generalization; clustering, classification, probabilistic modeling; and methods such as support vector machines, hidden Markov models, and Bayesian networks. *Prerequisite: Junior Standing*

**CSC 340 Elements of Software Construction. (3)**

The course introduces fundamental principles and techniques of software development, i.e., how to write software that is safe from bugs, easy to understand, and ready for change. Topics include specifications and invariants; testing, test-case generation, and coverage; abstract data types and representation independence; design patterns for object-oriented programming; concurrent programming, including message passing and shared concurrency, and defending against races and deadlock; and functional programming with immutable data and higher-order functions. *Prerequisite: Junior Standing*

**CSC 341 Introduction to Game Design Methods. (3)**

This course provides an introduction to the process of designing games and playful experiences; familiarizes students with concepts, methods, techniques and tools used in the design of a wide variety of games; focuses on aspects of the process such as rapid prototyping, play testing, and design iteration using a player-centered approach. *Prerequisite: Junior Standing*

**CSC 342 Creating Video Games. (3)**

This course introduces students to the complexities of working in small, multidisciplinary teams to develop video games. Covers creative design and production methods, stressing design iteration and regular testing across all aspects of game development (design, visual arts, music, fiction, and programming). Assumes a familiarity with current video games, and the ability to discuss games critically. *Prerequisite: CSC 342*

**CSC 343 Structure and Interpretation of Computer Programs (3)**

The course studies the structure and interpretation of computer programs that transcend specific programming languages. Demonstrates thought patterns for computer science using Scheme. Includes weekly programming projects. *Prerequisite: Junior Standing*

**CSC 344 Automata, Computability, and Complexity. (3)**

The course provides an introduction to some of the central ideas of theoretical computer science, including circuits, finite automata, turning machines and computability, efficient algorithms and reducibility, the P versus NP problem, NP-completeness, the power of randomness, cryptography, computational learning theory, and quantum computing. *Prerequisite: Junior Standing*

**CSC 345 Advanced Software Development Techniques. (3)**

This course analyzes modern software engineering practice for multi-person projects; methods for requirements specification, design, implementation, verification, and maintenance of large software systems; advanced software development techniques and large project management approaches; project planning, scheduling, resource management, accounting, configuration control, and documentation. *Prerequisite: Junior Standing*
CSC 346 Data & Computer Communication. (3)

This course is an introduction to the design and implementation of computer networks. We will focus on the concepts and fundamental design principles that have contributed to the Internet’s scalability and robustness and survey the underlying technologies – e.g., Ethernet 802.11, DSL, Optical Links – that have led to the Internet’s phenomenal success. Topics include layering, congestion/flow/error control, routing, addressing, multicast, packet scheduling, switching, network security, and networking/programming interfaces. The course has one midterm, one final, and number of homework assignments, and laboratory projects. Prerequisite: Junior Standing

CSC 347 Object-Oriented Analysis and Design. (3).

This course is an advanced consideration of systems analysis and design with emphasis on object-oriented analysis and design techniques based on the Unified Modeling Language (UML). Discusses major modeling techniques of UML including use-case modeling, class modeling, object-interaction modeling, dynamic modeling and state diagrams and activity diagrams, subsystems developments, logical design, and physical design. Prerequisite: CSC 210

CSC 350 System Administration. (3)

This course will be an in-depth look at some of the functions that a system platform administrator performs on a daily basis including planning, resource allocation and sharing configuration and optimizations for a run-time hosting system covering both hardware (network and non-network) and software (from operating system to application server and client systems). Prerequisite: Junior Standing

CSC 365 Object-Oriented Development. (3)

This course introduces students to the key concepts of object-orientation through software development examples and tasks. While the syntax and control structures of a particular language will be covered in the course, key object-oriented concepts such as objects, inheritance, and polymorphism will be presented in-depth. The effective use of the language API and generics will also be discussed. Prerequisite: CSC 202, CSC 106

CSC 370 Numerical Analysis I. (3)

Information presented helps the student to gain insight and expertise in using computer science to solve various mathematical and statistical problems. It includes discussion of functions, relations, sets, matrices, simultaneous equations, arithmetic progressions, geometric progression, linear programming, numerical integration, root finding, differential equations, graph plotting, queuing models, computer simulation, etc., as well as exposure to packages such as SPSS, MATLAB, etc. Prerequisite: Junior Standing

CSC 384 Database Systems. (3)

The course will cover the concept, principles, components, development and application of database systems from enterprise data needs that such systems address, through the guiding principles in developing and using them to integrated systems that depend on databases. The conceptual models and structures necessary to designing and implementing a relational database system will be taught. Topics to be covered: entity-relationship, relational data models, relational algebra, SQL, normalization, file organization, indexing, hashing, and enterprise-wide web-based applications that employ databases. Prerequisite: CSC 202, CSC 213
CSC 421 TCP/IP Networking. (3)

The course covers the following topics: IETF and Internet governance, ISO stack mode; DNS; IP address model; IP fragmentation service; IP ICMP services; IP interior routing; IP exterior routing; Transport layer services, error models, UDP; TCP connection setup and teardown; TCP sliding window protocol; TCP performance optimizations; TCP congestion control; Bridges, NATs, checksum algorithms; Security issues. Prerequisite: Junior Standing

CSC 427 Introduction to Artificial Neural Networks. (3)

The course covers principles of massively-parallel real-time computation, optimization, and information processing via nonlinear dynamics and analog VLSI neural networks. Topics include applications selected from image processing; pattern recognition; feature extraction; motion detection; data compression; secure communication; bionic eyes; auto waves, and Turing patterns. Prerequisite: CSC 106, CSC 202

CSC 434 Theory of Computation. (3)

This course is an introduction to the classical and contemporary theory of computation covering regular, context-free and computable (recursive) languages with finite state machines, pushdown automata and Turing machines; basic concepts of computability theory and NP-theory. Prerequisite: CSC 202, CSC 213

CSC 437 Interactive Computer Graphics I. (3)

This course is a thorough introduction to computer graphics techniques, including 3D modeling, rendering, and animation. Topics cover: geometric transformations, geometric algorithms, software systems (OpenGL), 3D object models (surface and volume), visible surface algorithms, image synthesis, shading and mapping, ray tracing, radiosity, global illumination, photon mapping, anti-aliasing, animation techniques, and virtual environments. Prerequisite: CSC 202, MATH 105

CSC 438 Interactive Computer Graphics II. (3)

This course will investigate the theory of computer synthesis. Seminal computer graphics papers will be used to describe the various components of the image synthesis pipeline and explain, just as in photography, how the path of light in a virtual scene can be simulated and used to create photorealistic imagery. Topics will include light and color, three-dimensional scene specification, camera models, surface materials and textures, rendering (local, ray tracing, radiosity), procedural shading and modeling, tone reproduction, and advanced rendering techniques. Prerequisite: CSC 437

CSC 439 Internet and Web Technologies (3)

This course focuses on Internet and Web technologies and the underlying principles of distributed systems, information retrieval, and data management. The material covered will include web and applications server architectures, XML and semi-structured data, schema mediation, document indexing and retrieval, peer-to-peer systems, distributed transactions and remote procedure calls. The course has a substantial group implementation project. Prerequisite: CSC 106, CSC 310

CSC 440 Pervasive Networks. (3)

The objective of this course is to introduce different types of wireless network technologies and some important mobile services and applications to support pervasive computing. The subject consists of two complementary components, i.e., wireless network protocol and mobility management. In the wireless network protocol part, various protocols in different layers designed to support wireless data transfer will be presented. In the mobility management, the required mechanisms to support data transfer with users’ mobility will be discussed. Prerequisite: Junior Standing
CSC 441 Simulation and Modeling. (3)
This course covers: different types of simulations; simulation worldview and simulation software; basic probability and statistical models for simulation; random numbers and random variety generation; input modeling; verification and validation of simulation models; output analysis; comparison of alternative design; queuing models. Prerequisite: Junior Standing

CSC 445 Intro to Parallel and Distributed Programming. (3)
This course is a pragmatic introduction to parallel and distributed programming. It prepares students for developing and optimizing the performance of parallel programs. Topics include widely used programming paradigms such as multi-threading, message passing and remote procedure call. Software design experience and programming proficiency in Java is required. Prerequisite: CSC 302, CSC 106

CSC 446 Computer Networks and Security. (3)
This is a course providing an introduction to basic concepts in secure network communications for juniors and seniors with a background in Java programming. The first part of the course covers the key concepts of internetworking, including basic attributes of current direct link networks, how they are connected to form an internet-works using IP, routing in internet net-works, and the endpoint protocols used by hosts to exploit internet-work communication. The second part of the course introduces basic concepts of security such as confidentiality, integrity, and availability. The third part of the course examines the way secure communication is done in the Internet, including viruses, virtual private networks, firewalls, and security of routers. Prerequisite: CSC 310

CSC 456 Design of Web-based Systems. (3)
This course introduces students to the underlying infrastructure of the Internet and the World Wide Web. Topics include Internet protocols that support a variety of applications including file transfer, client-server computing, peer-to-peer computing, and Internet messaging and Web syndication. Course covers front, middle and back-end technologies for non-trivial Internet applications; introduction to service-oriented architectures and Web services, and the semantic Internet; and includes and Internet programming project. Prerequisites: CSC 106, CSC 384

CSC 465 Artificial Intelligence. (3)
This course provides an introduction to the field of artificial intelligence. Topics include knowledge acquisition, knowledge representation, knowledge-based search techniques, machine reasoning and learning. Emphasis will be put on algorithms for search, inference, constraint satisfaction and optimization. Applications in tasks such as expert systems, data mining, game playing, natural language understanding, computer vision, speech recognition, robotics and other knowledge intensive problems requiring smart agents will be examined. Prerequisites-CSC 307

CSC 466 Advanced Object-Oriented Software Development. (3)
The tools of modern object-oriented software development are many, and complicated. The course will cover main tools of modern object-oriented software: design-support tools (principally design patterns), programming-support tools (principally a visual editor, a code repository, unit testing and code coverage, and a logger), and teamwork-support tools (principally a mailing list, a project wiki, an issue tracker, a code integrator and release generator). Prerequisite: CSC 365, CSC 347
CSC 468 Foundations of Cryptography. (3)

The course is devoted to the review of basic cryptographic algorithms, their implementations and usage. Classical encryption techniques and those of Rivest-Shamire-Adleman and El Gamal will be seen in depth, and an overview of several others will be presented. The course also presents authentication schemes and interactive proof protocols. Prerequisite: Junior Standing

CSC 469 Network Management. (3)

The course aims to give knowledge of operation, and maintenance of modern computer and telecom networks. Network Management basics, and standards is described with focus on Internet Management with the aid of SNMP, as well as the application of the same. The course also gives practical knowledge in system and network administration as well as network supervision. Prerequisite: Junior Standing

CSC 480 Logic in Computer Science. (3)

This course provides the students with a thorough introduction to mathematical logic, covering in depth the topics of syntax, semantics, decision procedures, formal proof systems, and soundness and completeness for both propositional and first-order logic. The material is taught from a computer science perspective, with an emphasis on algorithms, computational complexity, and tools. Projects will focus on problems in circuit design, specification and analysis of protocols, and query evaluation in databases. Prerequisite: CSC 202

CSC 484 Compiler Design & Interpreters. (3)

This course is about survey of programming languages and the design of modern programming languages; compilation principles and techniques for high-level languages. Detailed topics include: lexical analysis, grammars, top-down parsing, bottom-up parsing, symbol-table management, syntax-directed translation, principles and techniques of scanning, parsing, semantic analysis, code generation, and optimization. Prerequisite: Senior Standing

CSC 485 Cyber Security Fundamentals. (3)

This course studies the mathematical models for computer security (Bell-LaPadula, Clark-Wilson, Biba, and Gligor models). It analyzes and compares, with respect to formal and pragmatic criteria, the properties of various models for hardware, software, and database security. Topics also include: formal specification and verification of security properties, operating system security, trust management, multi-level security, security labeling, security auditing and intrusion detection, security policy, safeguards and countermeasures, risk mitigation, covert channels, identification and authentication, password schemes, access control lists, and data fusion techniques. Prerequisite: Senior Standing

CSC 490 Senior Design Project. (3)

The course covers design and implementation of a significant piece of work: software, hardware or theory. In addition, it puts emphasis on technical writing and oral communication skills. Students must have an abstract of their Senior Project, which is approved and signed by a Project Adviser, at the end of the second week of Fall. The project continues during two semesters. At the end of the first semester, students are required to submit an intermediate report and give a class presentation describing their project and progress. Final presentations should be submitted at the End of Spring Semester. Prerequisite: Senior Standing and Supervisor Permission.
Engineering

EGN 101 Intro to Engineering Design. (3)

This course is focusing on six fundamental engineering topics: teamwork and group dynamics; communication skills – drawing, writing, speaking; computer applications; scientific and technical principles; analysis of experimental data; ethics. This course will introduces students to the engineering experience through the planning, investigation, design, manufacturing, assembly and evaluation of product samples.

EGN 101L Intro to Engineering Design Lab (0)

This lab is a co-requisite to EGN 101, Introduction to Engineering

EGN 200 Introduction to MATLAB (3)

This course is accelerated introduction to MATLAB and its popular toolboxes. Lectures are interactive, with students conducting sample MATLAB problems in real time. Includes problem-based MATLAB assignments. Students must provide their own laptop and software. Enrollment limited.

ENG 250 - Introduction to Nanoscience and Technology (3)

This course covers: micro-fabrication, nanoscale chemical and biological self-assembly; applications, technological and ethical challenges; labs ranging from use of scanning tunneling and atomic force microscopes to DNA fingerprinting.

EGN 250L Nano-science and Technology Lab (1)

Labs for an introduction to nanoscience and nanotechnology. These labs should be taken in conjunction with the lecture/discussion portion of the class. Prerequisites: High school level chemistry and physics only, Co-requisite EGN 250

EGN 460 The Engineer, Ethics, and Professional Responsibility. (3)

This course focuses on ethical issues in engineering. The key theme is that ethics is central to engineering practices. The professional responsibilities of engineers are examined. Students produce an STS Research paper linked to their technical thesis project and complete all of the requirements for the senior thesis. Students must be in residence to take this course. Prerequisite: Senior Standing

Information Technologies

IFT 101 Principles of Information Systems. (3)

This course provides n understanding of the importance of computer based information in the success of the firm. Emphasis is on the role of information systems in each of the functional areas. Concepts are reinforced with up-to-date business examples and hands-on practice. This course also provides an overview of modern information processing technologies, applications, practices and trends. Topics include computing system fundamentals, models for organizing data and information, data exploration and knowledge discovery, Internet and the Web, social computing, information security and privacy, and current trends and futures.

IFT 140 Web & Mobile I. (3)

This course provides students with an introduction to Internet and Web technologies, and to development on Macintosh/UNIX computer platforms. Topics include Internet transport protocols and security methods, XHTML and CSS, multimedia, Web page design and Web site publishing. Emphasis is placed on fundamentals, concepts and standards. Additional topics include the user experience, mobile design issues, and copyright/intellectual property considerations. Prerequisite: IFT 101
IFT 200 New Media Design Digital Survey. (3)

This project-based course is an investigation of the computer as an illustrative, imaging, and graphical generation tool. It develops foundational design skills in raster and vector image creation, editing, compositing, layout and visual design for online production. Emphasis will be on the application of visual design organization methods and principles for electronic media. **Prerequisite: IFT 101, CS 106**

IFT 206 IT Systems: Hardware and Software. (3)

This course is an introduction to computer hardware, software architecture, organization, and operation. Hands-on work with computer system is included. Co- or prerequisite: ITC 201 or equivalent. **Prerequisite: IFT 101**

IFT 230 Fundamentals of Data Bases. (3)

This course is an introduction to database management systems, database processing, data modeling, database design, development and implementation. Includes implementation of current DBMS and SQL. **Prerequisite: IFT 101**

IFT 232 Systems Analysis and Design. (3)

The course examines the concepts, tools, and techniques used to develop and support computer-based information systems. Systems planning, analysis, design, and implementation are covered. Behavioral and model building aspects of systems development are emphasized throughout. **Prerequisites: IFT 101.**

IFT 233 Client Programming. (3)

This course will explore the analysis, design, development, and implementation of client-side programming in the context of Internet technologies, mobile devices, Web-based client systems and desktop applications. Key features addressed will include browser and platform compatibility, object reusability, bandwidth and communications issues, development environments, privacy and security, and related technologies and APIs. **Prerequisite: CSC 106, CSC 231**

IFT 240 Web & Mobile II. (3)

This course builds on the basics of web page development that are presented in Web I and extends that knowledge to focus on theories, issues, and technologies related to the design and development of web sites. An overview of web design concepts, including usability, accessibility, information architecture, and graphic design in the context of the web will be covered. Introduction to web site technologies, including HTTP, web client and server programming, and dynamic page generation from a database also will be explored. Development exercises are required. **Prerequisite: IFT 140**

IFT-260: Designing the User Experience (3)

This course presents the foundations of user-centered design principles within the context of human-computer interaction (HCI). Students will explore and practice HCI methods that span the development lifecycle from requirements analysis and creating the product/service vision through system prototyping and usability testing. Leading edge interface technologies are examined.

IFT-290: Network Communication Essentials for Software Developers (3)

This is a course in the basics of network communication for software developers. Topics will include the OSI 7-layer model and its realization in the TCP/IP protocol stack. Students will also learn about naming and name resolution as it is used in the internet, plus the basics of routing and switching. The focus in all of this will be on an analysis of how name resolution, routing and switching operate at the developer’s perspective. **Prerequisite: one year of programming in a high level language.**
IFT 300: Foundations of Mobile Design. (3)
This course is an introduction to designing, prototyping, and creating applications and Web Apps for mobile devices. These devices include a unique set of hardware and communications capabilities, incorporate novel interfaces, are location aware, and provide persistent connectivity. Topics covered include user interaction patterns, connectivity, interface design, software design patterns, and application architectures. Prerequisite: IFT 232, CSC 231

IFT 301 Security Script Programming (3)
This course covers the design, coding and implementation of scripts to secure information systems. Prerequisite: Junior standing

IFT 302 Server Programming (3)
This course provides in-depth work in server-side programming. Students will develop dynamic, data centric web pages and systems, and server-side information services that will be available to clients implemented in a variety of software technologies. Topics include XML parsing, generation, and consumption; web configuration and security; design patterns; web service structures, and application security. Programming projects are required. Prerequisite: IFT 233

IFT 304 Enterprise Integration. (3)
The objective of this course is to teach students the different technologies that are currently being used to meet the integration needs of organizations. Topics covered in the course include fundamental concepts of Enterprise Integration; an overview of critical technologies; integration methodology, B2B integration, and web services for enabling integration. There is also a design/programming assignment. Prerequisite: Junior Standing

IFT 305 IT Project Management. (3)
This course is an introduction to the principles and application of project management techniques with an emphasis on the design and management of computer information systems projects. Topics include project planning, work team design, project estimation techniques, project reporting, identifying and controlling project risks, budgets, and quality assurance. Prerequisite: Junior standing

IFT 306 Process Modeling and Solution Blueprinting (3)
This course presents the concepts and methodologies required to execute a methodical approach to translate business process change requirements into clear IT solutions. The course will be mostly based on the INFLUX(TM) methodology developed by Infosys Technologies Ltd. The course will cover process modeling, e-business architecture patterns and technical architecture to ensure that the students can smoothly translate enterprise business objectives into an effective IT solution architecture. Prerequisite: Junior standing

IFT 310 Principles of Information Security Assurance (3)
This course introduces concepts on threats to information systems security as well as defenses for such threats. Topical issues include viruses, worms, backup and recovery as well as other security related issues.

IFT 320 Applications in Information Security and Assurance (3)
This course provides both fundamental principles and technical skills for analyzing, evaluating, and developing secure systems in practice. Students will learn essentials about security models, algorithms, protocols, and mechanisms in computer programs, operating systems, networks, and database systems. Classroom instruction will be integrated with real-life applications such as privacy control in health care system, protection of digital assets in web services, and security issues in supply chain management.
IFT 330 Policy and Administration in Information Security and Assurance (3)

Planning and development of policies for security and uninterrupted performance of information systems are covered in this course. Other topics to be covered include the value of information, assessment of policy alternatives and other related topics.

IFT 331: Database Connectivity and Access (3)

In this course, students will build applications that interact with databases. Through programming exercises, students will work with multiple databases and programmatically invoke the advanced database processing operations that are integral to contemporary computing applications. Topics include the database drivers, the data layer, connectivity operations, security and integrity, and controlling database access.

IFT 333 UNIX Administration and Security (3)

This course covers application of security principles from the perspective of the UNIX server; hands-on application approach in application of security concepts.

IFT 335 Computer Forensics (3)

This course is an in-depth analysis of the causes and effects of computer failures. Topics covered include auditing of access and usage trails and other related topics.

IFT 383: Software Design Principles and Patterns (3)

This course is about quality software designs and architectures reflect software engineering principles that represent best contemporary practice. It focuses on explicating these fundamental principles, examining a set of design and architecture patterns that embody the principles, and applying patterns appropriate to a design problem in a given context.

IFT 389 Information Security and Auditing (3)

This course studies the key facets of information security, from theory to applications in a networked environment. Topics to be covered include symmetric key cryptosystems, number-theoretical foundations, public key cryptosystems, authentication, key exchange, access control, Internet security architecture, and emerging security standards. Prerequisite: Senior Standing

IFT 390 Production & Operations Management (3)

This course examines the concepts, processes, and methods of managing and controlling operations in manufacturing or service settings. Current issues such as globalization, supply chain strategy, E-business, and ERP are analyzed. Prerequisite: Junior Standing

IFT 402 Information Technology for Development (3)

Information technology and communication (ICT) have an impact on development at varying degrees in the world. At the present time, this impact is less visible in less developed countries. In this course, students and their instructor will analyze the causes and the obstacles to development in African countries and through simulation; they will propose strategies to remedy the situation. Topics include ICT capacity building, ICT development planning, ICT Policy development. Prerequisite: Senior Standing.

IFT 403 Technical Report Writing (2)

This course is about principles and procedure of technical writing; attention to analyzing audience and purpose, organizing information, designing graphic aids, and writing such specialized forms as abstracts, instructions, and proposals. Prerequisite: Senior Standing.
IFT 405 IS Strategy. (3)
The course covers IS architecture and configuration concepts and applications; enterprise problem analysis and solution generation using IT components. Other topical issues will include IS hardware, software and communication components capabilities and applications to problems in the enterprise. Semester projects will be used to apply concepts covered in the course. Prerequisite: Senior Standing

IFT 415 Telecommunications and Network Security (3)
In this course, various techniques for the protection and survivability of information systems and networks will be covered. Topics include critical infrastructure definition, risk management, vulnerability and risk analysis, fault and attack trees, availability analysis, traffic restoration schemes and survivable network design and management techniques; critical infrastructure simulation, CIP policy and legal issues, SCADA systems

IFT 421 Security Architecture and Models (3)
This course covers study of the topology, the components of and their interactions of security architectures. Analysis of different security models will be studied as well.

IFT 422 Server Operating Systems Security (3)
This course is an exploration of programming and security issues in client/server systems from the server side. Hands-on programming will be used to explain some of the concepts.

IFT 423 Access Control Systems & Methodology (3)
This course covers fundamentals of cryptology concepts and the methodologies of access control systems.

IFT 425 Business Continuity and Recovery Planning (3)
This course will explore the threats to business continuity and analyze various recovery techniques. Other topics to be covered include: recovery planning techniques, spoofing, gateways, firewalls, etc. and how to protect against intrusion from unauthorized sources.

IFT 430 Cryptology (3)
This course is a continuation of IFT 423 and provides hands-on analysis and programming.

IFT 431 Database Systems (3)
This course is a second course in database concepts, the focus is on database implementation issues. Topics may include relational DBMS, object-oriented DBMS, graphical user interface design in a database environment, database administration, client-server and distributed database applications.

IFT 432 Information Systems Planning (3)
This course is concentrated study of planning methods and techniques required for defining, planning, integrating and implementing information technology projects consistent with the organizational strategic plan and mission.

IFT 451 Java Support for E-Business (3)
The course focuses on the technical aspects of developing e-business systems using Servlets and JSP. It will integrate the student’s prior knowledge of GUI development on the client-side with server-side Java applications in a multi-tiered environment that includes database connectivity. Students will use XML, messaging and distributed registries along with Web Services to support the sharing of data and processes for e-business applications.

IFT 461 Information Systems Planning (3)
This course is concentrated study of planning methods and techniques required for defining, planning, integrating and implementing information technology projects consistent with the organizational strategic plan and mission.

IFT 472 LAN Administration (3)
This course reviews the various types of Local Area Network (LAN) technology, with a strong emphasis on their underlying protocols. This conceptual basis is complemented with a
hands-on introduction to LAN administration using some of the most commonly deployed network operating systems (NOS).

**IFT 474 Internetworking and TCP/IP (3)**

This course is in-depth discussion of the TCP/IP protocol suite and its application to internetworking. Other topics include security and application protocols.

**IFT 478 Technology, Ethics for Computing & IT, and Global Society (3)**

Students that successfully complete the course will be able to: formulate and defend a position on an ethical question related to technology; describe the main ethical challenges currently posed by technology; describe the results of group discussion on ethical issues as a consensus position or mutually acceptable differences of opinion; analyze a proposed course of action in the context of various cultures, communities, and countries; demonstrate effective oral and written communication methods to explain a position on the social responsibilities of software developers and IT workers. **Prerequisite: Senior Standing.**

**IFT 488 Data Administration (3)**

This course covers fundamentals of relational database theory, important data management concepts such as data modeling, database design, implementation, data access, and practical data-related issues in current business information systems as well as the responsibility for developing policies and setting of standards for database design, processing and security. Students are expected to apply knowledge learned in the classroom to solve many problems based upon real-life business scenarios, while gaining hands-on experiences in designing, implementing, and managing database systems.

**IFT 489 Introduction To Business Dynamics: Systems Thinking & Modeling For a Complex World. (3).**

This course teaches the basic principles of system dynamics with a hands-on approach involving frequent problem sets and case studies. Students will learn the basic principles governing systems modeling as well as how to create computer-based simulation models. Introduction to System dynamics is designed to develop skills in the creation and use of computer simulation models for policy analysis and business dynamics. A principal focus of the course is the significance of information feedback and circular causality in the behavior of social systems. **Prerequisite: Senior Standing.**

**IFT 490: Senior Design Project I. (3)**

This course is the first part of a two-part senior level course - system development capstone project. Students form project teams and work with sponsors to define system requirements. Teams then create architectures and designs, and depending on the project, also may begin software development. Requirements elicitation and development practices introduced in prior coursework are reviewed, and additional methods and processes are introduced. Student teams are given considerable latitude in how they organize and conduct project work. **Prerequisite: Senior Standing.**

**IFT 491: Senior Design Project II. (3)**

This course is the second part of a two-part senior level course - system development capstone project. Student teams complete development of their system project and package the software and documentation for deployment. Usability testing practices introduced in prior coursework are reviewed, and additional methods and processes are introduced. Teams present their developed system and discuss lessons learned at the completion of the course. **Prerequisite: IFT 490.**
Mathematics

**MAT 100 Pre-Calculus. (3)**

This course focuses principally on trigonometry and analytic geometry and prepares students for further courses in calculus.

**MATH 102 Calculus I. (3)**

This course includes the concepts of limits, continuous functions, differential and integral calculus and applications to problems in geometry and elementary physics, including inverse functions, indeterminate forms, techniques of integration, parametric equations, polar coordinates, infinite series, including Taylor and Maclaurin series, applications.

**MATH 104 Calculus II. (3)**

Topics covered by the course include vectors in three-space and vector-valued functions; the multivariate calculus, including partial differentiation; multiple integrals, line and surface integrals, and the vector calculus, including Green’s theorem, the divergence theorem, and Stokes’s theorem. **Prerequisite: MATH 102**

**MATH 105 Linear Algebra. (3)**

This course analyzes the systems of linear equations; vector spaces; linear dependence; bases; dimension; linear mappings; matrices; determinants; quadratic forms; eigenvalues; eigenvectors; orthogonal reduction to diagonal form; inner product spaces; numerical methods; geometric applications.

**MATH 201 Ordinary Differential Equations. (3)**

This course covers: first order differential equations; second order and higher order linear differential equations; reduction of order, undetermined coefficients, variation of parameters, series solutions; Laplace transforms, linear systems of first order differential equations and the associated matrix theory, numerical methods. **Prerequisite: MATH 102**

**MATH 306 - Probability Theory. (3)**

This course is an introduction to probability theory, and the modeling and analysis of stochastic systems. The course covers: probabilistic models, conditional probability; discrete and continuous random variables; expectation and conditional expectation; Limit Theorems; Bernoulli and Poisson processes; Markov chains; Bayesian estimation and hypothesis testing; elements of statistical inference. **Prerequisite: Junior Standing**

**MATH 311 Numerical and Complex Analysis (3)**

This course introduces that use of computers to solve computationally intensive problems, numerical methods in differential equations and integration, Monte Carlo integration, distributed processing, statistical data analysis, complex analysis, complex methods in integration. **Prerequisite: Junior Standing**

**MATH 312. Real Analysis I. (3)**

In this course, students will build up the foundational elements of real-variable analysis: the completeness and topology of the real numbers and Euclidean space, continuous functions on this space, and the classical theorems of single variable calculus. **Prerequisite: MATH 102**

**MATH 321. Complex Variables I. (3)**

This is an introductory course to Complex Analysis at an undergraduate level. The course will cover material that is considered standard for an undergraduate complex analysis course: Complex Numbers, Analytic Functions, Elementary Functions, Integrals, Series, Residues and Poles. **Prerequisite: MATH 102**

**MATH 331 Intro to Computational Topology. (3)**

This course will present an introductory, self-contained overview of computational topology. There are no prerequisites, but mathematical sophistication at the senior undergraduate level and some familiarity with the use of computer packages such as MATLAB are expected.
Course will cover basic concepts from a number of areas of mathematics, such as abstract algebra, algebraic topology, and optimization. Students will also look at algorithms and data structures, and efficient software for analyzing the topology of point sets and shapes – termed Topological Data Analysis, or TDA. Prerequisite: Junior Standing

**Physics**

**PHY 100 Intro to Physics. (3).**

An introductory general education course. The course content will include activity-based modules on motion, force, and scientific thinking, and on light, sight, and rainbows. This course satisfies one of the Natural and Physical Science General Education requirements.

**PHY 100L Intro to Physics with Lab (1)**

A required two-hour workshop accompanying PHY 100, including laboratory and tutorial activities.

**PHYS 100 Physics I (3)**

This is first course of introductory physics for engineers and scientists. The course covers: classical mechanics, including vector algebra, particle kinematics and dynamics, energy and momentum, conservation laws, rotational dynamics, oscillatory motion, gravitation, thermodynamics, and kinetic theory of gases.

**PHYS 100L Physics I with Lab (1)**

A required two-hour Lab accompanying PHYS 100, including laboratory and tutorial activities.

**PHYS 102 Physics II. (3)**

This is second course of introductory physics for engineers and scientists. The course covers: electrostatics, including conductors and insulators; DC circuits; magnetic forces and fields; magnetic effects of moving charges and currents; electromagnetic induction; Maxwell’s equations; electromagnetic oscillations and waves; introduces geometrical and physical optics. Prerequisite: PHYS 100, MATH 102

**PHYS 102L Physics II with Lab (1)**

A required two-hour Lab accompanying PHYS 102, including laboratory and tutorial activities.

**PHYS 370 - Computational Physics. Pre-requisite- Junior Standing**

The course is focused on practical aspects of computational physics and contains set-up and writing of software to solve physical problems particularly within molecular dynamics, statistical physics and material physics. Different aspects of molecular dynamics simulations will be highlighted. Different aspects of stochastic and deterministic simulations will also be clarified for example Monte Carlo simulations with applications on different material properties. Finite Element Methods will also be concerned and methods based on density functional theory.

**Probability and Mathematical Statistics**

**STA 101 Introduction to Statistics (3)**

This course provides a general introduction to statistical methods with examples from business and economics. Pre-requisite: MATH 101 or qualifying score on placement examination.

**STA 301 Probability & Statistics. (3)**

The course covers the fundamentals of probability; discrete and continuous random variables; expected value; variance; joint, marginal, and conditional distributions; conditional expectations; applications; simulation; central limit theorem, order statistics. It also includes methods of estimation, collection, analysis and display of quantitative information, hypothesis testing, and regression; ANOVA. Prerequisite: MATH 102
STA 303 Non-Parametric Statistics. (3)
This course introduces students to the theory and methods of non-parametric statistical inference, including categorical data and goodness of fit, application of rank-order statistics, sign statistics, the empirical distribution function and runs to commonly occurring data structures.

STA 305 Biostatistics. (3)
The course presents the basic mathematical methods that can be applied to biological and scientific data in order to organize, test, and interpret them and reviews probability theory and at an introductory level parametric and non-parametric biostatistics, the fundamentals of experimental design, and how optimality theory can be used to generate biological questions. Pre-requisite: STA 101 and MATH 102.

STA 310 Operations Research. (3)
The course covers programming and the application of linear programming as well as non-linear programming, probabilistic models, decision theory and games, inventory models, and queuing theory.

SYS 200 Systems Engineering Concepts. (3)
Three major dimensions of systems engineering will be covered, and their efficacy demonstrated through case studies: 1) the history, philosophy, art, and science upon which systems engineering is grounded; including guiding principles and steps in the ‘systems engineering approach’ to problem solving; 2) the basic tools of systems engineering analysis, including; goal definition and system representation, requirements analysis, system assessment and evaluation, mathematical modeling, and decision analysis; 3) system and project planning and management. Prerequisite: MATH 104

SYS 204 Introduction to Electromechanical Systems. (3)
Students are introduced to several engineering subjects in electrical, computer, mechanical, and systems engineering and build integrated systems that combine topics from these disciplines. Primarily the course develops practical knowledge of sensor circuits, amplification circuits, dynamic systems, rapid prototyping, micro controllers, and data storage.

SYS 207 Management of E-Commerce Systems. (3)
The course emphasizes relationship between business planning and technology planning for e-businesses. Details of specific e-commerce technologies will be covered as well as approaches to e-business planning. Topics include: technologies, architectures, and infrastructures; information security and privacy; supply-chain management and customer relationship management; requirements definition and analysis; development lifecycles; customer behaviors; performance models; service metrics; waiting and response times; traffic characteristics; load forecasts and scenarios; resources and costs estimation; risk analysis; optimization; capacity planning; and e-business financial planning and deployment.

SYS 208 Data and Information Engineering. (3)
The course provides students with the background necessary to model, store, manipulate, and exchange information throughout an information system to support decision-making. Course incorporates both conceptual bases and corresponding technology standards, including Unified Modeling Language (UML), SQL, and XML. The course covers the development of conceptual (semantic) models for describing data and their relationships; relational models; effective use of SQL for data definition and manipulation; web-based technologies for disseminating information; and the major components of modern information
systems. Emphasizes application of these technologies through the analysis, design, and implementation of web-enabled database systems.

**SYS 300 Deterministic Decision Models. (3)**

This course is an introduction to deterministic optimization models: theory, algorithms, and applications. Coverage begins with highly structured network optimization models (e.g. shortest path models) and ends with unstructured linear optimization models (e.g. linear programming and integer programming). Applications include (1) telecommunications network planning and design, (2) design and utilization of transportation and distribution networks, and (3) project management and scheduling. *Prerequisite: CSC 213, SYS 200*

**SYS 301 Human Machine Interfaces. (3)**

This course introduces the fundamentals for the analysis, design and evaluation of human-centered systems. The goal is to promote productive interaction between people and the systems they use. Course topics include analysis of human-systems interaction, interface design, usability testing, experimental design, and human-centered lifecycle design. Topics also include a focus on human cognitive and sensory abilities as they impact total system design. The course is practitioner oriented and includes a semester-long group project. *Prerequisite: CSC 106*

**SYS 302 Systems Engineering Design Colloquium. (3)**

In this course students learn about the practice of systems engineering directly from practicing systems engineers. Variety of topics is covered by invited speakers from industry, government, and the academy (many of whom are alumni of our undergraduate program). Discussions include engineering design projects, alternative career paths, graduate studies, professional development and advancement strategies, and more immediate options and opportunities for summer internships and capstone projects. *Prerequisite: SYS 200*

**SYS 303 The Art and Sciences of Systems Modeling. (3)**

This course introduces students to the systemic process of model building and richness of the plethora of classes of models, spanning linear vs. nonlinear; static vs. dynamic; deterministic vs. probabilistic; discrete vs. continuous; single-objective vs. multi-objective. In particular, the central role of state space & state variables in system modeling will be the focus of model building.

**SYS 304 System Evaluation. (3)**

The course focuses on the evaluation of candidate system designs and design performance measures. It includes identification of system goals; requirements and performance measures; design of experiments for performance evaluation; techniques of decision analysis for trade-studies (ranking of alternatives); presentation of system evaluation and analysis results. Illustrates the concepts and processes of systems evaluations using case studies.

**SYS 305 Integrated Systems Design. (3)**

In this project-based course, students synthesize domain-specific knowledge from several engineering disciplines to produce integrated systems. Problems are approached utilizing both a top-down integration approach and a bottom-up component approach, and substantial focus is put on the interactions and interfaces between system components. Students get experience with prototyping, design evaluation, and iterative design.

**SYS 306 Systems Case Studies. (3)**

The course focuses on the application of systems engineering methodology to an actual, open-ended situation faced by a client. Areas of emphasis include the identification of system goals, the formulation of requirements and performance measures, the creation and evaluation of alternative solutions, and the
presentation of results to clients.

SYS 307 Engineered Systems Public Policy. (3)

This course examines the lifecycle of engineered systems (ES) and the public policies developed to regulate them. It covers risks, costs, benefits, and equity as common evaluation criteria for ES and their regulatory policies. It uses case studies from current events and basic tools of decision analysis to enable students to critically evaluate the tradeoffs involved in developing and regulating ES through public policy.

SYS 308 Stochastic Decision Models. (3)

This course is an introduction to mathematical modeling of forecasts and decision under uncertainty using principles of statistical decision theory; judgmental and Bayesian techniques for probabilistic forecasting; forecast verification methods; static and sequential decision models for quality control, inventory control, queue management, hazard warnings; and economic, investment, and weather-sensitive decision. Prerequisite: SYS 300, STA 301, MATH 104

SYS 309 Discrete Event Simulation. (3)

This is the first course in the theory and practice of discrete-event simulation. It covers Monte Carlo methods, generating random numbers and varieties, spreadsheet add-ins and applications, sampling distributions and confidence intervals, input analysis and distribution fitting; discrete-event dynamic systems, modeling, simulation logic and data structures, output analysis, model verification and validation, comparing alternative systems, simulation optimization, case studies; applications span communication, computer, distribution, health-care, manufacturing, service, and transportation systems; modern simulation software tools, including animation. Prerequisite: SYS 300, STA 301, CSC 213

SYS 311 Financial Aspects of Engineering. (3)

Students will investigate various financial aspects of engineering. Topics will include basic economic analysis (e.g., opportunity cost, time value of money), calculation of present value, interest rates, basic principles of accounting, methods of depreciation, risk analysis, insurance, taxation, decision analysis, and legal issues.

SYS 313 Engineering Economics. (3)

This course is an introduction to the theory of the industrial organization (from a game-theoretic perspective) and its applications to industries with strong engineering content (electricity, telecommunications, software & hardware etc.) Topics include: congestion pricing in networks, pricing and efficiency in electricity markets, planned obsolescence in software development, “network” effects and the dynamics of technology adoption etc. Prerequisite: ECO 101

SYS 400 Systems Engineering Design Colloquium II. (3)

This is a colloquium that allows fourth-year students to learn about engineering design, innovation, teamwork, technical communication, and project management in the context of their two-semester systems capstone design project. With respect to their capstone project, students define and scope their project, structure an interim report about the project, and give an oral presentation to the class. In addition, students study methods of effective time management and prepare presentations of their 5-year career plans. Prerequisite: Senior Standing.

SYS 401 Human-Computer Interaction. (3)

The course will cover: basic human performance issues (physiology, memory, learning, problem-solving, human error); the user interface design process (task analysis, product concept, functional requirements, prototype, design, and testing.) Students will gain basic skills in the analysis and design
of human-machine systems through in-class exercises and two course projects. The course is also designed to help you practice different communication skills (interviewing, written analysis, and oral presentation).

SYS 402 Special Topics in Systems and Information Engineering. (3)

This is fourth-year level undergraduate course focused on a topic not normally covered in the course offerings. The topic usually reflects new developments in the systems and information-engineering field. Offering is based on student and faculty interests.

SYS 404 Linear Statistical Models. (3)

This course shows how to use linear statistical models for analysis in engineering and sciences. The course emphasizes the use of regression models for description, prediction, and control in a variety of applications. Building on multiple regression, the course also covers principal component analysis, analysis of variance and covariance, logistic regression, time series methods, and clustering. Prerequisite: Senior Standing

SYS 405 Systems Design I. (3)

This is a design project extending throughout the fall semester. Involves the study of an actual open-ended situation, including problem formulation, data collection, analysis and interpretation, model building for the purpose of evaluating design options, model analysis, and generation of solutions. Includes an appropriate computer laboratory experience. Prerequisite: Senior Standing

SYS 406 Systems Design II. (3)

This is a design project extending throughout the spring semester. Involves the study of an actual open-ended situation, including problem formulation, data collection, analysis and interpretation, model building for the purpose of evaluating design options, model analysis, and generation of solutions. Includes an appropriate computer laboratory experience. Prerequisite: Student must be majoring in the college of engineering.

SYS 410 Introduction to Satellite Technologies. (3) Prerequisite Junior Standing

This course is about satellite technologies, reliability, and testing. It includes propulsion and launch systems, spacecraft structures, power systems, telemetry, tracking, and command/control communication operations. The course will also emphasize satellite technologies and programming for the operations of spacecraft. The purpose of this course is to give an overview of space technologies, fundamentals of spacecraft design, building and operations, the space technology career field, actors and agents of the global space industry and marketing space technologies and how the technology is applied at Azercosmos in particular. Prerequisite: Junior Standing

SYS 411 Introduction to Aerospace Engineering. (3).

This course is an introduction to Aerospace Engineering. It will cover: flight vehicles in the atmosphere and in space; flight technologies, including structures, materials, propulsion, aerodynamics, vehicle dynamics, flight control, flight information systems and systems integration; an overview of aeronautics; steady aircraft flight and performance; an overview of astronautics. Prerequisite: Junior Standing

SYS 412 Introduction to Aerospace Engineering Systems. (3)

This course introduces engineering processes by means of design, build, test and operation of flight vehicles. It will give exposure to technologies including: computer aided design, manufacturing, simulation, composites, mechanisms, instrumentation and basic electronics; embedded software development for data acquisition and processing, control and communications; individual and team projects. Prerequisite: Junior Standing
SYS 413 Introduction to Solid Mechanics and Aerospace Structures. (3)

This course is an introduction to the fundamental phenomena of solid and structural mechanics in Aerospace systems. It includes analysis and numerical methods of solutions used for design of thin-walled Aerospace structures. Emphasis is placed on understanding behavior particular to thin-walled structures. Prerequisite: Junior Standing

SYS 414 Aircraft and Spacecraft Structures. (3)

The course covers concepts of displacement, strain, stress, compatibility, equilibrium and constitutive equations as used in solid mechanics. Emphasis is on boundary-value problem formulation via simple examples, followed by the use of the finite-element method for solving problems in vehicle design. Prerequisite: Junior Standing

SYS 490 Senior Design Project I. (3)

This course is the first part of a two-part senior level course - system development capstone project. Students form project teams and work with sponsors to define system requirements. Teams then create architectures and designs, and depending on the project, also may begin software development. Requirements elicitation and development practices introduced in prior coursework are reviewed, and additional methods and processes are introduced. Student teams are given considerable latitude in how they organize and conduct project work. Prerequisite: Senior Standing

SYS 491 Senior Design Project II. (3)

This course is the second part of a two-part senior level course - system development capstone project. Student teams complete development of their system project and package the software and documentation for deployment. Usability testing practices introduced in prior coursework are reviewed, and additional methods and processes are introduced. Teams present their developed system and discuss lessons learned at the completion of the course. Prerequisite: SYS 490

School of Public and International Affairs

Economics

ECON 212 International Political Economy

The course introduces the student to various theoretical frameworks in international political economy and examines the inter-relationships among political, economic, and social forces through the use of specific case studies. It will also compare and contrast the major theoretical frameworks in international political economy.

ECON 502 Microeconomic Analysis

This course first develops simple graphical and mathematical models of decision-making by individual economic agents: consumers, workers, and businesses. Students will also consider the efficiency of competitive markets, describe the conditions under which that efficiency may arise, and examine market failures that occur when those conditions are not present. The course will explore how GDP, inflation, unemployment, and other macroeconomic aggregates are measured in practice.

ECON 503 Macroeconomic Analysis

This course surveys international economics, with special emphasis on open-economy macroeconomics. Specific reference will be made to international monetary policy and international financial market architecture. Topics include the structure of international financial markets; the role of central banks; exchange-rate systems; the determination of balance of payments and exchange rates; macroeconomics of open economies; the International Monetary Fund; and financial crises.
ECON 510 International Political Economy

The course aims to discuss the core theoretical concepts and contending approaches in the study of International Political Economy (IPE). It provides students with a theoretically informed and empirically comprehensive understanding of the evolution, structure, and politics of the contemporary global economy.

ECON Development Economics*

This course examines the models of classical and modern economists to explain the transition of developing economies into modern economic growth, as well as their relevance to income distribution, poverty alleviation and human development outcomes. The course examines the models of classical and modern economists to explain the transition of developing economies into modern economic growth, as well as their relevance to income distribution, poverty alleviation and human development outcomes.

ECON International Trade and Finance*

The course include the barriers to free trade, the reasons for limiting trade, market imperfections, economic integration, and current trade policy issues. Systematic study of the material in this course helps students develop the skills necessary to gain insight into the workings of an open economy as well as the state of our international economic order, both past and present.

ECON Political Economy of Energy*

This course presents an overview of oil, natural gas, coal, nuclear, hydro, solar, geothermal, biomass, wind, and ocean energy resources in terms of supply, distribution, recovery and conversion, environmental impacts, economics, policy, and technology. The opportunities for energy efficiency, electric power basics, the changing role of electric utilities, transportation basics, and energy use in developing countries are also studied.

Finance

FIN 202 Public Finance and Budgeting

Public Finance and Budgeting course is an introduction to public sector budgeting, financial management and fiscal analysis. The course will cover the fiscal role of government in a mixed economy; state and local fiscal management in Azerbaijan’s governmental settings. The course will cover the roles of the government in public finance; major revenue systems and credit policies and sources; characteristics of state and local budgeting; basics of fiscal analysis; concepts and terminology in financial reporting; and capital budgeting, debt issuance, debt management, and trends and challenges in intergovernmental fiscal relations.

Geography

GEOG Geographical Information Systems*

While students will learn a good basic understanding of GIS software, the primary focus of the course is on applying the technology as a tool in public administration, particularly in local government. Although students will not be GIS experts by the end of the course, they will have gained immediately applicable skills and knowledge that will be important to them and the public they serve.

GEOG Political and Economic Geography*

This course covers a wide range of issues related to political and economic geography. The course is divided into two parts. First, the students will have to cover the major issues in world geography such as political geography, world economic geography, population economics, urbanization and cities of the world, as well as special topics on various geographic areas. Second, the students will dedicate some time to the issues of Azerbaijani geography.
History

HIST 200 Ancient and Medieval History

This course is designed to examine past civilizations yet remaining influential in our own time with their powerful legacies, such as the emergence of democracy, or the formation of geopolitical regions. Chronologically, the course covers historical period from around 600 BCE to 1600 CE. The course brings together the two key periods of pre-modern history, offering students the opportunity to compare and contrast pre-modern social and political systems and to develop the knowledge, theories and methodologies necessary for the study of these periods of history.

HIST 201 Modern World History

This course introduces students to the history of the modern world since the 1700s. Particular emphasis will be placed upon the emergence of modern notions of societies, economies, and political systems from a global perspective. Students will learn about the major developments of Modern World History through the outstanding topics such as democratic Revolutions, the Industrial Revolution, growth and dynamics of Nations and Empires, colonization and decolonization, World War I and its effects, causes and course of World War II, the Cold War and its aftermath.

HIST 501 Diplomatic History

This course will focus on international relations and the changes in the international politics from the outbreak of the First World War up until the end of the Cold War. Chronologically, it is divided into two parts: in the first part the emphasis will be on the breakdown of the old European system ‘Concert of Europe’ and the emergence and failure of the Versailles peace order. The second part will concentrate on the period from the mid 1940s to 1991 when following the Second World War a bipolar global world emerged.

HIST History of Turkic Peoples*

This course focuses on the history of the nomadic civilizations of Central Asia (Inner Asia) and the subsequent sedentary civilizations of the West Asia as well as the political, economic, and cultural roles of the Turkic peoples in World history from ancient times to modern day.

Law

LAW 200 Public International Law

This course will teach students about legal systems and laws governing relations among states, and its expansion to non-state actors. The class will survey sources of international law, mechanisms and institutions in which international law is employed, and will then look at one or two substantive areas, focusing on human rights and use of force.

LAW 203 Introduction to Law

The objective of this course is to acquaint the student with fundamental legal concepts and the basic methods of legal analysis. Students will examine the role of law, and the evolving nature of law as it relates to our society, and especially, how it affects each of our lives on a daily basis. Students will participate in discussion about legal terminology and cases, learn about court decisions, debate legal issues, and study how laws are created, enforced and interpreted.

LAW 206 Public Law

This course seeks to give students a solid grounding in the areas of the law that relate to policy-making. It will explore administrative rule-making, including how agencies get the authority to do what they do (i.e., constitutional law), how they make rules, the public’s role in the rule-making procedure, and how these rules are challenged.
LAW 501 Public International Law

This course deals with structural aspects of the international legal system, covering the history and evolution of international law. It introduces students to cultural and philosophical aspects of international law, including customary international law; the law of treaties; the subjects and limits of international law; the law of war; and the linkages between the international legal system and domestic legal systems. Students will learn about the relationship between law, morality, and power, and study the concepts of use of force, self-defense, pre-emption, prevention and intervention.

LAW 502 Law and Public Affairs

This course does not focus on the substantive law of any particular agency; it instead covers principles and procedures common to all agencies. The course examines the sources of agency authority, the limitations on agency actions, the procedures that agencies must use in rulemaking and adjudication, and the availability and scope of judicial review of agency actions.

LAW International Human Rights Law*

The course provides both an introduction to basic human rights philosophy, principles, instruments and institutions, and an overview of several current issues and debates in the field. This course aims to explore the diverse and increasingly complex body of international law and agreements, which have both national and international application.

LAW EU Law (Undergraduate)*

This course is designed to give students a working knowledge of EU law. It focuses on the evolution, structure, institutions and sources of EU law and its relevance to the legal systems of the member states. The course also examines the position of the EU in international law, specifically in relation to other international structures such as the United Nations, the Council of Europe, and the World Trade Organization.

LAW EU Law (Graduate)*

This course provides a basic understanding on the origins, processes and impacts of the European Union law (EC law). It also considers some fundamental policies of the European Union. Hence, the course is generally divided into six parts: (1) history of the EU; (2) institutional structure of the EU; (3) sources of the Union law; (4) the relationship between Union law and national legal systems; (5) internal market: goods and persons; and (6) policies of the EU, such as the Common Foreign and Security Policy (CFSP), the Common Security and Defense Policy (CSDP), the EU External Relations, the Common Commercial Policy (CCP), the Competition Policy, etc.

LAW Diplomatic Law*

This course introduces students to a field of international law that governs diplomatic missions including the practice of diplomacy and the rights and obligations of state representatives on the territory of other states. It will focus on key elements of diplomatic law such as the immunity of diplomatic personnel, the inviolability of the diplomatic mission, and the security of diplomatic correspondence.

LAW Law and International Disputes*

The course aims to familiarize students with various aspects of dispute settlement mechanisms available in international law both at regional and universal levels. The course will delve into the details of both substantive and procedural law and introduce students to subtleties of interaction between politics and law of international dispute settlement.

LAW Law of Treaties*

The purpose of the course is to discuss existing international law and practice of states with regard to issues arising from international law of treaties. These include issues such as what constitutes an international treaty, how treaties are made, notion of reservations to treaties, entry of treaties into force, observance and application of treaties, interpretation of treaties, position of
third states, validity of treaties, termination, suspension and withdrawal from treaties, as well as any other relevant issues.

**LAW Law of War***

First part of the course covers such issues as the prohibition of aggression, use of force and threat of force, intervention in civil wars, self-defense, humanitarian intervention, responsibility to protect, legality of weapons of mass destruction, collective measures through UN Security Council, measures not amounting to use of armed force and peacekeeping operations. Secondly part of the course discusses issues such as the scope of protection under international humanitarian law, protection of civilians, status of combatants, prisoners of war, mercenaries and private contractors, conduct of hostilities, and protection in non-international armed conflicts.

**Management**

**MGM 301 Human Resources Management (BAPA)**

This course intends to explain what Human Resources Management is, how it relates to the management process, and how it is changing in response to trends in the workplace. It illustrates how all managers can use HR concepts and techniques, HR’s role in strategic planning and improved organizational performance, and the competencies required of HR managers.

**MGM 502 Public Management**

The basic theme of this course is that the informed and skillful practice of public management is enhanced by an understanding of the political context of public management, and how that setting influences the possibilities and constraints with which administration must work. The course thus also provides material that may be useful in assessing the concepts and perspectives available regarding such administrative subjects as public budgeting and finance, the administration of public personnel systems, and the organization and management of public agencies.

**MGM 503 Data Management**

This course familiarizes the students with basic methods of collecting, processing, analyzing and communicating data. The emphasis is on the insight into quantitative information offered by graphs, tables, charts, maps, and other illustrations. Working with real-world data drawn from different disciplines, the students learn critically investigate such topics as causality, approximation, statistical significance, credibility and dimensionality.

**MGM 607 Nonprofit Organizations Management**

This course focuses on issues in the administration and management of nonprofit organizations including relationships between the nonprofit, public, and private sectors. It is the mission of this class to familiarize you with the work of nonprofit organizations and with management and governance challenges faced by the sector.

**MGM 611 Strategic Management of Public Organizations**

This course prepares current and future managers of public service organizations for leadership roles by focusing on the knowledge, skills, values and attitudes needed to manage public service organizations strategically. The course introduces conceptual and leadership skills such as the ability to accurately read changes in the external environment, define and redefine organizational purpose, handle the complex trade-offs between demand for services and resource constraints, manage ongoing relationships and partnerships with other groups, maintain the commitment and productivity of employees, and guide the organization toward continuous improvement of services and delivery systems to meet client needs.
MGM 612 Organizational Behavior

This course provides an insight into how individuals and groups behave in an organizational context, and the impact of that behavior on organizational outcomes. Primary subjects covered include organizational behavior; motivational systems; the nature of leadership; and the external and internal effects of organizational structure. The general purpose is to provide both an overall theoretical framework of organizational behavior, and specific practical applications of these major theories.

MGM 623 Crisis and Emergency management

This course identifies, examines, and integrates the issues of diverse emergency and crisis management, disaster recovery, and continuity of operations. Basic crisis management, contingency planning, disaster recovery, business continuity, and emergency management skills and knowledge elements will be identified, discussed and developed, with demonstrations of how they are applied into practice. It presents comprehensive emergency management fundamentals examines major policy issues, and differentiates definitions of disasters.

MGM Performance Management and Evaluation*

This course provides students with knowledge necessary to design and implement an effective performance management system for an organization. Topics covered include advantages and disadvantages of implementing performance management systems; description of the entire performance management process; linkage of performance management systems to a reward system and the organization’s strategic plan; how to measure both behavior and results; various appraisal forms, rating schemes, and sources of performance information.

Politics

POL 100 Introduction to International Relations

In this course, students are introduced to the study of international politics and the main approaches, theories and debates in the discipline of International Relations. The aim is to provide students with a theoretical and empirical understanding of world politics at an introductory level. A substantial part of this course is devoted to the discussion of the main theories and concepts of International Relations. Also, this course introduces students to some of the contemporary issues of international relations, such as war and security, international law and regimes, regional integration and globalization, and is aimed at enabling them to conceptualize and analyze these issues.

POL 101 Introduction to Public Affairs

This course covers explores the role of a bureaucracy in a democracy, applying management and organizational theory to the public setting, and illustrating the work life of a public administrator through various simulations and case studies. Particular focus will be on the concepts and problems of public administration with emphasis on the development of organizations, management of human resources, ethical practice, emerging professionalism, and oversight of governmental budgeting and finance.

POL 102 Understanding Politics

This is an introductory course designed to familiarize students with a broad spectrum of main theories, approaches and issues in the discipline of Political Science. The course is divided into two main parts - In Part one, the most important theoretical and methodological approaches of the discipline as well as its key concepts will be illustrated and discussed, whilst the second half of the course examines the empirical reality of political structures and institutions as well as that of actors and processes across political systems.
POL 202 International Relations Theories

This course deepens students’ understanding of IR theories, and introduces them to the discipline’s current theoretical debates, particularly various critical and constructivist approaches to the analysis of international politics. Accordingly, it aims at a critical appraisal of classical International Relations theories, an overview of the current theoretical debates in the discipline and an in-depth discussion of central problems in this debate, and a reflection on its implications for specific study areas, such as Foreign Policy Analysis or Security Studies.

POL 221 Political Theory

The aim of this course is to provide students with a comprehensive introduction to political theory, and its normative perspectives in political analysis. Particularly, the course discusses a cluster of interrelated concepts, examines how they have been used by different thinkers and in the various political traditions, and explores related debates and controversies.

POL 222 Administrative Behavior

This course provides an insight into how individuals and groups behave in an organizational context, and the impact of that behavior on organizational outcomes. Primary subjects covered include organizational behavior; motivational systems; the nature of leadership; and the external and internal effects of organizational structure. The general purpose is to provide both an overall theoretical framework of organizational behavior, and specific practical applications of these major theories.

POL 306 International Security

The course examines a range of key concepts, theoretical explanations and historic and contemporary events and trends related to important security issues. The aim is to provide students with a comprehensive introduction to the concepts and theoretical approaches relevant to understanding and analyzing issues of war, peace and security in different parts of the world. The topics explored in the course will include: different theoretical approaches to ‘security’; ‘types’ of security; the management of international security; and major security issues, such as WMD proliferation, terrorism, ethnic conflict and state failure.

POL 320 Ethics in Public Affairs

This course provides a review of basic philosophical principles and theories of ethics and social justice as they impact practitioner-level ethical demands for those in public service. The purpose of this course is to familiarize students with the tradition of moral philosophy and the use of moral philosophy in the study of ethical behavior in public service. The course will provide an understanding of contemporary perspectives on ethics and ethical behavior in government.

POL 321 Public Policy Analysis

The purpose of this course is to introduce students to the fundamentals of public policy analysis. This course is focused on general skill development and practice by way of exposure to the variety of tools used in public policy analysis. The course addresses questions such as: What is policy analysis? How do we undertake policy analysis? How do we choose among different policy alternatives? This course is designed to help students develop the skills required to define and critically analyze policy issues and problems, articulate relevant decision making criteria for policy analysis, evaluate alternative policy solutions, and assess the means and costs of implementation.

POL 322 Foreign Policy Analysis

The course explores and analyses various theoretical perspectives on foreign policy, and the means of conduct of the main actors in the international system towards each other. It focuses mainly on states. Topics will include: actors and structures in foreign policy-making; the problem of formulating goals and choosing policy instruments; the role of leadership and
psychological elements in policy making; the rational actor model; bureaucratic politics; the impact of history and identity on foreign policy; domestic sources of foreign policy including public opinion, and etc.

**POL 403 Azerbaijani Government**

This course involves lectures by selected government officials from various ministries and public agencies about the nature, structure, processes of the Azerbaijani government, with an emphasis on practical sides of the public offices. Students will have an opportunity to listen to and work with officials focusing on real-world examples and hands-on experience.

**POL 404 Governance**

This course examines the structures, dynamics, and processes associated with developing and delivering public services through networks and partnerships involving public, nonprofit, and business sectors. The course was designed with recognition that solutions to many social problems require the combined strengths of the public, for-profit, and nonprofit sectors. This course highlights this emphasis on cross-sectoral governance by providing a foundation in the purpose and usefulness of cross-sectoral and inter-governmental relationships, and by providing the knowledge and tools necessary for the effective management of such relationships.

**POL 424 Foreign Policy of Azerbaijan**

This is a course designed to introduce students to the evolution of Azerbaijan foreign policy since independence in 1991, and to illuminate the change and continuity in policymaking thereafter. The course considers the role of national interest, ideology, actors and institutions in the making and executing of Azerbaijan foreign policy. In this course, we will investigate the crucial decisions and debates that have shaped the course of Azerbaijan’s foreign policy. This course aims to provide students with the background and the perspective required to understand contemporary issues and future challenges for Azerbaijan foreign policy.

**POL 425 Capstone (Undergraduate)**

The Capstone course comes at the end of the four-year program as a final touch, giving to students an opportunity to apply everything learned from course work, internships, summer programs and past job experience toward completing a comprehensive report on assigned topic. The capstone course embraces all the areas covered by BAIS program, which include politics, economics, social and environmental issues. This course takes the BAIS students into the practical work of collective research with the final product giving them an opportunity of working in a group feeling the interdependence of project contributors on the quality of everyone are input. To enroll and take the Capstone course, the students should be in the final year of their studies.

**POL 501 Theories of International Relations**

This course focuses on key theoretical debates in the field of international relations. The course provides students with a brief historical background on the theory of international relations and examines the mainstream theoretical arguments about the nature of the field and its evolution. Students will study how various IR theories are applied in practice to analyze critical issues such as sovereignty, nationalism, international security and environment. The course is designed to enable students studying international affairs to use theoretical knowledge and practical analytical tools to address complex issues facing contemporary policymakers.

**POL 502 Politics and State**

This course familiarizes students with a broad spectrum of major theories, approaches and issues in the discipline of political science. The aim is to provide students with an analytical and comparative understanding of the study of politics within and across countries, focusing on the nature and dynamics of political processes.
POL 510 Comparative Politics

This course deals with the fundamentals of political science, calling on the classic works of the founders of western political philosophy. Students will be introduced to theories of democracy, authoritarianism, and totalitarianism, and will study the role of political parties and interest groups, electoral systems, political campaigning and marketing, and the media. The course will analyze the nature of political power and behavior, political opposition, propaganda, populism, corruption and other threats to democracy, as well as the role of military and of domestic security.

POL 611 Seminar in International Security

This is a research-oriented course aimed at studying international security issues that have global implications such as demographic trends, environmental issues, famine, disease, poverty and the effect of globalization on world affairs. This course provides practical perspectives and methods of analysis for understanding the nature and origins of such security threats, featuring an in-depth examination of emerging threats, and the measures needed to counter undesirable global outcomes.

POL 643 Capstone (Graduate)

During their final semester, all students take a capstone course. In this course, students will apply the analytical frameworks, and professional writing, research, and leadership skills acquired during the program in an international affairs capstone course analyzing a contemporary policy issue. The students are assigned a specific project they have to analyze, develop, and eventually, on which they give recommendations. The capstone supervised by a faculty or policy expert. Students are usually organized into small group or teams. Finally, students in each project also organize an oral presentation of their findings. Outside experts in the areas under investigation are invited to act either as a resource or to evaluate the project’s final conclusions and recommendations.

POL 644 Diplomacy and Foreign Policy

This course is designed to introduce students to theories, actors, issues of diplomacy and foreign policy with reference to key cases. The course will compare the attributes of various actors in international politics and will form an understanding of the sources and outcomes of foreign policy-making. Students will be provided with the principal concepts and theories on the sources of foreign policy, ranging from the psychology and decision making of individual policymakers to domestic and international constraints. Particular focus will be placed on examining case studies.

POL 646 Global Environmental Politics

This course examines the key actors and political dynamics shaping global environmental politics. Environmental challenges are profoundly political and involve issues of power, sovereignty, justice and political action. Students will examine ecological crises—climate change, air and water pollution, deforestation, among others—from critical perspectives that raise questions about key political issues, including science, knowledge, power, discourses, states, markets, and social movements.

POL 649 Urban Policy and Development

The purpose of this course is to understand why metropolitan areas «look» the way they do. Students will examine economic, social, and political theories that seek to explain the growth and development of cities and regions. The course aims to develop an analytical toolkit for understanding how planners can best work in the context of competing and overlapping pressures from state and civil society actors. This objective builds on careful examination of the range of political and governance techniques used to mediate contentious politics and conflicting interests.

POL American Politics*

This course introduces students to the structures, processes and ambiguities of American government, providing a broad-based
primer on the ideas and institutions that shape politics in the contemporary United States. Students will study the strategies, roles, and limitations of both governmental elites and ordinary citizens, with particular emphasis on how they communicate and interact within the constitutional “rules of the game” to promote (or inhibit?) the achievement of public goods.

**POL Armenian History and Politics***
This course covers selected aspects of the Armenian history from ancient times to modern day, with a main focus on the period since the end of the World War I. Furthermore, it introduces students to the Armenian politics in late and post-Soviet period, leading to war with Azerbaijan over Nagorno-Karabakh region. The course sections address several topical areas of inquiry including political culture and heritage, government structure and institutions, political parties and other relevant actors.

**POL Caspian Energy Geopolitics***
This course will examine the intersection of international security and energy issues in this region. It will cover the development of grand strategies by region’s governments to meet their energy needs and the implications of those strategies for other countries and the international order. The course will explore how energy has been used to project power, as a means to advance a country’s national security aims as well as how it relates to conventional military, political and economic power.

**POL Caspian Region Studies***
This course is designed to give a deep understanding of the Caspian region at the crossroads of different civilizations. It focuses on the major historical and geostrategic factors that define this enormous realm, including modern political landscapes, economics and demography of the region, ethnic conflicts, contested territories, and the most recent geopolitical and -economic developments in the region such as (geo-)politics of energy.

**POL Comparative Public Administration***
This course is an introduction to comparative public administration. It examines the governmental, administrative, and political systems of both developed and developing countries with a focus on political systems and their manifestation in administrative systems. It sets out to introduce students to the structures, behaviors, and processes of public administration in a comparative perspective. Throughout the course we will place particular emphasis on exploring the role of public management systems within the wider political and democratic frameworks in which they function.

**POL Conflict Resolution***
This course provides a wide review of main theories on causes and consequences of international conflicts, and explores different mechanisms of prevention, management and resolution of international conflicts. Students will learn about how and why conflicts appear and develop and will get acquainted with recent developments on early warning methods, negotiation techniques, as well as peace keeping and peace building theories. The module will cover not only international wars and civil wars but also international terrorism.

**POL Diplomacy and Conflict Resolution***
This course introduces students to the range of different roles that negotiation and mediation play in the process of conflict resolution. Students learn about core diplomatic communication skills in conflict management and analyze international peace building processes.

**POL Economic Diplomacy***
This course provides students with an in-depth understanding of the nature and mechanisms of economic diplomacy. The course focuses on decision making and negotiating processes in international economic relations. Topics covered include: the theoretical and
analytical foundations of decision-making in economic diplomacy, focusing on national governments but including the role of non-state actors and international organizations; analysis of decision-making of processes in developed and developing countries, the European Union and multilateral institutions and others.

**POL EU Foreign Policy**

This course introduces students to basic theoretical approaches to the EU’s external relations and foreign policies. The course looks at the institutional set-up of the EU’s external relations and analyses a diverse set of EU external policies ranging from trade and security issues to diplomatic and military actions as well as taking a closer look at the relations of the EU with the United States, China and Russia that constitute pillars of the international system, while the political and normative effect of the EU in the wider neighborhood is undeniable.

**POL Globalization and Development**

This course examines all the intertwined key issues of globalization and development processes, including poverty and famine, war and insecurity, the rise of new economic great powers, climate change, human trafficking and immigration.

**POL Global Governance**

This course will focus on policy issues raised by the development and functioning of intergovernmental organizations. It will encompass a course in United Nations and a comparative study of international organizations. Issues relating to rulemaking, trusteeship, human rights, dispute settlement, and enforcement will be central to this course. The class will concentrate on work and effectiveness of such organizations such as UN, the World Bank, the International Labor Organization (ILO), the World Health Organization (WHO), the World Trade Organization (WTO), the World Intellectual Property Association (WIPO), the European Union (EU), the African Union (EU) and the Organization of American States (OAS).

**POL Global Perspectives**

This course will be offered as one-credit Elective Course during the first 3 years of the program. This course entails attending 6 relevant events organized at ADA and writing 1200 word-long description and analysis of those events. This is a Pass/Fail course.

**POL Independent Study**

Students can individually take an Independent Study to do research on a topic of their specific interest, which cannot be met by the offered pool of electives.

**POL International Environmental Governance**

This course covers key broad areas of international environmental governance. The course will discuss the emergence of new actors at an international arena; explore the new mechanisms of transnational rule setting and rule implementation, including transnational legal regimes, institutions, partnerships, and market based mechanisms; consider the complementarities and competition among various transnational regimes in the growing complexity of global environmental governance.

**POL International Negotiation**

The course aims to equip students with an in-depth knowledge of the literature on the history and practice of international negotiations. The course provides a detailed overview of negotiation techniques, and their usefulness and limits, in the management of deeply-rooted conflicts. It analyzes international negotiation processes in diverse conflict settings, including crisis negotiation, international business negotiation, diplomatic negotiations and social conflict situations.

**POL Internship**

Students can take Internship after the completion of the 3rd year of the program. Up to 6 credits could be assigned to the Internship depending on the successfully completed written work.
POL Nationalism and Ethnic Politics*
This course explores the concepts of identity, ethnicity and nationalism from a comparative perspective. Drawing upon theories from political science, anthropology, sociology and economics, the course will examine how identity is defined and how societies use these constructions for, among other things, nation building, welfare distribution and economic development.

POL Politics in Asia*
This course provides students with a comprehensive and systematic introduction to the comparative political study of the selected nations of Asia. In order to facilitate cross-national comparison, the course sections on each nation address several identical areas of inquiry: political culture and historical heritage, government structure and institutions, political parties and other actors, and political conflict and resolution. This course will also address several predominant region-wide issues such as the India-Pakistan conflict, or East China Sea disputes.

POL Politics of EU*
This course introduces the history, politics and economics of European integration. It will start by exploring the major theories that explain the current level of integration in the EU and surveying the historical evolution of the European Union and then proceed to discussing issues related to the institutions, politics and economics of European integration. Students will examine issues related to the monetary union. The course will also cover the common foreign and security policy of the EU.

POL Politics of Iran*
This course will provide students with a historical and theoretical understanding of modern Iranian politics and society since the 1979 Islamic Revolution. Students will learn about Iran’s modern historical heritage, ethno-religious cleavages, foreign policy, the causes and consequences of the 1979 revolution, and the nature of the post-revolutionary political system through using selected examples and reading some of the most seminal scholarly essays on these subjects.

POL Politics in the Middle East*
The aim of this course is to provide an introduction to the politics of the Middle East. This will include analysis of the growth and nature of the state in the Middle East; the prevalence of authoritarianism, neopatrimonialism and processes towards democratization: the salience of Arab nationalism and Islamism: the roots of some of the conflicts in the region, such as the Arab-Israeli conflict; and the role of external powers and their influence on the politics of the region.

POL Post-Soviet Politics*
This course is designed to introduce students to ambivalent transition processes in the post-Soviet space. It will analyze the record of political “reform” efforts under Yeltsin and Putin, and will assess the prospects for good governance and development in Russia. It will also examine the challenges of political reform and the political change underway in the Baltic successor states of Estonia, Latvia and Lithuania; the other European successor states of Belarus, Moldova, Ukraine; those of the Caucasus - Armenia, Azerbaijan, and Georgia; and those of Central Asia – Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. Students will develop analytical and expression skills as they explore the range of cases and issues covered.

POL Russian Foreign and Security Policy*
The course covers the various factors shaping contemporary Russian foreign and security policy. Key topics covered are post-Cold War Russian foreign and security policy; Russia and the ‘near abroad’: ethnic separatism and regional conflict; Russian national and sub-national engagement with the West; Russia’s relations with China and the other ‘rising
powers’; other security challenges such as demographic problems, etc.; regionalism and multilateralism in Eurasia and etc.

**POL Terrorism**

This course introduces students to the study of terrorism as a political act. It looks at the history and theory of terrorism being the most peculiar form of political violence in international relations, and attempts to explain why, how and when different groups and actors use terror tactics to pursue their goals. In so doing, this course focuses less on substantive examples of terrorism than on theories that can help explain terrorism.

**POL US Foreign and Security Policy**

This course introduces students to the foreign and security policy of USA. It is divided into two parts. The first part surveys the history, institutions, and drivers of US policy. The second one surveys some of the most pressing contemporary security challenges facing the United States, and the policies with which it has sought to address them. Topics include counterterrorism, military intervention, the changing nature of threats, and the challenge of rising powers such as China.

**POL War and Politics**

This course is analyzing the complexity of the topic war, with a special focus on the 20th and 21st century. It looks at the role of different political actors, be it states or international organizations, how they deal with armed conflicts and which strategies they apply to de-/escalate them. Students examine the causes and consequences of warfare throughout history, with an emphasis on the political processes that contribute to both the outbreak and resolution of wars.

**Practical Skills**

**DS Diplomacy in Practice**

This course offered by a practitioner, with professional experience in diplomacy and foreign relations. Designed mainly for last year students about to graduate both at bachelors and masters levels, it intends to be a bridge from the theoretical world of academia to the practical world of diplomats. The main purpose is for the lecturers to share their vast experience and discuss practical applications of the lessons learned in potential situations.

**DS Professional Development**

The main idea of this course is to offer students individual career counseling and help in charting a course for students’ careers - from job searching through ADA University’s extensive professional network to assisting with jobs and internships. The course will educate students towards career preparation and development of necessary job search, interview, networking, and beyond. It also equips students with necessary knowledge and skills including communications, teambuilding and motivations, strategic planning, negotiations and debate.

**Research**

**RES 200 Research Methods**

This course concentrates on the logic and methods that support the scientific study of social phenomena. Students will encounter topics that include causality, theory development, conceptualization and measurement, hypothesis testing, and data analysis. A major course component is an independent research project, which requires that students develop a good research question and test their research hypothesis using the appropriate formal/empirical methods.
RES 201 History and Philosophy of Social Science

This course introduces students to the history and philosophy of social science, starting from its origins in the 14th and 15th centuries to the present day. The main objective is the flow of theoretical ideas in the history of social science, and how that history connected with key issues from the philosophy of science. The course will address issues such as nature of social facts and actions, the possibility for explanation in social science, the doctrine of positivism, sociological and economic theory, as well as the role of currently various epistemological theories in social science.

RES 301 Data Management

This course familiarizes students with basic methods of collecting, processing, analyzing and communicating data. The emphasis is on the insight into quantitative information offered by graphs, tables, charts, maps, and other illustrations. Workings with real-world data drawn from different disciplines, students learn critically investigate such topics as causality, approximation, statistical significance, credibility and dimensionality.

RES 302 Quantitative Analysis

This course familiarizes students with some of the basic statistical techniques used in policy analysis so that they will be equipped to be intelligent consumers and producers of analyses. This course covers basic statistical concepts such as the organization of data and measures of central tendency and dispersion as well as more advanced techniques of inferential statistics.

RES 501 Advanced Research Methods

This course includes four main components: 1) general scientific methods; 2) theoretical methods; 3) applied and empirical methods; and 4) design. The main objectives of the course are to provide students with the ability to interpret the sophisticated literature of the discipline and understand its methodology, introduce students to the fundamentals of the methods and general principles of science and scientific research, and help the students to analyze the role and influence of interdisciplinary approaches in political science and political research.

RES 502 Methods for Policy Analysis

This course provides a foundation in the theory and practice of applied research methodology in public affairs. These methods are used in program evaluation, monitoring social programs, performance evaluation, and assessing the effectiveness and efficiency of their impacts. Topics covered include research designs, hypothesis testing, measurement, data collection, report writing, and ethical issues in applied research.

RES 607 Research Seminar

The research seminar engages students in developing research questions and subsequent research design utilizing appropriate theory and methods. The aim is to refine students’ research and writing skills and to prepare a research proposal for a viable M.A. thesis in IR field in the following semester. The course will begin with each student developing a series of analytical puzzles and then focusing on one research question. This will be followed by hypotheses development, theoretical framework and methodology, and anticipated outcomes.

MADIA/MPP THESIS Master’s Thesis*

Based on one’s research proposal prepared in the Research Seminar course, the student has to complete a master’s thesis in the final semester of the program. Being a carefully argued scholarly paper of approximately 10,000 – 12,000 words (ca. 40 pages), it should present an original analytical argument drawn from an empirical study. The thesis must have a substantial research component and a focus that falls within International Relations, and it must be written under the guidance of an academic supervisor. As the final element of the program, the thesis gives the student an opportunity to demonstrate acquired expertise in the chosen research area.
Science

**SCI 205 Sustainable Development**

This course addresses the central problems facing us in the twenty-first century, which concern equitable access to water, food, energy, shelter and a peaceful coexistence, in the context of a destabilizing climate and degradation of environmental resources. The course debates principles, concepts, contexts, issues and applications of sustainable development from interdisciplinary perspectives.

Statistics

**STAT 501 Statistics for Decision Making**

The main objective of the course is to develop a working proficiency of the tools used in managerial decision-making. The course will cover some key conceptual underpinnings of statistical analysis to insure students understand its proper usage. Students will gain knowledge in how to perform basic data analysis, statistical tests, regression and forecasting analysis, and simulation.

**STAT 502 Statistical Analysis**

The course provides an overview of analytical techniques and their applications to problems of public affairs. This course focuses on the use of quantitative analysis of data to support managerial decision making in public administration. These decisions include the analysis of public policy alternatives, the evaluation of public programs, the decision of administrative systems, and the optimization of the efficiency of public service delivery system. The course includes review of applied research design, introductory statistics, statistical inference, linear models, and types of analytical tests.

*Note: Numbers for the courses marked with an (*) to be announced one semester before being offered*