

**FACULTY OF ECONOMY**  
**DEPARTMENT BUSINESS ADMINISTRATION**  
**PROGRAM BACHELOR BUSINESS ADMINISTRATION**

**FIRST YEAR**

<b>Course</b>	<b><u>Academic Reading and Writing I-II</u></b>
<b>Module:</b>	<b><u>Academic Reading and Writing I</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>First YEAR/Fall SEMESTER 2016-2017</u>
Head of Department:	

**PURPOSE STATEMENTS:**

Academic English Reading and Writing I is designed to prepare students for reading and writing at the college level. Reading and writing are taught together because they are related processes. The course emphasizes vocabulary development, dictionary use, critical thinking, and information technology.

This particular section of Reading and Writing I is designed to focus on writing and study skills. Classes will be devoted to developing students' abilities in academic and professional writing as well as developing study skills such as note-taking and library and Internet research.

The emphasis in this course will be on both the process of writing a well-constructed, well-developed and cohesive essay as well as on the final product. Both the process and the product are critical. By the end, the goal is for you to have the knowledge of the process and the product that will enable you to write professional independently.

**COURSE DESCRIPTION**

Lecture Hours:	2 hours per week
Seminar:	1 hour per week
Exercises:	1 hour per week
Credits:	3
ECTS:	6
Prerequisite:	none

<b><u>Course</u></b>	<b><u>Academic Reading and Writing I-II</u></b>
<b><u>Module:</u></b>	<b><u>Academic Reading and Writing II</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>FIRST YEAR/Spring SEMESTER 2016-2017</u>
Head of	
Department:	

### **PURPOSE STATEMENTS:**

This course requires you to *think*. You will not be rewarded for doing what comes easily to you, no matter how well you do it. You will be rewarded for taking risks, for asking questions, and for seeing things in a new way. Most of our time will be spent writing and discussing. For each of the major papers assigned this semester, you will write multiple drafts, which will be work shopped in class with your classmates and me. You will write four formal essays and one research paper this semester (four-to-seven pages each), in addition to a number of shorter writing assignments. We will work on topic and thesis generation, organization, paragraph development, revision, and mechanics. We will also familiarize ourselves with research and the library.

### **COURSE DESCRIPTION**

Lecture Hours:	2 hours per week
Seminar:	1 hour per week
Exercises:	1 hour per week
Credits:	3
ECTS:	6
Prerequisite:	Academic Reading and Writing 1

<b><u>Course</u></b>	<b><u>Calculus I and Financial Mathematics</u></b>
<b><u>Module:</u></b>	<b><u>Calculus I</u></b>
Instructor:	
Contact:	
Department:	<u>Business Administration</u>
Year/Semester:	<u>FIRST YEAR/FALL SEMESTER 2016-2017</u>
Head of	
Department:	

### **PURPOSE STATEMENTS:**

The purpose of this course is to teach to the students the basic techniques of differentiation and integration such as integration by parts and the chain rule. Some real world applications will also be integrated into the course as examples.

### COURSE DESCRIPTION

An introduction to the concepts of Function, Limit, Continuity, Derivative and elementary techniques of integration; applications such as area, volume, growth and decay, Minima and Maxima.

Lecture Hours:	2 hours per week
Seminars:	1 hr per week
Exercises:	1 hr per week
ECTS:	6
Credits:	3
Prerequisite:	none

<b>Course</b>	<b><u>Computer Applications &amp; Computer Science Fundamentals</u></b>
<b>Module:</b>	<b><u>Computer Science Fundamentals</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>FIRST YEAR/SPRING SEMESTER 2016-2017</u>
Head of Department:	

### PURPOSE STATEMENTS:

The purpose of this course is to provide an introduction to the design and analysis of efficient data structures.

### COURSE DESCRIPTION

This course is an introduction to the design and analysis of efficient data structures. Topics include lists, stacks, queues, priority queues, trees, graphs, and their associated algorithms, sorting, searching and hashing techniques; time and space complexity.

Lecture Hours:	2 hours per week
Exercises:	1 hr per week
Seminars:	1 hour per week
Credits:	3
ECTS:	6
Prerequisite:	none

<b>Course</b>	<b>Research Methods</b>
Instructor:	
Contact	
Department	<u>Business administration</u>
Year/Semester	<u>FIRST YEAR/Fall SEMESTER 2016-2017</u>
Head of department	

### **PURPOSE STATEMENTS:**

This undergraduate course provides a comprehensive introduction to research proposal writing, research methodologies, and foundational research theories and protocols. Students in the course learn about the cyclical nature of applied research and the iterative process of research writing. The course teaches students how to write a proposal, engage in independent studies, and work collaboratively with a mentor-mentee relationship.

### **COURSE DESCRIPTION**

During this course, students will complete a proposal that includes an introduction, problem statement (significance of study), literature review, methods section, references, and a project timeline. Students will convert this proposal into a full research that will include the following sections: findings, discussion, conclusions, and references.

Lecture Hours:	2 hours per week
Seminars:	2 hours per week
ECTS:	
Credits:	
Prerequisite:	none

<b>Course</b>	<b>Calculus I and Financial Mathematics</b>
<b>Module</b>	<b>Financial Mathematics</b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>FIRST YEAR/SPRING SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

The purpose of this course is to provide the basic mathematical tools used in finance and economics, including linear algebra and differential equations.

### **COURSE DESCRIPTION**

Topics to be covered include: Systems of linear equations, Matrices, Inverse Matrices, Determinants, Linear Independence, Basis, Dimension, Vector Spaces, Inner Product Spaces, Linear Transformations, Fundamental financial formulas, Elementary differential equations

Lecture Hours:	2 hours
per week Seminars:	1 hr per
week	
Exercises:	1 hr per
week	
Credits:	3
ECTS:	6
Prerequisite:	MTH 100

<b>Course</b>	<b>Computer Applications and Computer Science Fundamentals</b>
<b>Module</b>	<b>Computer Applications</b>
Instructor:	
Contact:	
Department:	<u>Business Administration</u>
Year/Semester:	<u>First year, Fall 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

The purpose of this course is to introduce students to the art of computer programming. Students will learn the heart of the programming paradigm will real examples and modern programming languages used in the software industry.

### **COURSE DESCRIPTION**

This course serves as an introduction to computing and computer programming. Topics covered include: basics of problem solving, variables, data types, conditionals, loops, modular programming, functions, elements of object oriented programming, classes, basics of algorithms and data structures, sorting, searching, stacks and queues.

<b>Lectures:</b>	<b>2 hrs per week</b>
<b>Seminars:</b>	<b>1 hr per week</b>
<b>Exercises:</b>	<b>1 hr per week</b>
<b>Credits:</b>	<b>3</b>
<b>ECTS:</b>	<b>6</b>

**Pre-Requisites: none**

<u>Course</u>	<u>Introduction to Economics</u>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>First Year/Fall Semester 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

ECN 101 is an introductory course in economics, for bachelor studies. The course is divided into two parts micro and macroeconomics. Microeconomics part of the course will treat in a rigorous way economic agents behaviour and choices, their interactions with market structure and the influence of market structure on the economic outcome (on welfare). Macroeconomics part will analyse the factors that determine important national variables such as the level and rate of growth of output (gross domestic product), the rate of inflation, the level of unemployment, as well as flows of imports and exports and the balance of trade.

Course objective is to help students acquiring skills and abilities in analysing economic issues in support of decision-making at management level.

### **COURSE DESCRIPTION**

Introduction to Economics course (ECN 101) will be about introducing the students to the way economist think and the basic concepts of economics. The course will introduce to the students economic concepts as scarcity (of resources) and opportunity cost, behaviour and choices of economic agents, market, supply-demand mechanism, optimization, pricing, public policy and welfare analyses, aggregate output and macroeconomic measures, inflation and unemployment, income distribution and poverty, monetary economy (money and finance), fiscal and monetary policy (under uncertainty), central banking as well as international trade.

Lecture Hours: 2 hrs per week

Seminars: 2 hrs per week

Credits: 3 (three)

ECTS: 6 (ECTS)

Prerequisite: Enrolment in First Year of the Bachelor Studies. Math knowledge is helpful.

<b>Course</b>	<b><u>Introduction to Business and Marketing</u></b>
<b>Module</b>	<b><u>Introduction to Business</u></b>
Instructor:	
Contact	
Department	<u>Business and Administration</u>
Year/Semester	<u>FIRST YEAR/SPRING SEMESTER 2016-2017</u>
Head of Department	

### **PURPOSE STATEMENTS:**

Any business, big or small, is fraught with risk, and unless you have a clear understanding of contemporary business principles, you will be taking unnecessary risk, and such risk could lead to failure. The objective of this course is to familiarize you with today's fundamental pillars of the business environment—globalization, technology, and ethics—and also provide you with the necessary analytical tools to manage business successfully. The purpose of this course is to introduce you to the art and science of managing business—in a way that is interesting, relevant, and engaging, in the hope that you may develop a successful business career. You will come to appreciate the knowledge, roles, responsibilities, and skills required of modern managers. The material covered will be relevant to you, regardless of your career objectives. In all likelihood, you will either be a manager or work with one in any occupation you choose. Indeed, in the final analysis, since we all deal with businesses every day of our lives, we can certainly benefit from understanding how businesses operate.

### **COURSE DESCRIPTION**

The course will lead students to a variety of themes from a survey on economic systems, forms of business ownership, the art of running a business; organizing and managing businesses; managing human resources; managing production and information; managing marketing; introducing financial issues including accounting, money and banking, securities markets; business issues and challenges including legal and regulatory environment, business ethics and international business.

Lecture Hours:	2 hrs per week
Seminars:	2 hrs per week
Credits:	3 (three)
ECTS:	6 (ECTS)
Prerequisite:	None

<b>Course</b>	<b><u>Introduction to Psychology</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>FIRST YEAR/FALL SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

Intro to Psychology is an introduction to the methods and findings of modern scientific psychology. Students are exposed to diverse theoretical viewpoints, methods and procedures for the scientific investigation of psychological issues. The biological, cognitive, behavioural, psychodynamic, humanistic, and socio-cultural perspectives that guide contemporary thinking in the field of psychology are also immensely important to managers who need to understand something of the impact of human behaviour on organizational effectiveness.

### **COURSE DESCRIPTION**

An introductory survey of the methods and findings of modern scientific psychology, including history and methodology, biological psychology, sensation and perception, learning and motivation, verbal and cognitive processes, development psychology, social psychology, individual differences (intelligence and personality), and clinical psychology.

Lecture Hours: 2 hrs per week  
 Seminars: 2 hrs per week  
 Credits: 3 (three)  
 ECTS: 6 (ECTS)  
 Prerequisite: None

<b>Course</b>	<b><u>HISTORY OF ECONOMICS</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>First semester/First Year 2016-2017</u>

### **Purpose statements:**

This course will help students to understand the economic theory, the key categories and major works published by great economists and theorists. Students will be able to understand political economy issues and economic policies debated at international and local level.

### **Course Description:**

This course is designed to help students understand the evolution of economic thought through history, but mostly starting with the birth of class economic theory with Adam Smith till the present day. The journey through history intends to expose students with key economic categories, interpretation of theories and influence of such economic doctrines on the evolution of economy itself.

**Credit Hours:** 60

**Pre-Requisites:** none



<b>Course</b>	<b>MARKETING</b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>Spring Semester/First Year 2016-2017</u>
Head of Department:	

### **COURSE DESCRIPTION:**

This course provides knowledge on the marketing strategy and environment; marketing research and target market analysis; customer behavior; product design; distribution, promotion and price decisions, social responsibility and marketing ethics.

Lecture Hours:	2 hrs per week
Seminars:	1 hr per week
Exercises:	1 hr per week
Credits:	3 (three)
ECTS:	6 (ECTS)

### **SECOND YEAR**

<b>Course</b>	<b>Comparative International Business</b>
Instructor:	
Contact	
Department:	Business Administration
Year/Semester:	SECOND YEAR/SPRING SEMESTER 2016-2017
Head of Department:	

### **PURPOSE STATEMENTS:**

In this era of globalization, it is impossible to understand and to succeed in business without understanding the repercussions of business realities and developments in other countries. This course is designed to help students broaden their understanding of the global business environment and its influence on the role of the business manager.

The course will focus in the concepts and theories of international business within the broader context of the contemporary debate surrounding the supposed benefits and costs of globalization. More specifically, topics include the endowments and environments of international business, global markets and institutions, trade theory, foreign direct investment theory, the activities of multinational enterprises, national competitiveness, national culture, the

political and legal environment of countries, the institutions of economic integration, the monetary system, organizational structure, strategic alliances, marketing and the supply chain, human resources management, e-commerce, and business ethics, all considered from a global perspective.

### **COURSE DESCRIPTION**

An introduction to the principal concepts and theories of international business management. The course examines globalization's impact on the organization, operations, strategies and future opportunities of international business. Fundamental management concepts applicable to all businesses, both international and domestic, are examined.

**Lecture Hours:** 2 hours per week

**Seminars:** 2 hrs per week

**Credits:** 3

**Ects:** 6

**Prerequisite:** Bus 110

<b>Course:</b>	<b><u>Microeconomics and Macroeconomics</u></b>
<b>Module:</b>	<b><u>Macroeconomics</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>SECOND YEAR/SPRING SEMESTER 2016-2017</u>
Head of Department	

### **PURPOSE STATEMENTS:**

The relationship, both theoretical and applied, between the academic disciplines of economics and business administration is very close. Economics is the science that deals with the allocation of limited resources to satisfy unlimited human wants. The scarcity of resources means that we are constrained in the choices we can make about the goods and services we produce, and which human wants we will ultimately satisfy. Managers, too, are continually faced with the challenges of managing their organizations efficiently, a task invariably complicated by the vagaries of economic forces, both micro and macro. Understanding economic trends is therefore fundamental knowledge for all managers.

ECN 201 offers to students a more in-depth theoretical and applicative approach to macroeconomics than students encountered in ECN 101. The macroeconomics course will develop insights on how economies grow or enter into cyclical behaviours (business cycles) with unemployment, inflation or debts and financial constraints. The macroeconomics analyses will make use of models that are micro-founded. The course objective is to make students familiar with modern macroeconomics literature and research by presenting them theoretical and empirical macro models (static or dynamic) that are able to explain or predict economic fluctuations.

### **COURSE DESCRIPTION**

The course will follow a modern approach in teaching macroeconomics by using models with strong micro foundations. This approach, while makes students familiar with macroeconomics issues it reinforces students understanding of the economy by exploring macro issues through micro foundations. Students will have a better understanding of economic growth (business cycles), unemployment and labour market, dynamics and intertemporal decisions, money, inflation, investments and financial markets, open economies and exchaneg rate. They will complement their theoretical understanding by working with macro data and empirical analyses and also history and relevant case studies.

Lecture Hours:	2 hours per week
Seminars:	1 hr per week
Exercises:	1 hr per week
Credits:	3
ECTS:	6
Prerequisite:	ECN 100

<b>Course</b>	<b><u>Introduction to Statistics</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>SECOND YEAR/SPRING SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

In combination with STA 201, this course equips students with the fundamental statistical skills required to complete other courses in the curriculum (business and economics courses in particular) which contain a significant quantitative component. The level of statistical competency developed in this course will also be sufficient to enable students to conduct and interpret quantitative research at the undergraduate level.

### **COURSE DESCRIPTION**

In combination with STA 201, this course is an introduction to the nature of statistics, topics include: descriptive statistics and graphs; covariance, correlation; random variables; probability; discrete and continuous distributions; sampling; confidence interval; hypothesis testing;

Lecture Hours:	2 hours per week
Seminars:	1 hr per week
Exercises:	1 hr per week
ECTS:	6
Credits:	3
Prerequisite:	None

<u>Course</u>	<u>Management Communications</u>
Instructor: Contact Department <u>Business Administration</u> Year/Semester <u>Second YEAR/Fall SEMESTER 2016-2017</u> Head              of Department:	

### **PURPOSE STATEMENTS:**

This course is an introduction to the critical management skills involved in planning, structuring, controlling and leading an organization. It provides a framework for understanding issues involved in both managing and being managed, and it will help you to be a more effective contributor to organizations that you join. We develop a "systems" view of organizations, which means that we examine organizations as part of a context, including but not limited to environment, strategy, structure, culture, tasks, people and outputs. We consider how managerial decisions made in any one of these domains affect decisions in each of the others.

### **COURSE DESCRIPTION**

1. Introduce students to some basic concepts and theories in strategic management by understanding the external environment of a firm, analyzing the resources and capabilities of a firm, identifying the strategic problems and stakeholders of the firm, assessing the firm's current strategy, and designing ethical strategic solutions;
2. Provide opportunities for students to integrate and practice strategic management skills acquired in finance, accounting, marketing, and MIS courses to create intelligent and successful strategies through real world case analyses, while learning how to conduct effective organizational research; and
3. Train students to take leadership responsibilities and work with other people in teams, while developing oral and written communication abilities that can help advance professional careers.

Lecture Hours:	2 hours per week
Tutorials:	2 hour per week
Labs:	0 hour per week
Credits:	3
ECTS:	6
Prerequisite:	none

<b>Course</b>	<b>ORGANIZATIONAL BEHAVIOR</b>
Instructor:	
Contact	
Department:	Business Administration
Year/Semester:	SECOND YEAR/SPRING SEMESTER 2016-2017
Head of	
Department:	

### **PURPOSE STATEMENTS:**

This course provides a detailed introduction to the theories and applications of Organizational Behavior, a subject with widespread relevance to business managers as it examines and explains human behavior in organizational settings. All managers eventually must address some facet of human behavior in the workplace. Attention will be paid to both public and private sector organizations. Many issues are examined from the perspective of the manager as well as the worker, the client, and the citizen. OB places the subject of organizational behavior in historical perspective, before addressing issues of methodology, personality, values and attitudes, job satisfaction, motivation, groups, leadership, communication, ethics, conflict, strategy, organizational innovation and change, and cross-cultural issues. The focus is on broad themes of social behavior and organizational processes, and the total organization.

### **COURSE DESCRIPTION**

OB is the study and application of knowledge about how people, individuals and groups act in organizations. As such, a multidisciplinary approach to the study of human behavior in organizations will be applied. Topics include personality and learning, workplace behaviors, motivation, teamwork, leadership, communication, decision making, conflict, and organizational change and structures.

Lecture Hours:	2 hours per week
Tutorials:	1 hour per week
Exercises:	1 hour per week
Credits:	3
ECTS:	6
Prerequisite:	None

<b>Course</b>	<b>Ethics</b>
Instructor:	
Contact	
Department:	<u>BUSINESS ADMINISTRATION</u>
Year/Semester	<u>Second Year/ Fall 2016-2017</u>
Head of	
Department:	

### **PURPOSE STATEMENTS:**

We often say that an action is right or wrong, and knowing the difference between the two often has to do with the context we are in. A context many of us can relate to is our work environment. This class will examine how morality (right and wrong) relates to the business world and the reality the business world exists in—capitalism and corporations. There are many “moral issues” we will study, such as the moral permissibility of capitalism, unsafe work environments, deceptive advertising, and whistle blowing. This is a philosophy class, so we will study moral issues by considering the reasons and arguments for and against various moral beliefs. Some moral beliefs are better supported by reasons than others, but many moral beliefs are controversial. We will study business ethics by reading the text, listening to lectures, engaging in discussion, and writing argumentative essays. This course will help students to understand the role of ethics in business. It will inform them about the complexity of the business dilemmas related to law and ethics.

### **COURSE DESCRIPTION**

This class will examine how morality (right and wrong) relates to the business world and the reality the business world exists in—capitalism and corporations. We will study business ethics by reading the text, listening to lectures, engaging in discussion, and writing argumentative essays. The course will start with a general perspective of ethics introducing students with conceptual and theoretical framework. It then moves to contextualized discussions on ethics in corporations, in relation to consumers, and work place.

<b>Lecture Hours:</b>	2 hours per week
<b>Seminars:</b>	2 hours per week
<b>Credits:</b>	3
<b>ECTS :</b>	6
<b>Prerequisite(s):</b>	None

<b><u>Course:</u></b>	<b><u>Financial Accounting and Managerial Accounting</u></b>
<b><u>Module:</u></b>	<b><u>Financial Accounting</u></b>
Instructor:	
Contact	
Department:	<u>Business Administration</u>
Year/Semester	<u>SECOND YEAR/FALL SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

Today’s businesses are eliminating barriers between functional departments in order to become integrated organizations without internal boundaries. Similarly, this core business curriculum allows students to understand the interrelatedness of a wide array of business subjects, theories, and practices.

The purpose of the two courses combined is to train future managers to understand why and how accounting principles are used to develop financial statements, to learn basic analytical techniques, to gain a better understanding of the workings of small business, and to appreciate the difficulties involved in making decisions using incomplete or imperfect information. Generally accepted methods of presenting the financial condition and performance of a firm will be outlined. In addition to manipulating, correcting, and summarizing data to produce basic financial statements (balance sheet, income statement, etc.), students will be instructed on recognizing the uses and limitations of such statements.

### **COURSE DESCRIPTION**

An in depth examination of the development of financial statements, and the assessment of their uses and limitations. Particular attention is given to accounting problems and practices involving merchandising, inventories, and cash.

Lecture Hours:	2 hrs per week
Seminars:	1 hr per week
Exercises:	1 hr per week
Credits:	3
ECTS:	6
Prerequisite:	none

<b><u>COURSE:</u></b>	<b><u>MICROECONOMICS &amp; MACROECONOMICS</u></b>
<b><u>MODULE:</u></b>	<b><u>MICROECONOMICS</u></b>
Instructor:	
Email:	
Department:	Business Administration
Year /Semester:	Second Year, Fall 2016-2017
Head of Department:	

### **PURPOSE STATEMENTS:**

The purpose of this course is to explore the foundations of microeconomic theory, and its application.

Microeconomics studies the economic behavior of individual agents, such as consumers, households, firms and the government, as well as the outcome of their interactions in the market. As such microeconomics constitutes a cornerstone of economic analysis and economic reasoning.

Building upon the fundamental knowledge acquired in Introduction to Economics course (ECN 100), this course will offer a more advanced theoretical and analytical approach to the study of microeconomic problems. Students will be exposed to economic modeling applied through mathematical or empirical tools (simulations and programming). This will help students to

understand how critical thinking and applicative instruments (models, programming) are used in solving economic problems.

### **STUDENT LEARNING OUTCOMES:**

Upon completion of this course, students are expected to:

1. Understand and explain the standard theory in microeconomics.
2. Understand and make use of simple techniques for comparative static analyses solving and simulating optimization problems in excel
3. Analyze the economic behavior of economic agents (individuals and firms), and explore how they interact with markets and respond to changes, constraints or uncertainties
4. Develop quantitative skills in understanding different economic problems or support choices in a business environment
5. Understand and apply tools that are commonly used in many fields of economics such as household/labour economics, production theory, market structures and business strategies, international economics, natural resource economics, public finance, and capital markets.
6. Be able to present arguments concerning business and politics

### **COURSE DESCRIPTION**

This course explores the foundations of microeconomic theory, and its application.

During this course we will focus on understanding the economic behavior of individual agents, such as consumers, households, firms and the government, as well as the outcome of their interactions in the market. Students will be exposed to analytical tools used in understanding economic problem involving solving optimization problems and simulate comparative static analyses.

Lecture Hours:	2 hrs per week
Seminar:	1 hr per week
Exercises:	1 hr per week
Credits:	3
ECTS:	6
Prerequisite:	ECN 10

<b><u>Course</u></b>	<b><u>Financial Accounting and Managerial Accounting</u></b>
<b><u>Module</u></b>	<b><u>Managerial Accounting</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>SECOND YEAR/SPRING SEMESTER 2016-2017</u>
Head of department	



### **PURPOSE STATEMENTS:**

Whereas BUS 200 deals with the preparation of financial statements, BUS 211 focuses on the analysis of quantitative and qualitative data needed to make business decisions. The purpose of the two courses combined is to train future managers to understand why and how accounting principles are used to develop financial statements, to learn basic analytical techniques, to gain a better understanding of the workings of small business, and to appreciate the difficulties involved in making decisions using incomplete or imperfect information. Generally accepted methods of presenting the financial condition and performance of a firm will be outlined. In addition to manipulating, correcting, and summarizing data to produce basic financial statements (balance sheet, income statement, etc.), students will be instructed on recognizing the uses and limitations of such statements.

### **COURSE DESCRIPTION**

A continuation of BUS 200, this course examines such issues in management accounting as the treatment of receivables; assets; liabilities; shareholder's equity; investments, cash flows, and financial analysis.

Lecture Hours:	2 hrs per week
Seminars:	1 hr per week
Exercises;	1 hr per week
Credits:	3 (three)
ECTS:	6 (ECTS)
Prerequisite :	BUS 110

<b>Course</b>	<b><u>Principles of Management</u></b>
Instructor:	
Contact:	
Department:	Business Administration
Year/Semester:	<u>SECOND YEAR/FALL SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

The goal of Principles of Management is to prepare students for leadership positions in 21st century companies by addressing the many facets involved in answering one key question: How are leaders successfully managing competitive companies in the 21st century?

### **COURSE DESCRIPTION**

The goal of Gulati/Mayo/Nohria's **MANAGEMENT** is to prepare students for leadership positions in 21st century companies by addressing the many facets involved in answering one key question: How are leaders successfully managing competitive companies in the 21st century? Today's constantly changing business environment presents challenges and opportunities that are more dynamic and complex than ever before, requiring a clear understanding of the interactive nature of strategy, organizational design, and leadership. **MANAGEMENT**, written by prominent Harvard management educators Ranjay Gulati, Anthony Mayo, and Nitin Nohria, is the only introductory management text on the market to address this challenge by taking an integrated and holistic approach to management, as opposed to a functional approach, making it more relevant to how today's organizations run. By demonstrating the interconnectivity among the three key pillars of management, students clearly see how decisions impact strategic choices, organizational alignment, and leadership approaches, ultimately leading to the overall performance of the company. MindTap for Gulati/Mayo/Nohria's **MANAGEMENT**, built from the ground up with this first edition, fosters the skill development needed for students to truly think like managers. This entirely unique approach will ultimately develop a sustainable and successful leadership style, better preparing students for subsequent higher level courses and making them more marketable upon graduation.

Lecture Hours:	2 hours per week
Seminars:	2 hours per week
Credits:	3
ECTS:	6
Prerequisite:	None

## THIRD YEAR

<u>Course</u>	<u>BUSINESS HISTORY</u>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>Third year/spring semester 2016-2017</u>
Head of department	

### **Purpose Statement:**

This course will help students understand the history of economic development. They will understand economic policies debated at international and local level and use this on writing articles or conducting policy assessment analysis.

### **Course Description:**

This course is designed to help students understand the evolution of economy through history, but mostly starting with the Industrial Revolution till the present day. The journey through history intends to expose students with key economic categories, interpretation of theories and influence of such economic doctrines on the evolution of economy itself.

**Credit Hours:** 60

**Pre-Requisites:** none

<u>Course</u>	<u>Operation Management</u>
Contact	
Consulting hours:	
Course Code	BUS 301
Department:	Business Administration
Semester/Quarter/Year	<u>Fall, 2016-2017</u>
Head of Department:	

### **COURSE DESCRIPTION**

Operations management is concerned with those activities that produce the goods/ or deliver the services required by customers. These activities are at the core of any organization and typically involve the management of the vast majority of its aspects, employees and expenditure. Operations management is often not as well recognized an area of study as the other functional

disciplines of marketing, human resource management and finance and accounting. And yet, operations management is every bit as important as those other functions. No organization can hope to be successful unless its operations are well managed. Like the other business functions, operations management has developed as a distinct academic discipline.

The world in which operations management is practiced is changing rapidly. The forces of globalization, underpinned by Internet-based technologies, the lowering of trade barriers and a reduction in transport costs, have prompted firms of all sizes to markets well away from their home countries. Most developed economies have seen a significant growth in their knowledge and service-based industries as many basic manufacturing operations have moved to lower cost locations. Many back office service operations have also witnessed similar move off-shore. Studying operations management now requires an international perspective. The changes taking place present a significant challenge to those involved with the management of an organization's operations. They can represent major shifts in the strategic configuration of the resources and competences that underpin an organization's competitive capabilities. Once an organization engages in international activities, the role of its operation managers become increasingly important because the strategic significance of their decisions and action multiplies. More and more organizations are faced with the challenge how to manage a combination of supply and demand across many countries. The greater the number of countries that are involved, the more complex operations management decision-making becomes. The consequences will be felt not merely in the operations function but throughout the whole organization. These decisions usually involve significant sums of money and affect the competitive position of the organization for many years. By any definition these are truly strategic decisions.

<b>Course</b>	<b><u>Intermediate Macro Theory</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>Third year/Fall semester 2016-2017</u>
Head of department	

**Purpose Statement:**

This course trains students to think in a structured, analytically rigorous way about macroeconomic questions. This training will allow students to use macroeconomics as an analytical tool rather than a set of assorted theories. Finally, it will help prepare students entering graduate education or starting careers in management, finance, or economic policy-making.

**Course Description:**

This course takes an intermediate level approach to macroeconomic theory and its applications, building on the foundations developed in the principles level economics classes. It provides

analytical tools and formal models to explain the behavior of output, inflation, employment, interest rates, exchange rates, and other aggregate economic quantities. This set of tools is used to understand current economic issues, forecast the behavior of the economy, and assess the impact of policy choices.

**Credit Hours:** 60  
**Lectures:** 2  
**Seminar:** 2  
**Pre-Requisites:** none

<u>Course</u>	<u>Introduction to Sociology</u>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>Third year/spring semester 2016-2017</u>
Head of department	

**Purpose Statement:**

The main objective of this course is to provide students with general knowledge on the discipline of sociology, focusing on important sociological issues, such as: culture, socialization, social stratification, sex and gender, ethnic-racial relations, global inequalities. At the end of the course, the students will be able to have an understanding of sociological concepts, theories, as well as develop the ability to apply these concepts and theories to social problems we face in our times. Additionally, students will become familiar with main scientific methods that sociologists use in the process of conducting sociological research.

**Course Description:**

This course is designed to help students understand the sociological concepts and theories as well as develop the ability to apply these concepts and theories to the social problems.

**Credit Hours:** 60  
**Lectures:** 2 Hrs  
**Seminars:** 2 hrs  
**Pre-Requisites:** none



<b>Course</b>	<b>Business Law</b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>SPRING 2016-2017</u>
Head of Department:	

**PURPOSE STATEMENTS:**

The purpose of this course is to introduce students to the legal environment, contractual instruments, dispute resolution mechanisms, ethics, and corporate structure. This is a course which makes students familiar with legal challenges of doing business. It also helps them to assess critically and develop their legal analytical skills in business relationship. This course gives student the necessary prospect of business legal risk and management in a transition society.

**COURSE DESCRIPTION**

This course is composed of three main clusters. In the first, students will be introduced with the main concepts of law, ethics and social responsibility of business. In this part, the architecture of the legal system is also explained and forms of dispute resolutions are analyzed. In the second, the course then moves to more practical legal instruments which pertain to private law. It informs students about counterfactual relationship and types of contracts generally. It also focuses on employment and intellectual property issues. In the third part, the course elaborates on organized forms of business and their relationship. Main legal structures of corporations are explored. Corporate liability including corporate crime is also considered. An impetus is given to international law and institutions in the context of business.

<b>Lecture Hours:</b>	2 hours per week
<b>Seminar:</b>	2 hours per week
<b>Credits:</b>	3
<b>ECTS Credits:</b>	6
<b>Prerequisite(s):</b>	None

<b>Course</b>	<b>Entrepreneurship</b>
Instructor:	
Contact:	
Department:	Business Administration

Year/Semester:	FIRST YEAR/FALL SEMESTER 2016-2017
Head of Department:	

## PURPOSE STATEMENTS

Recognised for two decades as one of the leading books in the field, the aim of the text is to present the most current thinking in entrepreneurship as well as provide learners the opportunity to apply ideas and develop useful entrepreneurial skills. This edition has been updated to include current developments and issues in this explosive field.

## COURSE DESCRIPTION

- INTRODUCTION TO ENTREPRENEURSHIP, 9e, International Edition, provides a systematic, process-oriented overview of entrepreneurship, from startup to maturation, with an eye on the latest research developments in the field.

- Blend of New, Retained, and Updated Cases: Cases designed to help students think and act like entrepreneurs, whether in a start-up or corporate setting, appear at the end of every chapter and at the end of every part.

Entrepreneurship in Practice boxes: New and updated stories illustrate the application of entrepreneurship theory in today's marketplace.

Experiential Exercises: Short exercises at the end of each chapter and comprehensive exercises at the end of each part give students an experiential space in which they can test and investigate their understanding of chapter principles through self-scoring assessments, skills inventories, and related applications.

**Lecture Hours:** 2 hours per week

**Seminars:** 2 hours per week

**Credits:** 3

**ECTS:** 6

**Prerequisite:** none

<b>Course:</b>	<b><u>Human Resource Management and Business Law</u></b>
<b>Module</b>	<b><u>Human Resources Management</u></b>
Instructor:	
Email:	
Department:	<u>Business Administration</u>
Year	<u>Third Year/Fall 2016-2017</u>
Semester:	

Head of  
Department:

**PURPOSE STATEMENT:**

Effective human resources management (HRM) is one of the most decisive factors in the success of any organization. This course introduces the technical and legal aspects of human resource management from a strategic business perspective. The course examines how to manage human resources effectively in the dynamic legal, social, and economic environment currently constraining organizations. Among the topics included are: formulation and implementation of human resource strategy, job analysis, methods of recruitment and selection, techniques for training and development, performance appraisal, compensation and benefits, and the evaluation of the effectiveness of HRM systems. Emphasis is placed on integrating human resource management with the overall business strategy.

More specifically, companies maintain their competitive advantages by holding on to resources their competitors cannot obtain. More often than not, however, a company's most valuable resources are its employees. Often, having the "right" employees separates the highly successful firms from their less successful competitors. As you begin the journey of this course, you might be saying to yourself, "My company may say I am its most valuable resource, but it really does not treat me like I am valued." As such, Human Resource Management refers to the practice of strategically allocating the most valuable resources – people – to the right areas of a firm. This practice involves careful strategizing, good leadership, and other solid business practices. Human Resource Management requires more than a strong human resources department; it requires smart, capable team managers working in conjunction with an HR department to carry out common goals. Furthermore, you will learn that identifying the best employees begins with identifying the firm's needs and carrying out a proper recruitment and selection process. Training, development, and performance evaluations can then shape the selected employee into an ideal firm resource. Finally, adequate and incentivizing compensation can keep those resources with the firm. This course will cover all these topics and more. Though you may not be planning to pursue a career in human resource management, much of your career success will depend upon working with the right people. This course will help you appreciate and leverage this fact.

Lecture Hours:	2 hrs per week
Seminar:	2 hrs per week
Credits:	3
ECTS:	6
Prerequisite:	None



<b>Course:</b>	<b><u>FINANCE AND BUSINESS STATISTICS</u></b>
<b>Module:</b>	<b><u>BUSINESS STATISTICS</u></b>
Instructor:	
Contact	
Department:	<u>Business Administration</u>
Year/Semester	<u>THIRD YEAR/FALL SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

In combination with STA 200, this course equips students with the fundamental statistical skills required to complete other courses in the curriculum (business and economics courses in particular) which contain a significant quantitative component. The level of statistical competency developed in this course will also be sufficient to enable students to conduct and interpret quantitative research at the undergraduate level.

### **COURSE DESCRIPTION**

In combination with STA 201, this course is an introduction to the nature of statistics, topics include: Tests of independence, goodness of fit, Analysis of Variance, Regression, time series, index numbers, forecasting techniques.

Lecture Hours:	2 hours per week
Seminars:	1 hr per week
Exercises:	1 hour per week
ECTS:	6
Credits:	3
Prerequisite:	STA 210

<b>Course</b>	<b><u>Operations Management and Strategic Management</u></b>
<b>Module</b>	<b><u>Strategic Management</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester:	<u>Spring Semester 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

The purpose of this course is to provide students with an overall comprehension of strategic management and, above all, with practical and theoretical knowledge for the identification and application of strategic frames to different environments.

### **COURSE DESCRIPTION**

An integrative approach to policy making and administration, this course examines strategies for identifying and analysing problems and strengths in the organizational environment. The two-fold emphasis is upon strategy formulation and strategy implementation, addressing such themes as the external environment, strategic analysis and choice, and strategic control.

The minimum of required attendance is 70% of the total lecture & lab hours.

<b>Course</b>	<b><u>Finance and Business Statistics</u></b>
<b>Module</b>	<b><u>Finance</u></b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>THIRD YEAR/FALL SEMESTER 2016-2017</u>
Head of Department:	

### **PURPOSE STATEMENTS:**

In this course the students will learn the key concepts, tools, and practises that guide the decisions of financial managers. The objective is to prepare students for careers in corporate finance, commercial banking, investment banking, money management and consulting.

### **COURSE DESCRIPTION**

This course is an introduction to the role of financial management including topics such as financial statement and cash flow analysis, valuation of securities and issues of risk and return, capital budgeting, capital structure, financial planning and management. The students will learn the key concepts, tools, and practises that guide the decisions of financial managers. Lectures will be supplemented by additional reading material. Application of the theories will be illustrated by case discussions.

Lecture Hours:	2 hours per week
Seminar:	1 hr per week



Exercise sessions: 1 hour per week

ECTS Credits: 6

Pre-requisite(s): None

<u>Course</u>	<u>GLOBALIZATION AND TECHNOLOGICAL DEVELOPMENT</u>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>Second Semester/Third Year 2016-2017</u>
Head of Department:	

### Course Description:

This course is designed to help students understand globalization. It describes political, cultural and economic changes and focuses mostly on key trade theories and policies; globalization of production; financial markets; environment challenges; and the role of technology in these developments.

Lecture Hours: 2 hrs per week

Seminars: 2 hrS per week

Credits: 3 (three)

ECTS: 6 (ECTS)

**Pre-Requisites:** none

<u>Course</u>	<u>International Economics</u>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>Third year/ fall semester 2016-2017</u>
Head of department	

**Purpose Statements:**

The students will understand the concepts and applications involved in international economics. They will be able to work on international trade deals and measure currency and business risk exposure on business at international level.

**Course Description:**

This course is designed to help students understand key concepts of economics applied at international context. The course is designed and presented as method of analysis virtually linked in the world economy. The course covers an extensive and diverse subjects, including trade theory and monetary developments as well as international business finance.

**Credit Hours:** 60

**Pre-Requisites:** none

<b>Course</b>	<b>Monetary Theory</b>
Instructor:	
Contact	
Department	<u>Business Administration</u>
Year/Semester	<u>THIRD YEAR/FALL SEMESTER 2016-2017</u>
Head of department	

**PURPOSE STATEMENTS:**

This course presents the conceptual framework for understanding theories of money and banking, especially as they concern the changing aspects of modern society. Students develop a good understanding of the theoretical, institutional, historical, and empirical considerations of money and banking.

**COURSE DESCRIPTION**

This course presents the conceptual framework for understanding theories of money and banking, especially as they concern the changing aspects of modern society. Students develop a better understanding of the theoretical, institutional, historical, and empirical considerations of money and banking. They also gain an insight into the relationship between the US government's changing fiscal and monetary policies (especially the role of the Federal Reserve System) and the economy and how that relationship affects economic and business decisions.



Lecture Hours: 2 hours per week  
Seminars: 2 hour per week  
ECTS Credits: 6  
Pre-requisite(s): None

<b>Course</b>	<b>Public Finance</b>
Instructor:	
Contact	
Course Type:	D
Department	<u>Business Administration</u>
Year/Semester	<u>THIRD YEAR/FALL SEMESTER 2014/15</u>

**PURPOSE STATEMENTS:**

A survey of the role of government in a market economy, effects of public expenditures, and collective decision-making; survey of the theory of taxation; issues in tax reform.

**COURSE DESCRIPTION**

The course provides a survey of public finance, or as it is alternatively called, "public economics." Over the past four decades, public economics has grown from a narrow focus on taxation to the comprehensive economic analysis of the public sector. In this course, we will study the fundamentals of public economics: efficiency analysis, public goods, taxation, deficit finance, government budgets and borrowing. The course will include theory in the readings, examples of application from the readings and current events, and in class papers. In the end, students should have a greater understanding of public finance and its policy applications. Lectures will be supplemented by additional reading material. Application of the theories will be illustrated by case discussions.

Lecture Hours: 2 hours per week  
Exercise sessions: 2 hours per week  
ECTS Credits: 6  
Pre-requisite(s): Successful completion of ECN 100 and ECN 101