



4- BUSINESS MATHEMATICS (1)

Liner Programming applications in business and economic activities- Current Applications of the Theories of Matrices- Solving linear Equations in two or more variables to determine the equilibrium points between supply and demand in the market and also the equilibrium points in project profitability - Analyzing Input & Output Tables to determine the final production volume given total demand as well as final demand and added value across different economic sectors - Studying the inventory, added value and intermediate demand in production management. - Applications of the Probability Theory in forming Life & Death Tables as well as Substitution Number Tables - Uses of Arithmetic & Geometrical Progressions and Natural Numbers in calculating interests and tabulating debts among projects as well as among debtors and creditors countries, and also in forward sale - Commercial Applications of Calculus including: determining maximum and minimum profits, total costing function and total revenue, determining marginal profit, marginal costs and marginal revenue that are of interest to the decision-maker - Determining cost, profit and revenue functions given their differential documents and finding the sum of functions using the integration method.

Statistics, Mathematics & Insurance Department

5- PRINCIPLES OF POLITICAL SCIENCE (1):

Definition of Political Science and its development - Political Science Research Methodology - The State, its origin, development and functions across political thought - Types of states and governments - Political Parties - Interest Groups and Public Opinion.

Political Science & Public Administration Department

6- PRINCIPLES OF LAW

Theory of Law: definition, importance, purpose and function of Law - The Legal Rules & Regulations - The Enforcement of Law, the Sources of Law, and Law Interpretation - Theory of Right, covering: its definition and divisions, Personal Right and the Elements of Personality, subjects of rights and their divisions. - Theory of Obligations or Liabilities, dealing with: contracts, illegal works, Description of Obligations and its termination.

Faculty of Law



ملحق ٢

المحتوى العلمي للمقررات: برنامج الدراسة باللغة الإنجليزية ١٩

COURSE DESCRIPTIONS

FIRST ACADEMIC YEAR: GENERAL FIRST SEMESTER

1- PRINCIPLES OF ACCOUNTING (1):

Theoretical framework of Accounting as a science, and as an information system and its relation to other sciences - Analyzing financial operations according to the double entry system - The basic elements of the accounting system - Recording and classification of the financial operations of an individual firm - Correcting book errors.

Accounting Department

2- PRINCIPLES OF BUSINESS ADMINISTRATION:

Definitions of management, and its importance for societies - The development of the managerial thought - Managerial work environment - Analyzing the managerial functions including: planning, organizing, directing, and controlling - Exploring some other development in management such as: MBO, Management By Exception, and the Systems Approach - An introduction about the organizational functions of business firms, including: POM, Marketing, Purchasing, HRM, and Financial Management - Some managerial advancements such as, Crisis Management and TQM may be covered.

Business Administration Department

3- PRINCIPLES OF ECONOMICS (1)

Definition of Economics - Elements of the economic problem- Factors of production- Laws of Returns - Supply, Demand and Equilibrium Price- Supply and Demand Flexibility - The Law of Diminishing Utility and its practical importance - Consumption Equilibrium under the Classical Theory - Production Costs - Forms of the market - Product Equilibrium across different markets.

Economic & Public Finance Department

١٩ هذا الملحق والمعلق التالي له لم يكونا واديين بلاحة الكلية وهو مجرد ترجمة شبيه حرة لملف مقررات برنامج الدراسة باللغة العربية، علما بان برنامج الدراسة باللغة الإنجليزية فاصر على تخصيص المحاسبة وإدارة الأعمال حتى تاريخ كتابة هذه اللاحة.



4- BUSINESS MATHEMATICS (2)

Simple Interests: its Identification, Gross Interest Equations and factors Affecting them, Commercial and Real Discounts, Batches and their types, calculation of their total and current value, Settlement of Debts and Amortization of Loans, and Current Accounts *Compound Interests:* Compound interests and calculation of its total, Current Value, Settlement of debts using the compound interest theory, Batches (Total and Current Value), Amortization of loans, Asset Depreciation and Redemption of Bonds.

Statistics, Mathematics & Insurance Department

5- PRINCIPLES OF POLITICAL SCIENCE (2):

Foreign Policies: Theories, techniques, goals and relationships with State's Domestic Policy. International Relations Theories, and International Organizations: Their origin, development, goals and role in the Contemporary International Affairs.

Political Science & Public Administration Department

6- NATURAL & ENVIRONMENTAL RESOURCES ECONM.:

Definition of natural resources and their relation to economics - Human resources - Agricultural resources - Sources of energy - Tourist resources - Ecological studies - Economic resources in Egypt and how to develop them.

Economic & Public Finance Department

7- POLITICAL & ECONOMIC STUDIES IN ENGLISH:

Economics, including: Definition of Economics, Elements of the Economic Problem, Basic ideas of production, Factors of production, Division of Labor, Supply & demand, Equilibrium Price, and Law of Diminishing Marginal Utility. *Political Studies*, covering: the Concepts of Politics, State, Government and the Executive, Legislative and Judicial Branches. In addition, topics such as: Power, Foreign Policy, Political Culture, and Public Opinion will be discussed.

Economic & Public Finance & Political Science & Public Administration Departments

SECOND ACADEMIC YEAR: GENERAL FIRST SEMESTER

1- CORPORATION ACCOUNTING (1):

An Introduction to the types and characteristics of trading corporations Accounting in the Joint Companies and the Limited Liability



7- COMMERCIAL STUDIES IN ENGLISH

First part: Management and management functions, including: Planning, Organizing, Directing and Control - Business Organizations and their main functions, including: Production & Operations, Marketing, Human Resources, Purchasing & Supply, and Financial Management. *Second Part:* Financial Accounting Principles - The Financial Transactions - Journals & Ledgers - Annual Reports & Financial Statements - The Standards of Financial Accounting.

Business Administration & Accounting Departments

FIRST ACADEMIC YEAR: GENERAL SECOND SEMESTER

1- PRINCIPLES OF ACCOUNTING (2):

Financial Statements of Sole Proprietorships (Commercial, Industrial, Agricultural, and service) - Inventory and inventories Adjustment - Commonly used Accounting Systems - A brief Introduction about the Financial Analysis of firms Annual Reports.

Accounting Department

2- ORGANIZATIONAL BEHAVIOR:

Organizations & Organization Theory - Organizational and Administrative Behavior, their definitions and importance - Theories of Perception, Learning, and personality - Values, Attitudes, and Job satisfaction - Theories of Work Motivation - Groups and work Teams - Leadership and communication - Decision Making - Conflict Management - Organizational culture & Organizational development

Business Administration Department

3- PRINCIPLES OF ECONOMICS (2):

Introduction to the Distribution Theory, including: Wage Determination, The phenomenon of inequality of wages across different crafts and professions and its causes, Ricardian Theory of Rent, Classical and Kenzian, Theories of Interest Rate, Normal and Abnormal Profit, and the concepts of The Economic Theory, Economic System and Economic Policy - Production, Product and Income - Traditional and Kenzian Theories of Operation and Product Level Determination - National Product Components & Total Demands- Economic Relations Effect & Economic Growth.

Economic & Public Finance Department



Insurance Theory including: its Concept, Definition and Classification, Technical Principles of Insurance, Legal Principles of Insurance, Insurance Contract and its Characteristics. Personal Insurance covering: Its nature, types, and Risks involved in each one. Property and Liability Insurance: Its nature, types and Risks involved in each type. An introduction about Social Insurance, Reinsurance, and the main Principles of *Insurance Mathematics*.
Statistics, Mathematics & Insurance Department

6- INTRODUCTION TO COMPUTERS:

Electronic Computers including: Development of computer generations, Classifications of Electronic Computers, Components of computers, Digital Computers, Data entry. *Computer Operating Systems* covering: Development of Computer Operating Systems, Types of Computer Operating Systems. *Disk Operating System (DOS)* including: Its components and its different versions, downloading DOS[®] and its different commands. *Compact Disk-Rom (CD-Rom)* covering: commands, folders, and files. *Windows*[®] including: loading the computer using different versions of *Windows*[®] Operating Systems. *Ready-Made Software Packages*: Data Bases, Office[®], WinWord[®], *Statistical Software Packages*, such as SPSS[®].
Faculty of Computer & Information System

7- COMMERCIAL LAW:

An Introduction to commercial law including: its sources and developments - Trading Corporations - Merchant and/or Traders - Commercial Papers - Banks and Banking Operations - Bankrupts - Public Utility and Public Corporations - An introduction about some other related laws such as Maritime and Aviation Laws.
Faculty of Law

SECOND ACADEMIC YEAR: GENERAL SECOND SEMESTER

1- PRODUCTION & OPERATIONS MANAGEMENT:

Concepts and goals of Production Systems - Definition of a Production System - Design functions in the Production Systems - Operating activities of the Production Systems - Controlling the production system - Many related subjects will be handled in depth including: Planning Production Facilities, Factory Location, Building and Layout, Supporting productive Effectiveness and Productivity, Inventory and Materials Handling, Maintenance Management, and Total Quality Management (TQM) in manufacturing and services.
Business Administration Department



Partnerships (Formation, Modifying Capital, Changing Partners, Distribution of Profits and Losses, and Changing the Ratios of Profits and Losses) - Termination of the Partnerships (Immediate and Gradual Liquidation, Merging, Selling to a Joint Stock Company, and the Accounting Manipulation in each case).
Accounting Department

2- MARKETING MANAGEMENT:

Concepts of Market and Marketing - Development of the Marketing Philosophy and Concepts- Functions of Marketing - Studying and Analyzing Consumer's Behaviors - Marketing Environment and Marketing Information System - Marketing Mix or the 4Ps (Product, Price, Place, and Promotion) - Marketing of Services and Ideas - International Marketing.
Business Administration Department

3- ACCOUNTING STUDIES IN ENGLISH:

Financial Accounting Studies including: The Principles of Financial Accounting, its Concepts, Assumptions & Conventions, The main elements of the Accounting Cycle, Financial Accounting Reporters & Tax Reports, Analyzing Financial Statements. *Studies in Cost Accounting* covering: Cost Concepts, Classification, Techniques, and Reports. *Studies in Managerial Accounting* including: Its Importance, Concepts, and Techniques. *Studies in Auditing*, Covers Its Importance, Auditors, Reports, Standards, and Control.
Accounting Department

4- ECONOMICS OF MONEY & BANKING:

The Barter System and its disadvantages - Development of Money - Functions of Money - Types of Money - Monetary Standard - Money Value and its Fluctuations and their Effects - Monetary Theory with reference to Egypt - Origin of the Commercial Banks - The Central Bank - The Specialized Banks and their types - Islamic Banks - The Egyptian Banking System.
Economic & Public Finance Department

5- INSURANCE & ITS MATHEMATICS:

Risk Theory covering: The Concept of Risk and its Classifications, the Quantitative Assessment of Risk, Methods of Risk Management.



6- MANAGEMENT & INSURANCE STUDIES IN ENGLISH:

Managerial Studies including (in addition to Business Organizational Functions) some recent topics and trend in Management, such as: Corporate Social Responsibility (CSR), Quality Circles (QC) and Total Quality Management (TQM), Joint Consultation, Group Dynamics Leadership, and Organizational Communications - Insurance topics: life insurance- property insurance. Many additional topics related to Insurance Policies and Premiums will be presented.
Business Administration & Statistics, Mathematics & Insurance Departments

7- APPLICATIONS OF COMPUTER LANGUAGES:

An Introduction and Identification of Computer Languages: its Classifications, including: High, Medium, and Low level languages, Types of Variables, Stages of preparing Programs and addressing Flow Charts, Studying one of the High-Level Computer Languages, such as: Basic, Pascal, C+...etc. focusing on its applications business, and Applications of some Ready-Made Software Packages, such as SAS[®], SPSS[®], MINAP[®], TSP[®], QSB[®].
Statistics, Mathematics & Insurance Department

THIRD ACADEMIC YEAR: GENERAL FIRST SEMESTER

1- INTERMEDIATE ACCOUNTING:

Studying Tangible and intangible assets, including: Evaluation, Methods of Acquisition, Sale, and Consumption - Long Term Investments, covering: their Types and Accounting Manipulation - Stocks: Classifications, Periodical and Continuous Inventory Card, Stock Evaluation, and the Effect of Stock Evaluation Errors - Short Term and Cash Investments, handling: Evaluation and Control - Customers and Bills Receivable, including: Inventory and Receivable Accounts - Short Term liabilities: their Types and Accounting Handling - Long Term Liabilities, covering: Long Term Notes, Account Payables, Bonds, and Loans on Security - The Effect of Price Changes on Financial Statements and Accounting Manipulation considering the importance of Accounting Disclosure.
Accounting Department



2- CORPORATION ACCOUNTING (2):

An Introduction about the nature and characteristics of the financial Corporations - Accounting in the Joint Companies and/or Partnership including: the formation, capital, shares & bonds, profits and losses distribution, and the financial statements - Termination of the Joint companies - The Unified Accounting System as a trend model of Accounting Systems - Holding and Subsidiary Companies covering: The concepts, characteristics, and effects on the Accounting Systems utilized.
Accounting Department

3- PUBLIC & LOCAL ADMINISTRATION:

Introducing public Administration including: its topics, origins, developments, and importance - The theoretical approaches to Public and Local Administration - The importance and effects of Political and Organizational Environment on Public Administration- State Role in Planning, Allotting, and Controlling Public Resources to provide Public Services and achieve Political and Economical Equilibrium in a community and at the large scale of national level.
Political Science & Public Administration Department

4- PRINCIPLES OF STATISTICS:

Foundations of Statistics covering: an Introduction to Statistics, Uses of Statistics in Scientific Research, Data Sources and Collection, Data Representation in forms of Tables and Graphs - Measures of Central Tendency including: Arithmetic Means, Medians, Modes, Geometrical means, Concordant means - Measures of Dispersion and Skewness including: Ranges, Semi-Inter Quartile Ranges, Mean Absolute Deviation, Standard Deviation, Absolute and Relative Dispersion, Standardized Scores, and some other measures of Skewness and Kurtosis - Correlation including: Simple Linear Correlation Coefficient, Rank Correlation Coefficient, Coefficient of Ordinal Association, and Coefficient of Concordance - Regression including: Regression Parameters, and Relation between Simple Linear Correlation and Regression - Time Series Analysis.
Statistics, Mathematics & Insurance Department

5- FOREIGN TRADE ECONOMICS:

The Concept and importance of Foreign Trade & International Economics - Development of Economic Thought and Foreign Trade - The role of Foreign Trade in the Economic Development - Theories of Foreign Trade - Exchange Rate & Factors Determining it, Balance of Payments Components, its Disequilibrium & Ways of Overcoming it, GAT.
Economic & Public Finance Department



related to the Arithmetic Mean and Percentage, Estimation using the Confidence Interval - Sampling - Statistical Tests - Index Numbers - Biostatistics Applications.

Statistics, Mathematics & Insurance Department

6- POLITICAL CRISES MANAGEMENT:

Political Crisis Definitions, Causes, and Approaches of Solving - The Hidden Political Conflict - Stages of a Political Crisis - Managing Political Conflict - Theories and Strategies of Political Crisis Management - The Domestic, National, and International Impacts of Political Crises.

Political Science & Public Administration Department

THIRD ACADEMIC YEAR: GENERAL SECOND SEMESTER

1- PRINCIPLES OF AUDITING:

Auditing Goals and importance - Basic Concepts of Auditing - General Fundamentals for Auditing Activities - Academic and Practical Qualifications of the Auditor - Autonomy of the Auditors - Due Professional Care - Fundamentals of Auditing Field Work - Internal Control, including: its importance, and concept - Planning for Auditing Fieldwork and Preparing its Program via connecting Auditing Procedures with Auditing Goals - Proves of Auditing - Different Approaches to Financial Statement Auditing, covering: Auditing the Elements of Balance Sheets or Financial Position, Income Statements, and Cash Flow.

Accounting Department

2- SPECIALIZED INSTITUTIONS ACCOUNTING:

Subjects include: Accounting from Irregular Books - Accounting for Sales on Consignment and Agencies - Accounting for Rental and Installment Sales - Accounting in Charities, Hotels, and Clubs - Free Career Accounting - Accounting in Firms with Divisions and Branches.

Accounting Department

3- COST ACCOUNTING:

Introductory topics about the General Framework of Cost Accounting, including: its Definitions, Characteristics, and Goals. The Relationship between Cost Accounting and Financial Accounting, and differences between the two topics - Basic Elements of Cost Accounting, especially: Cost Centers, Cost Diminutions, Cost Classifications, and Cost Units - Accounting for Cost elements, including: Material, Labor, Machine



2- GOVERNMENTAL & NATIONAL ACCOUNTING:

The first part of this course, Governmental Accounting will deal with: its Concept, Framework, and the Scientific Principles that must regulate its Accounting System - Accounting processes of the Governmental Financial Acts - The State's Budget, including: its Concept, Characteristics, Relationship with Governmental Accounting, The Cycle of Preparation, and its Classifications and Recent Trends. The second part, National Accounting covers: its Concept, Framework and Objectives - The Scientific Principles of National Accounting - Modifying Financial Statements to be consistent with the Framework of National Accounting - Establishing Transactions among National Economic Sectors.

Accounting Department

3- PURCHASING & SUPPLY MANAGEMENT:

Definition of Purchasing, Supply, and Materials Management - the Importance and Objectives of Purchasing & Supply Management - Materials Requirement planning (MRP) - Organizing Purchasing & Supply Management - Purchasing Cycle including: Procedures, Resets and Records - The 6 Rights, Including: Right Quality, Quantity, Time, Source, Cost, and Service - Inventory Management and Control, including: its Concept, Importance and Objectives - Performance Evaluation of Purchasing & Supply Management as a Competitive Edge to any firm.

Business Administration Department

4- ECONOMIC DEVELOPMENT & PLANNING:

Definition of Developing Countries and their characteristics - Economic Development and its basic elements - Theories of Development - Methods of Funding Economic and Social Development - Definition of Economic Planning, its importance, and its objectives - Types of Planning - Economic Planning Techniques - Studying Economic Planning in Egypt.

Economic & Public Finance Department

5- APPLIED STATISTICS:

Advanced topics in Applied Business and Economic Statistics are covered. Among those topics: Random Variables and Probability Distributions, Introduction to Probabilities, Random Variation, Expectation and Variance, Probability Density index, Probability Distributions Applications including: Binomial Distribution, Bauson Distribution, Meta Geometrical Distribution - Statistical Estimation Theory, including: Definitions and Concepts - Distribution of Sampling



FOURTH ACADEMIC YEAR: ACCOUNTING FIRST SEMESTER

1- COST SYSTEMS:

Stages of Production Cost System, including: Production Reports, Costs and Stage Costing - Cost System in Agricultural Firms (General Framework, System Pillars, and Examples of Some Activities) - Service Firm Cost System (General Framework, System Pillars, and Some Example related to this type of activity) - Standard Costs, covering: The Role of Accounting in Formulating or Setting Standards, Identifying and Analyzing Differences, and Book registration).

Accounting Department

2- ADVANCED STUDIES IN AUDITING:

Many Advanced topics related to Auditing will be presented in this course, among those: Using Statistical Methods in Auditing, Analytical Auditing Techniques, Problems of Preparing Auditor's Reports, Electronically Prepared Account Auditing, Auditing Performance from Special and Social Perspectives, Auditing from a Tax Perspective.

Accounting Department

3- ACCOUNTING INFORMATION SYSTEMS:

Accounting as an Information System - System Theory and System Approach - Elements of the Accounting System - Financial Reports - Electronic Preparation of The Accounting Data - An introduction to Computer as a System - Introduction to Programs and Programming with Application in different arias in Accounting - System Analysis.

Accounting Department

4- TAX ACCOUNTING (1):

Topics include: The Main Features of the Egyptian Tax System, Normal Individual's Income consolidated Tax (its characteristics, range, base, exemption for movable capital returns, and other income-related elements), Business and Industrial Activity Returns, Non-Commercial Profession Returns - Real Estate Wealth Returns, Sales Taxes, and Added Value Taxes.

Accounting Department

5- PRINCIPLES OF OPERATIONS RESEARCH:

Many Fundamentals issues of Operation Research (OR) will be presented. Among them: Introduction to OR, Linear Programming



Operations, Maintenance Costs, Production Service, Management, Marketing, and Financing Costs - Cost Statements (according to different loading techniques) - Cost Accounts (according to the integration and separation systems) . Order Cost Accounts (Short and Long Terms).

Accounting Department

4- FINANCIAL MARKETS & INSTITUTIONS:

Financial Markets including Capital Markets and Money Markets - The Roles of Capital Markets in the Economic Systems - Risk Analysis- Interest Rates - Capital Risk and Income Risk- Market Risk- Stock and Bond Markets - Dividends and Dividends Policies - Financial Institutions: its roles and types - Exchange Markets -International or Global Financial Markets.

Business Administration Department

5- PUBLIC FINANCE ECONOMICS:

Definition of Public Finance and its historical development - Economic Divisions of Public Expenses - The factors determining Public Expenses - The phenomenon of increased Public Expenses focusing upon its main causes - Rationalization of Public Expenses - Public Revenues and their Funding Sources - Types of Taxes - The Economic and Social Effects of Taxes - Public Loans Types - State's Budget - Financial Policy.

Economic & Public Finance Department

6- PERSONNEL & HUMAN RELATIONS MANAGE.:

The Historical developments of Managing Firms' Human Capital from the Stage of Personnel Management (PM) to the Stage of Human Resource Management (HRM) - An introduction about HRM including: Definitions, Job Nature, Objectives, Policies, Organizational Position, and Future Challenges facing it - Strategic HRM - HRM Functions, including: Job Analysis, Job Description and Evaluation, Manpower Planning . Recruiting, Selection, Orientation, Talents Management, Performance Appraisal, Compensation Management, Labor Relations, Management of Work Life, Health, and Safety. And HRM over all evaluation.

Business Administration Department



2- FINANCIAL INSTITUTIONS ACCOUNTING:

The First Part, Commercial Bank Accounting, covers: Banks, Banks types, Characteristics of Banking Activities, Documentary, Book Organization, and The Documentary Cycles of Banks main Divisions. Preliminary Preparation of Banks Annual and/or Periodical Reports. Also, Evaluation Indicators of the Commercial Banks Performance are covered. **The Second Part (Insurance Company Accounting,** introduces: The Concept and Types of Insurance, Characteristics of Insurance Activities, and the effects of them on the Firms' Accounting Systems. Additional Lessons about the Characteristics and Basic Elements of Insurance Accounting System, Accounting of Life Insurance, General Insurance are delivered.

Accounting Department

3- ADVANCED STUDIES IN ACCOUNTING (1):

Advanced Accounting Studies and Subjects are Covered, among them: Merging-Stock Companies, Financial Statements Consolidated at Merging, Purchasing Consolidating Stockholders' Interests, Financial Statements Consolidated Later On, The Effect of Reciprocal Operations among the Partnership Companies, and Reorganizing and Liquidating Stock Companies.

Accounting Department

4- TAX ACCOUNTING (2):

This Course represents an extinction of Tax (1) to introduce many advanced topics connected with Tax Accounting. Among those topics: Stock Companies' Return Tax, (Characteristics, Range, Base, Exemptions, and Procedures), General Sales Tax, (Taxable Goods & Services, The Events of Taxation and Estimating Tax base, Documents, Accounting Records and Statements required to meet the Regulations and Instructions of Law, Tax Exemption and Refund.

Accounting Department

5- ENTERPRISE ECONOMICS:

Topics covered in this course are: Classifying Projects and Determining their Objectives - General Framework of the Economic Feasibility of Projects - Projects Marketing Feasibility - Criteria for the Financial Evaluation of Projects - Economic and Social Evaluation of Investment Projects taking the National Point of View in consideration through applying different Economic Analysis Techniques.

Economic & Public Finance Department



(LP) Models, (covering the Graphic Representation and Solution of LP, Algebraic Solution, and The Simplex Method of Solving LP), Input & Output Analysis, Cost & Profit Analysis, Commercial and Economic Applications of Game Theory, Queuing Lines Model, Transportation models, Assignment or Allocation Model, Markov Chains, Probabilities & Decision Tree, Simulation Models, System Analysis, and Total Quality Management (TQM) Mathematical and Statistical Models.

Statistics, Mathematics & Insurance Department

6- INTERNATIONAL POLITICAL RELATIONS:

Some Issues and World-Life Cases of International Political Relations (IPR) are discussed, such as: Definition of the field of IPR, its importance for countries and relations to other fields of Political Science, i.e., Foreign Policy, International Law, International Organizations, Contemporary Communication, and Information. The effect of those fields on achieving IPR Objectives in a State's Foreign Policy and its Relationships with other Countries are presented. Studying the different theories of International Political Relations and differentiating among their theoretical standpoints, bases, advantages, and criticisms are covered.

Political Science & Public Administration Department

FOURTH ACADEMIC YEAR: ACCOUNTING SECOND SEMESTER

1- MANAGERIAL ACCOUNTING:

Managerial Accounting topics are introduced, including: The General Framework of Managerial Accounting (its Characteristics, Objectives, Relationships with other branches of Accounting, and its ties with Management Processes) is discussed. Management Accounting Role in Planning, including elements and uses of: Ordinary, Flexible, and Social Planning Budgets are chandelled. Also, The Roles of Managerial Accounting in Controlling and Performance Evaluation are discussed, covering: Managerial Controlling, Responsibility Accounting, Uses of Analyzing Budgets' Differences, and the Indicators of Performance Evaluation. Finally, Managerial Accounting Role in Rationalizing Managerial Decision-Making processes is reviewed, covering: the concept of Decision Alternatives Appropriate Costs in case of Certainty and Uncertainty giving real examples from different business fields.

Accounting Department



6- FINANCE & FINANCIAL MANAGEMENT:

This is an undergraduate-level course that covers many subject related to Finance & Financial Management. Subjects introduced in this course are: Objectives and Functions of Firm's Financial Management, Financial Analysis of firms' Annual and/or Periodical Report with focusing on Ratio Analysis, Financial Planning & Control, Consideration of Sound Financing Structure, Sources of Financing Firms, Costs of Financing, Asset Management (Physical & Financial), and Financial Failure. Also, some advanced topics in Financial Management as Merging, Acquisition, and Stocks and Bonds Portfolio Analysis are introduced..

Business Administration Department

FOURTH ACADEMIC YEAR: BUSINESS ADMINISTRATION FIRST SEMESTER

1- MANAGERIAL POLICIES:

Managerial Policies Course covers many subjects related to Strategic Management, Strategic Planning, and Policy Formalization. Among those topics: Defining Strategies, Policies, and the Objectives of Strategic Planning and Organizational Policies, Forms of Determining Organizational Strategies, SWAT Analysis and Policy Making, Factors that must be consider when formulating Organizational Strategies and Policies, Managerial Effectiveness (its Measures and Approaches of Improvement), and Strategic Competitive Advantages, Organizational Policies, (Their Formalization, Implementation, and Control). Types of Organizational Policies, Including: Profit, Product, Cost, Pricing, Human Resources, Purchasing, Public Relations...etc. Other Advanced Topics related to this course may be covered, such as, MBO, System Theory, Crises Management, and Management By Exceptions.

Business Administration Department

2- INTERNATIONAL MARKETING:

Many Subject are presented in this area, among them: The Definitions and Concepts of International Marketing - The Global Environmental Changes Affecting this type of Marketing - International Marketing Strategy Formalization, the ways of assessing International Marketing Opportunities, and the Decisions to inter an International Market - International Marketing Mix (Products, Price, Place or



Distribution, and Promotion) - The Role and Importance of Marketing Research In Conducting International Marketing Studies.

Business Administration Department

3- MARKETING RESEARCH:

Topics and Real Cases include: Nature, Importance, and Uses of Marketing Research, Organizational Aspects of Marketing Research, Types of Marketing Research, Marketing Research Design, Primary and Secondary Data, Experimentation, Measurement and Data Collection Methods, Sampling, Data Coding and Tabulation, Statistical and other Forms of Data Analysis, Marketing Research Conclusions and Discussion, Documentation of References, Preparing and Representing Marketing Research Final Report, and Policy Implementations of Marketing Research Outcomes.

Business Administration Department

4- BUSINESS CRISES MANAGEMENT:

Topics include: Business Crisis Management Definition and Characteristics, Warranting or Signs of Business Crises. Prepared Strategy to Handel Business Crises, Crisis management program, Organizational Dysfunction in Crisis Communications, Managing Crisis Communications, and the Learned Lessons of Business Crises and After Crises and Recovery Programs.

Business Administration Department

5- PRINCIPLES OF OPERATIONS RESEARCH:

Many Fundamentals issues of Operation Research (OR) will be presented. Among them: Introduction to OR, Linear Programming (LP) Models, (covering the Graphic Representation and Solution of LP, Algebraic Solution, and The Simplex Method of Solving LP), Input & Output Analysis, Cost & Profit Analysis, Commercial and Economic Applications of Game Theory, Queuing Lines Model, Transportation models, Assignment or Allocation Model, Markov Chains, Probabilities & Decision Tree, Simulation Models, System Analysis, and Total Quality Management (TQM) Mathematical and Statistical Models.

Statistics, Mathematics & Insurance Department

6- INTERNATIONAL POLITICAL RELATIONS:

Some Issues and World-Life Cases of International Political Relations (IPR) are discussed, such as: Definition of the field of IPR, its importance for countries and relations to other fields of Political Science,



i.e., Foreign Policy, International Law, International Organizations, Contemporary Communication, and Information. The effect of those fields on achieving IPR Objectives in a State's Foreign Policy and its Relationships with other Countries are presented. Studying the different theories of International Political Relations and differentiating among their theoretical standpoints, bases, advantages, and criticisms are covered.

Political Science & Public Administration Department

FOURTH ACADEMIC YEAR: BUSINESS ADMINISTRATION SECOND SEMESTER

1- MANAGERIAL ACCOUNTING:

Managerial Accounting topics are introduced, including: The General Framework of Managerial Accounting (its Characteristics, Objectives, Relationships with other branches of Accounting, and its ties with Management Processes) is discussed. Management Accounting Role in Planning, including elements and uses of: Ordinary, Flexible, and Social Planning Budgets are chandelled. Also, The Roles of Managerial Accounting in Controlling and Performance Evaluation are discussed, covering: Managerial Controlling, Responsibility Accounting, Uses of Analyzing Budgets' Differences, and the Indicators of Performance Evaluation. Finally, Managerial Accounting Role in Rationalizing Managerial Decision-Making processes is reviewed, covering: the concept of Decision Alternatives Appropriate Costs in case of Certainty and Uncertainty giving real examples from different business fields.

Accounting Department

2- ADVERTISING

Topics and Case Studies Related to Advertising and Marketing Communication are presented. Among those topics: Definition of Marketing Communication and Advertising as a Part of it, The Concepts, and Types of Advertising, Advertising and the Media, Media of Advertising, Marketing and Promotional Approaches of Advertising, Advertising Design, Planning an Advertising Campaign, and Evaluation of Advertising Activities. Other types of Marketing Promotion may be introduced.

Business Administration Department



3- PRODUCON PLANNING & CONTROL:

Advanced Production Planning & Control (PP&C) Subjects are Covered, among them: The Concept of PP&C Function, The Importance of PP&C function, The Different Functions of PP&C Process, Objectives of PP&C, Aggregate Production Planning, Diagnosis of Production Plans, Planning and Controlling Large Projects & Programming Evaluation Review Techniques (PERT), The Different Approaches for Planning Production Decision-Making, Designing and Developing new marketable Products and/or Services, Scheduling, and Inventory Control.

Business Administration Department

4- PUBLIC RELATIONS:

This Course represents an extinction of Advertising & Promotion Course to introduce many advanced topics connected with Public Relations (PR). Among those topics: The Definitions, Concepts, objectives, and Importance of PR, Functions of PR, Managing PR Programs and Activities, Investigating and Analyzing the Public and Public Opinions. Preparing, Implementing, Reviewing, and Controlling PR Program. Finally, many Misunderstand PR Issues Commonly Adopted and practiced will be shown and corrected.

Business Administration Department

5- POLITICAL DEVELOPMENT:

Topics covered in this course are: Political Development Contents and Background, Aspects of Political Development, Theoretical Approaches in Studying Political Development, Modernization, Building Political Organizations, Political Culture, Political Contributions, Political Preparing, Political Fulfillment, Improving Political System Effectiveness, and Political Development Crises and its Dealing-with Settlements.

Political Science & Public Administration Department

6- FINANCE & FINANCIAL MANAGEMENT:

This is an undergraduate-level course that covers many subject related to Finance & Financial Management. Subjects introduced in this course are: Objectives and Functions of Firm's Financial Management, Financial Analysis of firms' Annual and/or Periodical Report with focusing on Ratio Analysis, Financial Planning & Control, Consideration of Sound Financing Structure, Sources of Financing Firms, Costs of Financing, Asset Management (Physical & Financial), and Financial Failure. Also, some advanced topics in Financial Management as Merging, Acquisition, and Stocks and Bonds Portfolio Analysis are introduced.

Business Administration Department



ملحق ٣

الخطة الدراسية: برنامج الدراسة باللغة الإنجليزية

Table 48

**COURSES' PLAN OF THE FIRST ACADEMIC YEAR
(General Specialization)**

FIRST SEMESTER			
#	Course Title	Hour/Week	
		Lect.	Sect.
1	<i>Principles of Accounting (1)</i>	3	2
2	<i>Principles of Business Administration</i>	4	1
3	<i>Principles of Economics (1)</i>	3	1
4	<i>Business Mathematics (1)</i>	4	2
5	<i>Principles of Political Science (1)</i>	3	1
6	<i>Principles of Law</i>	3	-
7	<i>Commercial Studies in English</i>	-	3
Semester Total Hours/Week (15 Weeks)		20	10
SECOND SEMESTER			
1	<i>Principles of Accounting (2)</i>	3	2
2	<i>Organizational Behavior</i>	3	1
3	<i>Principles of Economics (2)</i>	3	1
4	<i>Business Mathematics (2)</i>	4	2
5	<i>Principles of Political Science (2)</i>	3	1
6	<i>Natural & Environmental Resources Economics</i>	3	-
7	<i>Political and Economical Studies in English</i>	-	3
Semester Total Hours/Week (15 Weeks)		19	10



Table 49

**COURSES' PLAN OF THE SECOND ACADEMIC YEAR:
(General Specialization)**

FIRST SEMESTER			
#	Course Title	Hour/Week	
		Lect.	Sect.
1	<i>Corporation Accounting (1)</i>	3	2
2	<i>Marketing Management</i>	4	2
3	<i>Accounting Studies in English)</i>	-	3
4	<i>Economics of Money & Banking</i>	3	-
5	<i>Insurance & its Machinates</i>	4	2
6	<i>Introduction to Computers</i>	3	-
7	<i>Commercial Law</i>	3	-
Semester Total Hours/Week (15 Weeks)		20	9
SECOND SEMESTER			
1	<i>Production & Operations Management</i>	4	2
2	<i>Corporation Accounting (2)</i>	3	2
3	<i>Public & Local Administration</i>	4	-
4	<i>Principles of Statistics</i>	3	1
5	<i>Foreign Trade Economics</i>	3	-
6	<i>Management & Insurance Studies in English</i>	-	4
7	<i>Applications of Computer languages</i>	-	3
Semester Total Hours/Week (15 Weeks)		17	12



Table 50*
STUDY PLAN OF THE THIRD ACADEMIC YEAR
(General Specialization)

<i>FIRST SEMESTER</i>			
#	Course Title	Hour/Week	
		Lect.	Sect.
1	<i>Intermediate Accounting</i>	3	2
2	<i>Governmental & National Accounting</i>	4	1
3	<i>Purchasing & Supply Management</i>	4	2
4	<i>Economic Development & Planning</i>	3	-
5	<i>Applied Statistics</i>	3	2
6	<i>Political Crises Management</i>	3	-
Semester Total Hours/Week (15 Weeks)		20	7
<i>SECOND SEMESTER</i>			
1	<i>Principles of Auditing</i>	3	2
2	<i>Specialized Institutions Accounting</i>	3	-
3	<i>Cost Accounting</i>	3	1
4	<i>Financial Markets & Institutions</i>	4	1
5	<i>Public Finance Economics</i>	4	-
6	<i>Personnel & Human Relations Management</i>	3	1
Semester Total Hours/Week (15 Weeks)		20	5

* جدول ٥٠ المعروض بالصفحة السابقة به بعض الأخطاء الرقمية، من فضلك استخدم هذا الجدول باعتباره الجدول المعتمد رسمياً، وتجاهل جدول ٥٠ المعروض بالصفحة السابقة



Table 51

COURSES' PLAN OF THE FOURTH ACADEMIC YEAR
(Accounting Specialization)

FIRST SEMESTER			
#	Course Title	Hour/Week	
		Lect.	Sect.
1	<i>Cost Systems</i>	4	2
2	<i>Advanced Studies in Auditing</i>	3	1
3	<i>Accounting Information Systems</i>	3	-
4	<i>Tax Accounting (1)</i>	3	1
5	<i>Principles of Operations Research</i>	3	2
6	<i>International Political Relations</i>	3	-
Semester Total Hours/Week (15 Weeks)		19	6
SECOND SEMESTER			
1	<i>Managerial Accounting</i>	3	2
2	<i>Financial Institutions Accounting of</i>	3	1
3	<i>Advanced Studies in Accounting</i>	3	1
4	<i>Tax Accounting (2)</i>	3	1
5	<i>Enterprise Economics</i>	3	1
6	<i>Finance & Financial Management</i>	4	2
Semester Total Hours/Week (15 Weeks)		19	8



Table 52

COURSES' PLAN OF THE FOURTH ACADEMIC YEAR
(Business Administration Specialization)

FIRST SEMESTER			
#	Course Title	Hour/Week	
		Lect.	Sect.
1	<i>Managerial Policies</i>	3	1
2	<i>International Marketing</i>	3	2
3	<i>Marketing Research</i>	3	1
4	<i>Business Crises Management</i>	3	-
5	<i>Principles of Operations Research</i>	3	2
6	<i>International Political Relations</i>	3	-
	Semester Total Hours/Week (15 Weeks)	18	6
SECOND SEMESTER			
1	<i>Managerial Accounting</i>	3	2
2	<i>Advertising</i>	3	2
3	<i>Production Planning & Control</i>	3	2
4	<i>Public Relations</i>	3	-
5	<i>Political Development</i>	3	-
6	<i>Finance & Financial Management</i>	4	2
	Semester Total Hours/Week (15 Weeks)	19	8