

College: Economics and Political Science

Department of Business Administration

:Program vision -

For the Business Administration Department to be one of the leading departments in the field of .business administration at the level of Libyan universities

:Program mission -

Providing a distinguished scientific program that achieves quality standards, to graduate administrative cadres that contribute to achieving administrative development and meet the .needs of the labor market

Program objectives: -

.Graduating qualified scientific cadres in the field of business administration that meet the needs of the labor market

.Developing educational curricula according to quality requirements and in line with the needs of organizations in the labor market

.Preparing and implementing training programs in the field of business administration to serve organizations to improve the performance and efficiency of their employees.

.Attracting scientific competencies from faculty members in order to advance the educational and research process.

Supporting scientific competencies from faculty members and sponsoring their scientific and intellectual production by printing books, research and publications in the field and areas of management. Organizing and holding seminars, conferences, scientific lectures⁶-and discussion groups with the aim of spreading awareness of modern administrative concepts and values.

Working to develop the spirit of cooperation and teamwork among the parties to the .educational process

Establishing good relations with scientific and research organizations specialized in . administrative sciences and achieving integration and cooperation with them in exchanging .knowledge, skills and experiences

Supporting and motivating outstanding and creative students and developing and caring for .
.them

.Conducting field studies, conducting applied research and providing consultations to solve problems facing various community organizations.

Number of Business Administration Department units: 128 units.

Start of the fall semester: September 1st.

Start of the spring semester: March 1st

Admission Requirements:

Students are accepted to study at the college according to the terms and regulations of the Ministry of Education and the university, taking into account the college's capacity, which are:

- Must have a high school diploma, science section, or its equivalent, with a cumulative average of not less than 65%
- Must be physically fit.
- Must be of good conduct and behavior.
- Must not have been convicted in a criminal or moral case or wanted by justice.
- To submit the original certificate.

Transfer to the college:

The college may, after the approval of the college's scientific committee, accept the transfer of students from other similar colleges and departments, whether from inside or outside Libya, if they meet the following conditions in addition to the conditions stipulated in Article (6) of these regulations:

.1-The student submitting the transfer request must commit to submitting the required documents approved by the previous college, attaching the courses he studied, provided that the last date for submitting the documents is 30 days from the registration of new students.

.2-The courses successfully passed by the student are equated by the college's scientific council, provided that at least 75% of the scientific content of the equated courses matches, and that the courses equated for the student do not exceed 50% of the courses required for graduation from the relevant department.

.3-The college may accept students transferred from similar accredited and recognized educational institutions within the available capabilities, in accordance with the terms and conditions set by the competent authorities in accordance with Article No. (62) of the General Regulations for Higher Education No. (501) of 2010 AD.

.4- specialized committee shall be formed to equate the qualifications of students transferred to the college by a decision of the Scientific Committee of the college. The equating committee shall begin the equating within a period not exceeding 30 days from the date of submission of the required documents. The college may enroll the student in the study according to an initial equating until the final equating procedures are completed. The student shall not be considered actually transferred until all required procedures are completed.

.5-The committee may recommend accepting the student's transfer or requesting him to complete remedial courses or rejecting the transfer for scientific reasons or reasons related to the capacity of the college or department.

.6-The student shall not be finally accepted into the college and registered in it unless he brings evidence of his release from the college or institute in which he was studying

:Evaluation Methods at the College

Percentage Evaluation Method Semester/Year

Written, Oral, and Research Papers Partial Exam %20

Attendance, Absence, and Homework %10

Practical Practical Exam %20

Written Final Exam %50

Total %100

Percentage Evaluation Method Semester/Year

Written, Oral, and Research Papers Partial Exam %30

Attendance, Absence, and Homework %10

Written Final Exam %60

Total %100

Course

القسم: إدارة الأعمال Department: Business Administration							
No	رمز المقرر Module code	اسم المقرر - Module name		الوحدات Credits	الساعات النظرية Theoretical hours	الساعات العملية Practical hours	الساعات التعلمية Tutorial hours
		English	اللغة العربية				
1	E.A130	Principles of Accounting I	مبادئ المحاسبة 1	3	3		
2	E.P150	Principles of Political Science	مبادئ العلوم السياسية	3	3		
3	E.M120	Principles of Management	مبادئ إدارة الأعمال	4	3		
4	E.G140	Essentials of statistics1	اساسيات الاحصاء	3	3		
5	E.G142	Mathematical Analysis 1	التحليل الرياضي 1	3	3		
6	E.E110	Principles of Economics1	مبادئ الاقتصاد 1	3	3		
7	E.A131	Principles of Accounting I I	مبادئ المحاسبة 2	3	3		
8	E.E 111	Principles of Economics2	مبادئ الاقتصاد 2	3	3		
9	E.G141	Essentials of statistics 2	اساسيات الاحصاء 2	3	3		
10	E.G143	Mathematical Analysis 2	التحليل الرياضي 2	2	3		
11	E.F170	Principles of Finance & Investment	مبادئ التمويل والاستثمار	3	3		
12	E.P151	Principles of Public Administration	مبادئ الإدارة العامة	3	3		
13	E.M220	Production & Operations Management	إدارة العمليات الإنتاجية	3	3		
14	E.A230	Intermediate Accounting I	المحاسبة المتوسطة 1	3	3		
15	E.E210	microeconomics I	اقتصاد تحليلي جزئي	3	3		
16	G.E103	English Language 1	اللغة الانجليزية 1	2	3		
17	G.E109	Computer Applications	تطبيقات الحاسب الآلي	2	3		
18	E.E211	Principles of Economics	اقتصاد تحليلي كلي	3	3		
19	E.M222	Behavioral science Management	العلوم السلوكية	3	3		
20	E.M322	Operations Research (1)	بحوث العمليات (1)	3	3		

21	E.A231	Intermediate Accounting II	المحاسبة المتوسطة 2	3	3		
22	G.E104	English Language 2	اللغة الانجليزية 2	2	3		
23	G.E100	Arabic Language	اللغة العربية	2	3		
24	E.M225	Human Resource Management	إدارة الموارد البشرية	3	3		
25	E.M323	Operations Research (1)	بحوث العمليات (2)	3	3		
26	GE101	Islamic Studies	الدراسات الإسلامية	2	3		
27	GE102	Civil Law	القانون المدني	3	3		
28	E.F270	Essentials of Financial Management	اساسيات الإدارة المالية	3	3		
29	E.A333	Cost Accounting1	محاسبة التكاليف 1	3	3		
30	E.M226	Research Methods in Management	طرق بحث إداري	3	3		
31	E.M420	Organizational Behavior	السلوك التنظيمي	3	3		
32	E.M160	Introduction to Marketing	مقدمة في التسويق	3	3		
33	GE202	Commercial Law	القانون التجاري	2	3		
34	E.M262	Purchases & Stock management	إدارة المشتريات والمخازن	3	3		
35	E.E313	Banking and Money	البنوك والمصارف	3	3		
36	E.M220	Insurance And Risk Management	إدارة التأمين والخطر	3	3		
37	E.M327	Management Information System	نظم معلومات إدارية	3	3		
38	E.M423	Marketing Research	بحوث التسويق	3	3		
39	E.M429	Total Quality Management	إدارة الجودة الشاملة	3	3		
40	E.M421	Organization Theory	نظرية التنظيم	3	3		
41	E.M324	Strategic Management	إدارة استراتيجية	3	3		
42	E.M427	International Management	إدارة دولية	3	3		
43	E.M428	Crisis Management	إدارة الازمات	3	3		
44	E.M423	Studies in Management	دراسات في الإدارة	3	3		

45	E.M520	Undergraduate Dissertation	بحث التخرج	2	3		
46	GE109	Computer Applications in business management	تطبيقات الحاسب الآلي في ادارة الاعمال	3	3		