

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



كلية إدارة الأعمال

Faculty of Business Administration

➤ Management Information Systems < نظم المعلومات الإدارية

(MIS)

Faculty of Business Administration (Management Information Systems)

كلية إدارة الأعمال (المعلوماتية الإدارية)

Requirements for obtaining a Bachelor`s degree in Business Administration / Management Information Systems (MIS) Specialization.

متطلبات الحصول على درجة البكالوريوس في إدارة الأعمال / تخصص المعلوماتية الإدارية .

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

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

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

First : University Requirements

أولاً : متطلبات الجامعة

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

Second: Faculty Requirements

ثانياً : متطلبات الكلية :

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

Third :Management Information Systems (MIS) ثالثاً: متطلبات تخصص المعلوماتية الإدارية**Department Requirements****A) Compulsory Requirements**

(أ) المتطلبات الإجبارية

No.	Course Code	Course	Cr.
1.	MIS 210	Web Based Application and Programming	3
2.	MIS 230	Operating Systems and Concepts	3
3.	MIS 240	Systems Analysis and Design	3
4.	MIS 250	Data Base Systems	3
5.	MIS 270	Object-Oriented Design and Developments	3
6.	MIS 280	Information System Interface Design V.B.	3
7.	MIS 375	Feasibility Studies and Project Evaluation	3
8.	MIS 380	Professional Programming Projects	3
9.	MIS 390	Training or MIS Research Project	3
10.	ACCT 101	Accounting I	4
11.	ACCT 102	Accounting II	4
12.	ACCT 210	Financial Accounting	3
13.	ECON 101	Microeconomics	3
14.	ECON 102	Macroeconomics	3
15.	MATH 210	Calculus and Applied Mathematics	4
16.	MATH 250	Linear Algebra	3
17.	MGMT 101	Management	3
18.	MGMT 260	Business Statistics	3
19.	MGMT 270	Business Communication	3
20.	MGMT 300	Business Law	3
21.	MKTG 101	Marketing	3
Total Credits			66

B. Elective Requirements

ب- المتطلبات الاختيارية

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

يختار الطالب ٣ مواد (٩ ساعات معتمدة)
من بين المقررات التالية:

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

وفيما يلي وصف المقررات الواردة في الخطة الدراسية لتخصص نظم المعلوماتية الإدارية :

The following is the course description for MIS study plan:

MIS 210 Web Based Application and Programming

3 Cr..

In this course, students will learn the basics of webpage design and how to publish web pages on the Internet. Students are introduced to Hypertext Markup Language (HTML), and learn how to design WebPages using an HTML editor program. Introduction to PHP, a server-side scripting language offering tools for dynamic website development, to create features like shopping carts, login authentication, and database lookups. Topics include HTML/PHP integration, the syntax of PHP, methods of structuring a dynamic website, and how to integrate databases. They will learn and use FrontPage 2003 to create a functional website and learn to upload content using a file-transfer program.

MIS 230 Operating Systems and Concepts

3 Cr.

In depth examination of basic computer concepts and a current microcomputer operating system. Includes discussion of operating system software, Networks, and discussion of operating system software, Networks, (LAN) and hardware. *Pr: MIS 210.*

MIS 240 Systems Analysis and Design

3 Cr.

Practical methods for analyzing business problems and designing appropriate computer solutions. Concepts include modern system modeling techniques. Interview methods, and computer assisted software engineering practice.

MIS 250 Data Base Systems 3 Cr.

Design, implementation and use of data base management systems, comparison of available software packages, concepts of query languages and security considerations. Laboratory assignments utilize a relational data base system. Prerequisite: Object- oriented programming. *Pr: MIS 240.*

MIS 270 Object-Oriented Design and Developments 3 Cr.

An examination of the principles, practices, and applications of programming in an object-oriented environment. Assignments include programming projects in Java that implement techniques of object-oriented design. *Pr: MIS 240.*

MIS 280 Information System Interface Design V.B 3 Cr.

This course provides a visual development environment to develop object-oriented, event driven GUI business applications. Visual Basic is a graphical user interface RAD tool for development of WEB and widows applications. Students will complete an application project that requires the analysis of a problem, development of an appropriate program design, creation of a MSIL solution and a plan for implementation with appropriate documentation. *Pr: MIS 240, 250.*

MIS 360 e- Business 3 Cr.

A detailed review and investigation of establishing, developing, and managing Web strategy in the e-Commerce and e-Business arena. A study of the critical elements essential to successful Web site implementation and management. Will apply the systems approach to examine some of the radically new business models emerging from Web based businesses.

MIS 375 Professional Programming Projects 3 Cr.

Students work together in team to complete a major software project.. *Pr: MIS 380.(senior level).*

MIS 380 Feasibility Studies and Project Evaluation 3 Cr.

Pr: 240, 250. (senior level.)

MIS 390 Training or MIS Research Project 3 Cr.

Student may choose between training at any known corporation or do a MIS project. This issue could be discussed with his / her academic advisor. (*Senior level*).

ACCT 101 Accounting I 4 Cr.

Application of accounting procedures to a single proprietorship including organization of ledgers, accounts, journals, financial statements, management of cash and inventories. The development of the accounting cycle, current assets, property, plant, and equipment and current liabilities are studied in detail.

ACCT 102 Accounting II 4 Cr.

Application of accounting principles and procedures of proprietorships, partnerships, and corporations, including plant assets, depreciation, current liabilities, stockholders equity, long term obligations and financial statement.(*Pr: ACCT 101*).

ACCT 210 Financial Accounting **3 Cr.**
Introduction to accounting as the language of business. Emphasis on reasoning and logic of external reporting model. May include computer-based applications. (*Pr. ACCT102*)

ACCT 450 International Accounting **3 Cr.**
Designed to expose students to the international aspects of accounting and financial management. Includes discussion of some of the different financial accounting practices across countries; financial statement analysis in a global context, international auditing practices and procedures, international tax implications and the implications of operating within the regulations of the Foreign Corrupt Practices Act, the European Union, North American Free Trade Agreement and General Agreement on Tariffs and Trade.

MATH 210 Calculus and Applied Mathematics **4 Cr.**
Polynomial, rational, exponential and logarithmic functions, solution of systems of equations, trigonometric, circular and certain special functions.

MATH 250 Linear Algebra **3 Cr.**
An explanation of the basic concepts of linear algebra. Topics include vector spaces, applications to line and plane geometry, linear equations, and matrices, as well as linear transformations, changes of basis, diagonalization, similar matrices, Jordan canonical forms, Eigen values, determinants, and quadratic forms. *Pr: Math 210.*

MKGT 101 Marketing **3 Cr.**
Analytical survey of problems encountered in distributing goods and services from a marketing-management approach with emphasis on the consumer and the social responsibility of the marketer.

MGMT 101 Management **3 Cr.**
An overview of management functions, fundamental principles of organization behavior, individual differences, motivation and leadership for beginning management majors.

MGMT 250 Employee Development **3 Cr.**
This is a senior level, seminar style course that is designed to expose students to employee training and development within an organization. Specially, it is designed to help students develop skills that will enable them to effectively design, implement, and evaluate training systems from an applied perspective. The course also sheds light on career planning and development as essential functions in maintaining competency.

MGMT 260 Business statistics **3 Cr.**
Statistical methods in business, including descriptive statistics, probability distributions, sampling, parameter estimation and hypothesis testing, correlation and simple linear regression, and chi square tests.

MGMT 270 Business Communication**3 Cr.**

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

MGMT 300 Business Law**3 Cr.**

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

MGMT 400 Special Topic**3 Cr .****MKGT 245 Services Marketing****3 Cr.**

An overview of the process of marketing services. This course includes a study of the characteristics of services and their marketing implications, developing marketing strategies, creating value, pricing and promoting the service performance, and ensuring a positive customer experience .

ENGL 101 English I**3 Cr.**

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

ENGL 102 English II**3 Cr.**

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

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

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

Computer Skills**3 Cr..**

Students will gain a general understanding of Windows, the most popular and widely used graphical user interface available today. Microsoft Windows allows you to easily communicate with and control your computer. In addition Microsoft Windows makes it easy to learn the application software installed on your computer, transfer data between the applications, and manage the data created while using an application.

(٣ ساعات معتمدة)

- المصارف الإسلامية:

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

- **فقه المعاملات:** ()
يتناول المقرر نظرية العقد وأحكام عقد البيع والإجارة والوكالة والكفالة إضافة لأبرز البيوع الشائعة.
يتناول المقرر أحكام الرهن والجعالة والحزالة والصلح والابراء والشراكة من
وأبدان وغيرها .
- **الاقتصاد الإسلامي:** ()
يتناول المقرر أبرز النظريات العالمية ثم يستوفي أبرز مقومات النظرية الاقتصادية الإسلامية في
الإنتاج والتوزيع والإستهلاك إضافة إلى أخلاقيات الاقتصاد الإسلامي.
- **المالية العامة في الإسلام:**
يتناول المقرر أحكام الخراج والغنى والغنائم وموارد الدولة وآليات علاج العجز في الميزانية
والتضخم والتمويل وفق الرؤية الإسلامية والمقارنة إضافة لأحكام الضرائب والزكاة.
- **الثقافة الإسلامية(1):** ()
يهدف تدريس هذا المقرر لتمكين الطالب من التعرف إلى دين الإسلام وروح التشريع والأخلاق فيه
والإمام بما هو معلوم من الدين بالضرورة والإطلاع على شرائع الإسلام الحنيف ودفع الشبهات في
مجال العقيدة والتشريع كما يتعرف الطالب على كيفية الالتزام في حياته العملية وفي سلوكه اليومي.
وأيضاً يتعرف على كيفية ربط تعليم الإسلام الحنيف بإدارة الأعمال والأموال. وأخيراً يتعرف الطالب
ية.
- **اللغة العربية (1):** ()
تتضمن المادة نصوصاً تراثية ومعاصرة ، غنية بالمفردات اللغوية والأساليب البلاغية، المدعومة
بتدريبات تحليلية نحوية ولغوية ، تعين الطالب على التمكن من المهارات اللغوية ()
(واستخدامها في ميادين الحياة بفاعلية ومهارة مع التطرق إلى أبرز الأخطاء الشائعة في
- **الثقافة الإسلامية (2) :** ()
- **لبنان والحضارة العربية الإسلامية :** ()
تتناول المادة الكيان اللبناني ونهائيته ودوره في المنطقة العربية والإسلامية وعطاءات أبنائه على مدى
القرون وأهم رجالاته والتعريف بثقافة التعايش الوطني ومعرفة الجذور التاريخية للعائلات الروحية في