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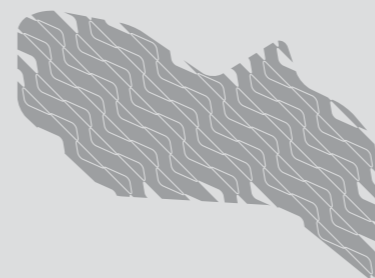
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جامعة بيروت العربية  
BEIRUT ARAB UNIVERSITY



# the guide faculty of Business Administration

Vision Innovation Continuity

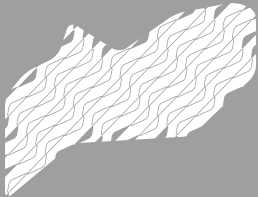
# Faculty of Business Administration



# Dean's Message \

The Faculty of Business Administration was established in 1961 and has earned a strong reputation among the top universities in Lebanon for its innovative programs and diverse perspectives on management and leadership. With highly productive academic staff, the Faculty is distinguished for its continuous research and development and for constantly improving its curriculum in a way that meets the dynamic and rapidly changing business environment. The Faculty was awarded accreditation in June 2015 for its BBA and MBA programs from the Foundation for International Business Administration Accreditation (FIBAA) in Germany to become the first to be accredited by FIBAA in Lebanon and the region. This accreditation is part of the Faculty's strategy to remain a pioneer in Lebanon and the region and a result of tremendous efforts to earn international recognition for the quality of its programs.

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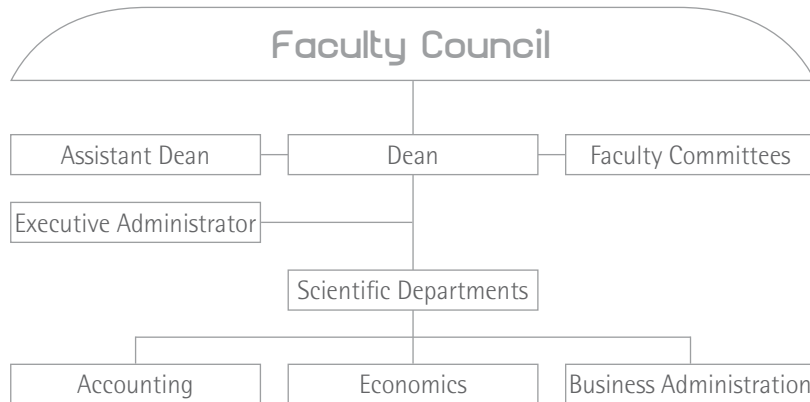
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Prof. Nehale Farid Mostapha  
*Dean of*  
Faculty of Business Administration

# Organizational Structure \

The Faculty of Business Administration consists of different areas of specialties: Accounting, Economics, and Business Administration. The Business Administration Department offers five majors: Management, Banking & Finance, Marketing, Hospitality & Tourism Management, and Management Information Systems. The Accounting Department offers an Accounting Major and the Economics Department offers an Economics Major. The Organizational Chart of the Faculty is as follows:



# Academic Degrees \ Investing in the Future

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The Faculty of Business Administration offers:  
**Bachelor Degree in**

- Accounting
- Management
- Economics
- Banking & Finance
- Marketing
- Hospitality & Tourism Management
- Management Information System.

**Diploma in Accounting & Finance**

**Master of Business Administration (MBA)**

**Master of Business Administration in Supply Chain Management (SCM-MBA)**

**Master of Science (MSc) and Doctor of Philosophy (PhD)  
Degrees in**

- Accounting
- Business Administration
- Economics



# Undergraduate Programs \ Making a Smart Choice

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Department	Program	Bachelor	
		Total Credit Hours	Min No. of Years
Accounting	Accounting	100	3
Economics	Economics	100	3
Business Administration	Management	100	3
	Banking & Finance	100	3
	Marketing	100	3
	Hospitality & Tourism Mngmt	100	3
	Mngmt Information Systems	100	3



## Admission Requirements

To be accepted for an Undergraduate Degree, applicants must:

- Hold the official Lebanese Secondary School Certificate in a branch relevant to the chosen undergraduate field of specialization or an official equivalent;
- Successfully pass an Entrance Exam to measure the level of Proficiency in English Language or provide evidence of English Language abilities such as TOEFL, IELTS.

## Graduation Requirements

To receive a Bachelor Degree in a Business Administration major, a student must satisfactorily complete 100 credit hours with an overall minimum Cumulative Grade Point Average (CGPA) of 2.00 + International Computer Driving License (ICDL). The following table summarizes the number of credit hours required for each Bachelor-granting major at the Faculty:

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Major	University Requirements		Major Requirements			Total Credit Hours
	Mandatory Courses	Elective Courses	Faculty Core Courses	Departmental Core Courses	Departmental Elective Courses	
BACC	5	11	48	27	9	100
BMGT	5	11	48	27	9	100
BECO	5	11	48	27	9	100
BFIN	5	11	48	27	9	100
BMKT	5	11	48	27	9	100
BHOT	5	11	48	27	9	100
BMIS	5	11	48	27	9	100

**BACC:** Accounting  
**BMGT:** Management

**BECO:** Economics  
**BFIN:** Banking & Finance

**BMKT:** Marketing  
**BHOT:** Hospitality & Tourism Management

**BMIS:** Management Information Systems

## Career Opportunities

### Accounting

- Tax Accountant
- Cost Accountant
- Managerial Accountant
- Internal Auditor
- External Auditor
- Governmental Auditor
- Finance Controller
- Finance Director
- Financial Accountant

### Management

- Administrative Assistant
- Assistant Manager
- Production Control Manager
- Technical Consultant
- Office Manager
- Administrative Manager
- Development Officer
- Human Resource Specialist
- Information Service Supervisor
- Branch Manager
- Policy Maker

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- Information System Manager
- Customer Service Manager
- Labor Relation Specialist
- Entrepreneur
- Market Research Analyst

### Economics

- Market Analyst
- Security Broker
- Investment Analyst
- Loan Officer
- Statistician
- Demographer
- Urban / Regional Planner
- Business Manager
- Purchasing Agent
- Supply-Chain Analyst
- Research Assistant
- Bank Officer
- Real Estate Agent

- Budget Analyst
- Pricing Analyst
- Financial Analyst
- Insurance Analyst
- Real Estate Appraiser

### Banking & Finance

- Banking Professional
- Credit Analyst
- Banking Teller
- Personal Financial Advisor
- Loans Officer
- Financial Analyst
- Financial Controller
- Risk Analyst
- Broker
- Investment Banker
- Security Analyst
- Lending Officer
- Budget Analyst
- Investor Relations



- Financial Reporter
- Financial Planner

### **Marketing**

- Advertising Manager
- Advertising Sales Director
- Media Director
- Media Coordinator
- Brand Manager
- Product Manager
- Product Development Manager
- Market Research Director
- Corporate Communication Manager
- Marketing Researcher

### **Hospitality & Tourism Management**

- Travel Agent
- Tour Operator
- Housekeeping Supervisor
- Executive Conference Manager
- Executive Meeting Manager
- Food and Beverage Manager
- Front Desk Agent
- Director of Hotel Operations
- Shift Leader
- Wedding Coordinator

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### **Management Information Systems**

- Management Information Specialist
  - System Analyst
  - System Administrator
  - Management / Decision Support Specialist
  - Senior IT Officer
  - IT Manager
  - Records and Information Manager
  - Software Developer
  - Programmer
  - Database Administrator
-

# Graduate Programs \

## Admission Requirements

### Master's Degree

- Master of Science Degree (MSc): Applicants to a Master's Degree (MSc) must hold a Bachelor Degree obtained from the Faculty of Business Administration at BAU or from any recognized university with a minimum CGPA of "2.33" for credit hour system.
- Master of Business Administration (MBA): Applicants to MBA must hold a Bachelor Degree in any discipline obtained from BAU or any recognized university with a minimum CGPA of "2.33". The applicant must also have at least two years of relevant postgraduate work experience.
- MBA in Supply Chain Management (SCM - MBA): Applicants to MBA in Supply Chain Management must hold a Bachelor Degree in any discipline obtained from BAU or from any recognized university with a minimum CGPA of "2.33".

### PhD Degree

Applicants to a PhD Degree at the Faculty of Business Administration must hold a Master's Degree from the Faculty of Business Administration at BAU or any other recognized university that qualifies them to pursue their PhD with a minimum CGPA of "3.00" for credit hour system. Students should pass the TOEFL exam with a minimum average of 520 or IELTS with a

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minimum score of "6.5" or its equivalent in other languages before registering for the thesis.

## Graduation Requirements

### Master's Degree

The student has to successfully complete the required credit hours with a CGPA of no less than 2.33 in the courses and successfully defend the thesis in no less than two years from the date of registration in the program.

### PhD Degree

The student should successfully complete the required credit hours with a CGPA of no less than 3.00 in the course work and should successfully defend the dissertation in a period of no less than three years from the date of registration in the program.

CGPA of 2.33 and 3.00 are equivalent to 73% and 80% respectively for the academic year system.

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# Programs & Degrees \

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Program	MBA		MSc		PhD	
	Total Credit Hours	Min No. of Years	Total Credit Hours	Min No. of Years	Total Credit Hours	Min No. of Years
Accounting	-	-	36	2	48	3
Management	-	-	36	2	48	3
Economics	-	-	36	2	48	3
MBA (Business Students)	42	2	-	-	-	-
MBA (Non-Business Students)	51	2½	-	-	-	-
MBA-SCM	48	2	-	-	-	-



# Academic Policy \ Supporting Your Steps

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*Academic Policy*  
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The Academic Policy helps students understand their rights and responsibilities and successfully complete all required academic tasks.

## **Academic Advising**

Academic Advising is a shared responsibility; it entails a dynamic relationship between the advisor and the student. The advisors are committed to help students make a successful transition to the university and develop an appropriate academic plan. Advising is available to all students before the registration process to assist them in choosing a major, selecting courses, and completing all graduation requirements.

## **Code of Ethics**

The Code of Ethics is designed to establish an environment of honor and trust within the University. BAU's Code of Ethics aims at promoting the growth of ethically responsible students through adherence to the highest standards of academic integrity, ethics, and morals.

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# Learning Facilities \ Inspiring Your Learning

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The Faculty comprises a number of academic facilities that are open to students:

## Library

The Faculty of Business Administration Library supports all the Scientific Departments. Its collection consists of (11635) Books and (12300) E-books, (5) Periodicals, (52) Theses, (20) Multimedia. In addition to Emerald full-text databases.

## Business Club

Business Club is a Win-Win interactive team-oriented group that aims to familiarize Faculty of Business Administration students with the real and practical corporate world outside the classrooms. The aim of the business club is to help students bridge the gap between the academic and professional world through:

- Inviting successful executives from different fields of expertise (samples of excellence)
- Organizing comprehensive workshops
- Organizing mock interviews
- Organizing alumni panels
- Gathering case studies and events
- Providing new student orientation.



## Computer Lab

The Faculty has two Computer Labs, 80 Desktop Computers, a Data Show Projector + a White Board.

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## University Facilities and Services

All registered students have access to University facilities:

### Health Care

- Medical Clinic
- Dental Clinic
- Nutrition and Dietetics Clinic
- Physical Therapy Clinic
- Psychological Clinic

### Technology Services

- Portal (iConnect)
- Webmail
- Phone and Mail Services
- Campus Wi-Fi
- ATM

### Dorms (Debbieh Campus)

### Cafeterias

### Debbieh Astronomical Observatory

### Transportation and Parking

### Legal Clinic

### Cultural Campaigns

## Teams & Clubs

(Beirut Campus)

### Teams

Basketball (Male), Basketball (Female), Football, Futsal, Volleyball (Male), Volleyball (Female), Handball (Male), Archery, Chess, Muay Thai, Table Tennis, Swimming.

### Clubs

Drama, Music, Folk Dance, Zumba, Scouts, Lebanese Red Cross Youth Center-BAU.

(Debbieh Campus)

### Teams

Basketball (Male), Basketball (Female), Football (Male), Futsal (Male), Volleyball, Handball (Male), Chess, Table Tennis, Kick Boxing, Body Building, Tennis, Astronomy, Wrestling (Male), Athletics, Badminton.

### Clubs

Drama, Music, Zumba, Scouts, Dance.

(Tripoli Campus)

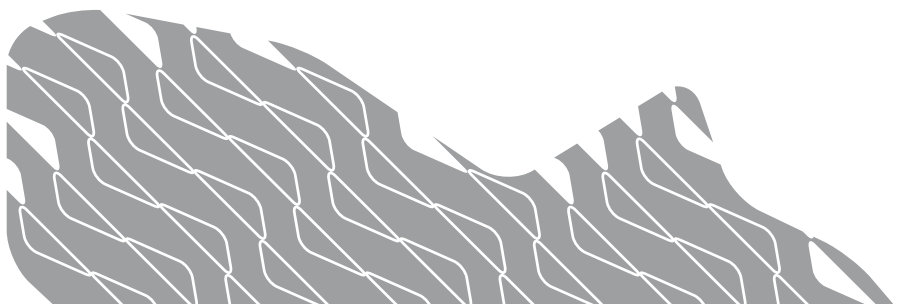
*Teams*

Basketball (Male) ,Basketball (Female), Football (Male), Volleyball (Male)  
Volleyball (Female), Table Tennis (Male), Kick Boxing (Male), Body Building,  
Cardio, Aerobics.

*Clubs*

Drama, Music, Arts, Dance, Social, TEDx, Entrepreneur, Environmental, and  
Adventure.

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## Faculty Contacts

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