

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



كلية إدارة الأعمال

Faculty of Business Administration

➤ Management

الإدارة

Faculty of Business Administration (Management)

كلية إدارة الأعمال (الإدارة)

Requirements for obtaining a Bachelor`s degree in Business Administration / Management Specialization

متطلبات الحصول على درجة البكالوريوس في إدارة
الأعمال / تخصص الإدارة .

Minimum for a Bachelor`s degree in Business
Administration / **Management** specialization is **(108)**
credit hours successfully studied by the student
according to the instructions of the following plan :

إن الحد الأدنى للحصول على درجة البكالوريوس في
إدارة الأعمال / تخصص الإدارة هو إتمام **(108)**
ساعات معتمدة يدرسها الطالب بنجاح وفق تعليمات
هذه الخطة التالية :

	عدد الساعات المعتمدة Credit Hours (Cr.)	
First: University Requirements	18	أولاً : متطلبات الجامعة
Second: Faculty Requirements	15	ثانياً : متطلبات الكلية
Third: Department Requirements		ثالثاً : متطلبات التخصص
A) Compulsory	66	أ) المتطلبات الالزامية
B) Electives	09	ب) المتطلبات الاختيارية
Total	108	المجموع

First : University Requirements

أولاً : متطلبات الجامعة

Course	عدد الساعات (Cr.)	اسم المادة	الرقم
Arabic Language I	3	اللغة العربية (1)	1
Islamic Culture I	3	الثقافة الإسلامية (1)	2
English I	3	اللغة الإنجليزية (1)	3
Islamic Culture II	3	الثقافة الإسلامية (2)	4
Computer Skills	3	مهارات الحاسوب	5
Lebanon and the Arab-Islamic Civilization	3	لبنان والحضارة العربية الإسلامية	6
Total	18	المجموع	

Second: Faculty Requirements

ثانياً : متطلبات الكلية :

Course	عدد الساعات (Cr.)	اسم المادة	الرقم
Islamic Banks	3	المصارف الإسلامية	1
Jurisprudence of Transactions	3	فقه المعاملات	2
English II	3	اللغة الإنجليزية (2)	3
Islamic Economics	3	الاقتصاد الإسلامي	4
General Finance in Islam	3	المالية العامة في الإسلام	5
Total	15	المجموع	

Third: Management Department Requirements

ثالثاً: متطلبات تخصص الإدارة :

A) Compulsory Requirements

(أ) المتطلبات الإلزامية

No.	Course Code	Course	Cr.
1.	MGMT 101	Management	3
2.	MGMT 210	Entrepreneurship and Small Business Management	3
3.	MGMT 230	Entrepreneurial Decision Making	3
4.	MGMT 240	Human Resource Management	3
5.	MGMT 260	Business Statistics	3
6.	MGMT 270	Business Communication	3
7.	MGMT 300	Business Law	3
8.	MGMT 310	Production and Operations Management	3
9.	MGMT 320	Organizational Behavior	3
10.	MGMT 365	Management Information Systems	3
11.	MGMT 370	Public Relation	3
12.	MGMT 380	Quality Management	3
13.	MGMT 390	Training or Research Management Project	3
14.	ACCT 101	Accounting I	4
15.	ACCT 102	Accounting II	4
16.	ACCT 210	Financial Accounting	3
17.	ECON 101	Microeconomics	3
18.	ECON 102	Macroeconomics	3
19.	MATH 210	Calculus and Applied Mathematics	4
20.	MIS 380	Feasibility Studies and Project Evaluation	3
21.	MKTG 101	Marketing	3
Total Credits			66

B. Elective Requirements

Student should choose 3 courses (9 credits)
from the following courses:

ب- المتطلبات الاختيارية
يختار الطالب ٣ مواد (٩ ساعات معتمدة)
من بين المقررات التالية:

No.	Course Code	Course	Cr.
1.	ACCT 450	International Accounting	3
2.	ENGL 300	Business and Professional Speaking	3
3.	MATH 250	Linear Algebra	3
4.	MIS 360	e-Business	3
5.	MKTG 245	Services Marketing	3
6.	MGMT 250	Employee Development	3
7.	MGMT 400	Special Topics	3

وفيمايلي وصف المقررات الواردة في الخطة الدراسية لتخصص المحاسبة:

The following is the course description for Accounting study plan:

MGMT 101 Management

3 Cr.

An overview of management functions, fundamental principles of organization behavior, individual differences, motivation and leadership for beginning management majors.

MGMT 210 Entrepreneurship and Small Business Management

3 Cr.

An analysis of the problems related to management, organization, and operation of small business enterprises. This course emphasizes managerial problems from the perspective of small businesses such as personnel, capital, location, marketing, accounting, and legal issues, among others. *Pr: MGMT 101.*

MGMT 230 Entrepreneurial Decision Making

3 Cr.

A detailed introduction into the role and nature of entrepreneurial decision making. This course reviews the structure and key components of decision-making models, and uses computer simulation models to introduce students to decision making in a realistic entrepreneurship model.

MGMT 240 Human Resource Management

3 Cr.

A course that deals with understanding and managing human capital as a major strategic asset, macro and micro manpower planning, skill surveying, management learning, de-learning and relearning, results-driven performance in the age of virtual organizations and telecommuting, and knowledge workers in a rapidly changing corporate context within a global knowledge economy. *Pr. MGMT 101.*

MGMT 250 Employee Development**3 Cr.**

This is a senior level, seminar style course that is designed to expose students to employee training and development within an organization. Specially, it is designed to help students develop skills that will enable them to effectively design, implement, and evaluate training systems from an applied perspective. The course also sheds light on career planning and development as essential functions in maintaining competency.

MGMT 260 Business statistics**3 Cr.**

Statistical methods in business, including descriptive statistics, probability distributions, sampling, parameter estimation and hypothesis testing, correlation and simple linear regression, and chi square tests.

MGMT 270 Business Communication**3 Cr.**

Means of extending management capabilities through effective internal and external communications, including data organization and presentation. *Pr: ENGL 1 and 2.*

MGMT 300 Business Law.**3 Cr.**

Business Law I is a study of the fundamental principles of law as they apply in the business world such as Contract Law. The course examines legal rights and remedies, business torts and crimes, contracts, agency, employment, and negotiable instruments. This course covers the origins of the Lebanese legal system and sources of law; the law of tort; contract law; law of agency; consumer law, incorporating the Trade Practices Act; bankruptcy and its implications; intellectual property; and ethical issues in business. *Pr: ENGL 1, 2.*

MGMT 310 Production and Operations Management**3 Cr.**

Techniques and procedures for efficient operation and problem solving. *Pr: MGMT 101 and MGMT 260.*

MGMT 320 Organizational Behavior**3 Cr.**

Behavior of individuals' style, social system analysis, motivation and communication.
Pr: MGMT 101.

MGMT 365 Management Information Systems**3 Cr.**

Analysis and design of computer-based management information systems to satisfy needs of functional areas of organizations such as finance, marketing, accounting, engineering, production and operations management. *Pr: MGMT 101.*

MGMT 370 Public Relation**3 Cr.**

This course focuses on the communication between and individual or organization and the public to promote stakeholder acceptance and approval, students explore traditional and emerging components of the public relations process through mass media, as well as the needs of different types of business, such as corporations, non-profit organizations and government offices.

MGMT 380 Quality Management**3 Cr.**

Examines the principles and techniques for managing and improving quality in a manufacturing facility. Topics include new product design control, incoming material control, manufacturing process control, and continuous quality improvement. *Pr: MGMT 310.*

- MGMT 390 Training or Research Management Project** **3 Cr.**
 Student may choose between training at any known corporation or do an accounting project. This issue could be discussed with his / her academic advisor. (*senior level*).
- MATH 210 Calculus and Applied Mathematics** **4 Cr.**
 Polynomial, rational, exponential and logarithmic functions, solution of systems of equations, trigonometric, circular and certain special functions.
- MATH 250 Linear Algebra** **3 Cr.**
 An explanation of the basic concepts of linear algebra. Topics include vector spaces, applications to line and plane geometry, linear equations, and matrices, as well as linear transformations, changes of basis, diagonalization, similar matrices, Jordan canonical forms, Eigen values, determinants, and quadratic forms. (*Pr: Math 210.*)
- MIS 360 e- Business** **3 Cr.**
 A detailed review and investigation of establishing, developing, and managing Web strategy in the e-Commerce and e-Business arena. A study of the critical elements essential to successful Web site implementation and management. Will apply the systems approach to examine some of the radically new business models emerging from Web based businesses.
- MIS 380 Feasibility Studies and Project Evaluation** **3 Cr.**
Pr: 240, 250. (senior level.)
- ACCT 101 Accounting I** **4 Cr.**
 Application of accounting procedures to a single proprietorship including organization of ledgers, accounts, journals, financial statements, management of cash and inventories. The development of the accounting cycle, current assets, property, plant, and equipment and current liabilities are studied in detail.
- ACCT 102 Accounting II** **4 Cr.**
 Application of accounting principles and procedures of proprietorships, partnerships, and corporations, including plant assets, depreciation, current liabilities, stockholders equity, long term obligations and financial statement. (*Pr: ACCT 101*)
- ACCT 210 Financial Accounting** **3 Cr.**
 Introduction to accounting as the language of business. Emphasis on reasoning and logic of external reporting model. May include computer-based applications. (*Pr. ACCT102*)
- ACCT 450 International Accounting** **3 Cr.**
 Designed to expose students to the international aspects of accounting and financial management. Includes discussion of some of the different financial accounting practices across countries; financial statement analysis in a global context, international auditing practices and procedures, international tax implications and the implications of operating within the regulations of the Foreign Corrupt Practices Act, the European Union, North American Free Trade Agreement and General Agreement on Tariffs and Trade.
- Computer Skills** **3 Cr.**
 Students will gain a general understanding of Windows, the most popular and widely used graphical user interface available today. Microsoft Windows allows you to easily communicate with and control your computer. In addition Microsoft Windows makes it easy to learn the application software installed on your computer, transfer data between the applications, and manage the data created while using an application.

ECON 101 Microeconomics**3 Cr.**

Introductory microeconomic analysis. Competitive behavior of firms, price determination, efficiency in production and equity in distribution.

ECON 102 Macroeconomics**3 Cr.**

Introductory macroeconomic analysis. Aggregate demand and supply, saving, investment, the level of employment and national income determination, monetary and fiscal policy. (Pr: ECON 101).

ENGL 101 English I**3 Cr.**

Provides instruction that focuses on writing skills, evaluating and explaining ideas, conducting library and Internet research, developing a research paper, and documenting research. Placement is based on assessment.

ENGL 102 English II**3 Cr.**

Increases the writing and thinking skills developed in English 101; covers applying critical thinking and writing skills to a variety of academic assignments, including analyzing complex texts. Pr. ENGL 101.

ENGL 300 Business and Professional Speaking**3 Cr.**

Development of communication skills often used in business and professional settings, with an emphasis on various kinds of presentations. Pr: ENGL 1,2.

- المصارف الإسلامية:

(٣ ساعات معتمدة)

يتناول تاريخها وأبرز معوقات عملها وأبرز آليات المعتمدة وهيكلتها سواء لجهة المصارف أو الشركات المالية المختلفة.

- فقه المعاملات:

(٣ ساعات معتمدة)

يتناول المقرر نظرية العقد وأحكام عقد البيع والإجارة والوكالة والكفالة إضافة لأبرز البيوع الشائعة. كما يتناول المقرر أحكام الرهن والجعالة والحزلة والصلح والابراء والشراكة من شركة مضاربة ووجوه وأبدان وغيرها .

- الاقتصاد الإسلامي:

(٣ ساعات معتمدة)

يتناول المقرر أبرز النظريات العالمية ثم يستوفي أبرز مقومات النظرية الاقتصادية الإسلامية في الإنتاج والتوزيع والإستهلاك إضافة إلى أخلاقيات الإقتصاد الإسلامي.

- المالية العامة في الاسلام:

يتناول المقرر أحكام الخراج والغنى والغنائم وموارد الدولة وآليات علاج العجز في الميزانية والتضخم والتمويل وفق الرؤية الإسلامية والمقارنة إضافة لأحكام الضرائب والزكاة.

- الثقافة الإسلامية(1):

(٣ ساعات معتمدة)

يهدف تدريس هذا المقرر لتمكين الطالب من التعرف إلى دين الإسلام وروح التشريع والأخلاق فيه والإمام بما هو معلوم من الدين بالضرورة والإطلاع على شرائع الإسلام الحنيف ودفع الشبهات في مجال العقيدة والتشريع كما يتعرف الطالب على كيفية الالتزام في حياته العملية وفي سلوكه اليومي. وأيضاً يتعرف على كيفية ربط تعليم الإسلام الحنيف بإدارة الأعمال والأموال. وأخيراً يتعرف الطالب على المكتبة الإسلامية.

- اللغة العربية (1):

(٣ ساعات معتمدة)

تتضمن المادة نصوصاً تراثية ومعاصرة ، غنية بالمفردات اللغوية والأساليب البلاغية، المدعومة بتدريبات تحليلية نحوية ولغوية ، تعين الطالب على التمكن من المهارات اللغوية (تحدثاً واستماعاً وقراءة وكتابة) واستخدامها في ميادين الحياة بفاعلية ومهارة مع التطرق إلى أبرز الأخطاء الشائعة في الكلام والإملاء .

- الثقافة الإسلامية (2) :

(٣ ساعات معتمدة)

لبنان والحضارة العربية الإسلامية :

(٣ ساعات معتمدة)

تتناول المادة الكيان اللبناني ونهائيته ودوره في المنطقة العربية والإسلامية و إعطاءات أبنائه على مدى القرون وأهم رجالاته والتعريف بثقافة التعايش الوطني ومعرفة الجذور التاريخية للعائلات الروحية في لبنان .