

Business Administration Program

Program name	Business Administration
Degree of program (BA, B.Sc., Diploma)	Bachelor Degree
Department	Business Administration
Faculty	Business Administration and Finance
Head of the department (name, email, phone)	Dr.Hashem Abu Sneineh Hashem@paluniv.edu.ps 118

1. Overview

PAU offers a Bachelor degree program in Business Administration in order to respond to the ongoing need for sound development plans and exceptional managerial skills. This Bachelor degree program is offered in order to provide Palestine and other countries with highly qualified individuals who are skilled in the field of business administration.

This plan was designed to reflect current market needs and requirements, in order to give our students the tools necessary for success. The business administration department contains three minors: accounting, finance, or Islamic finance.

2. The required hours of the bachelor degree program

University		Faculty		Major		Minor	Free	Total
Compulsory	Elective	Compulsory	Elective	Compulsory	Elective	Compulsory	6	135
24	3	27		45	6	24		

3. Admission requirements

High school graduates from the Scientific, Literature and Information Technology streams who achieved a minimum grade of 65% can apply to the business administration program. The student is admitted into the major following the achievement of 70% in: Principles of Management, Human Resources Management, and Principles of Financial Management courses.

4. Intended Learning Outcomes:

By the end of this program the students is expected to be able to:

1. Communicate both verbally and in writing the different aspects of management.
2. Use critical and creative thinking skills to solve managerial issues.
3. Analyze and solve managerial problems using entrepreneurial methods.
4. Analyze an organization's threats and opportunities.
5. Apply knowledge fields: MIS, marketing, accounting, economy, leadership, strategic management, human resources, and entrepreneurship.

5. Work opportunities

Potential workplaces	Work title
<ul style="list-style-type: none"> Private ,public, non-profit organizations Human resource management Public relations management Quality control management Marketing 	<ul style="list-style-type: none"> Manager Head of division Project coordinator Consultant

6. Components of the Study Plan.

First: University Requirements (27), including the following:

- A. University Compulsory Requirements (24) Cr.Hrs
- B. University Elective Requirements (3) Cr.Hrs

A. University Compulsory Requirements (24) Cr.Hrs, Include the following:

Course Number	Course Title	Number of Credits			Prerequisite
		Cr. Hours	Theoretical	practical	
110101	Arabic Language Skills 1	3	3	0	
120101	English Language Skills 1	3	3	0	
110102	Arabic Language Skills 2	3	3	0	110101
120102	English Language Skills 2	3	3	0	120101
130300	Community Service	1	1	0	
112101	Physical Education	1	1	0	
113200	Palestinian Cause	3	3	0	
151102	Islamic Culture	3	3	0	
410131	Basics of Computer & Programming	3	3	0	
410211	Critical Thinking Skills	1	1	0	
Total		24			

* – Mandatory requirement for students who failed the Arabic language abilities test.

** – Mandatory requirement for students who failed the English language abilities test.

B. University Elective Requirements (3)Cr.Hrs, Including the following:

Course Number	Course Title	Number of Credits			Prerequisite
		Cr. Hours	Theoretical	Practical	
142211	The Arab World & Contemporary Challenges	3	3	0	
310100	Principles of Administration	3	3	0	
210260	Law in Our Daily Life	3	3	0	
210270	Democracy, Human Rights & Humanitarian Law	3	3	0	
651101	Family in Islam	3	3	0	
651105	Biography of the Prophet: Analytical Study	3	3	0	
420102	Ethics in the Era of Information	3	3	0	
110208	Hebrew	3	3	0	
120106	Spanish	3	3	0	
120104	French	3	3	0	
120105	Italian	3	3	0	
540102	Nutrition	3	3	0	
510121	Introduction to Healthcare	3	3	0	
510111	First Aid	3	3	0	
330100	Principles of Microeconomics	3	3	0	
110104	Library Science	3	3	0	

Second: Faculty Compulsory requirements (27):

Course No	Course Name	Number of credits			Pre-requisites
		Cr. Hrs	Theoretical	Practical	
310100	Principles of Management	3	3		
310101	Principles of Marketing	3	3		
320100	Principles of Accounting I	3	3		
320101	Principles of Statistics	3	3		
320100	Principles of Accounting II	3	3		
330100	Principles of Microeconomics	3	3		
330102	Principles of Financial Management	3	3		
310210	Research Methods	3	3		
330201	Business Mathematics	3	3		
Total		27			

Third: Major Requirements (51) Cr.Hrs: including the following:

A. Major Compulsory Requirements (45) Cr.Hrs:

B. Major Elective Requirements (6) Cr.Hrs:

A. Major Compulsory Requirements (45) Cr.Hrs, including the following:

Course no.	Course name	Number of credits			Pre-requisites
		Cr. Hrs	Theoretical	Practical	
120303	English for Business	3			120102
310201	Human Resources Management	3			310100
310203	Quantitative Methods for Business	3			330201
310208	Small Enterprise Management	3			310100
310304	Introduction to Development	3			310100
310306	International Business	3			310100
310307	Organizational Behavior	3			310100
310308	Public Management	3			310100
310311	Total Quality Management	3			310100
310405	Strategic Management	3			310201
310406	Public Relations Management	3			310201
310420	Contemporary Issues in Management	3			310405
310489	Seminar	3			310310
330206	Banking	3			330102
330406	Training		3		
Total		45 credit hours			

B. Major Elective Requirements: (6) Credit Hours

Course no.	Course name	Number of credits			Prerequisites
		Cr. Hrs	Theoretical	Practical	
210120	Commercial Law	3	3		210100
310207	Procurement Management	3	3		
310302	Sales	3	3		310101
310402	Production Management	3	3		310100
310404	Domestic Management	3	3		310100
330203	Advanced Financial Management	3	3		330102
330306	Feasibility Study and Project Evaluation	3	3		330100
330309	Information Management Systems	3	3		310100+410131
330404	Macroeconomics	3	3		330100
310409	Operations Research	3	3		130204
310342	Corporate Governance	3	3		
Total		36 credit hours			

7. Practical Training (3 Cr. Hrs)

As part of this degree program, students are required to participate in 180 hours of training. This course aims to provide students with real-life situations in order for them to apply their theoretical learning into practical experience.

8. Graduation Projects / Research:

This course gives students the opportunity to select a contemporary issue to research and study and then present their findings to their teachers and other students.

This 4th year 3 credit course also aims to provide students with vital skills in academic research. The students also have an option to write a business plan for an entrepreneurial idea.

9. Educational Facilities to Support Educational Learning

Facilities and laboratories:

6 classrooms, three of them are equipped with LCD projectors.
Markets are held each semester to provide students practical experience

Guidance Plan
First year

First semester			Second semester		
Course number	Course name	Credit hours	Course number	Course name	Credit hour
110101	Arabic 1	3	310101	Principles of Marketing	3
120101	English 2	3	320101	Statistics	3
310100	Prin. of Management	3	320200	Prin of Accounting 2	3
320100	Prin. of Accounting 1	3	330100	Microeconomics	3
410131	Prin. of Computers	3	330102	Prin.of Finance	3
Total		15	Total		15

Second year

First semester			Second semester		
Course number	Course name	Credit hour	Course number	Course name	Credit hour
110102	Arabic 2	3	310210	Research Methodologies	3
112101	Physical Education	3	130300	Community Service	1
120102	English 2	3	310203	Quantitative Decision Making	3
310201	Human Resource Management	3	310304	Introduction to Development	3
320201	Business Math	3	330206	Bank Management	3

330203	Advanced Financial Management (Minor in Finance)	3	320202 330303	Intermediate Accounting (minor in Accounting) Investment Management (minor in Finance) Jurisprudence of Islamic Transactions (Minor in Islamic Banks)	3
320201	Organizational Accounting (Minor in Accounting) Principles of Islamic Economics (Minor in Islamic Banks)				
410211	Critical Thinking	1			
Total		17	Total		16

Third year

First semester			Second semester		
Course number	Course name	Credit hour	Course number	Course name	Credit hours
310208	Small Enterprises	3	310308	Public Administration	
310305	International Business	3	310311	Quality Control Management	
310307	Organizational Behavior	3	330406	Training	
	Elective course	3		College Elective	
	Cost Accounting (Minor in Accounting) International Finance (Minor in Finance) Sharia	3	320306 330209	International Accounting Standards (Minor in Accounting) Financial Marketing Services (Minor in	

	Standards (Minor in Islamic Banks)			Finance) Supervision and Auditing in Islamic Banks (Minor in Islamic Banks)	
	Governmental Accounting (Minor in Accounting) Feasibility Study (Minor in Accounting)	3			
	Total	18		Total	18

Fourth Year

First semester			Second semester		
Course number	Course name	Credit hour	Course number	Course name	Credit hour
151102	Islamic Studies	3	113200	What is the course?	3
310406	Public Relations Management	3	120303	English for Business	3
310405	Strategic Management	3	310420	Contemporary Issues	3
	Elective Course	3	310489	Seminar	3

320305	Managerial Accounting (Minor in Accounting)	3		Elective Course	3
330403	Planning and Financial Analysis (Minor in Finance)				
	Investment and Islamic Finance (Minor in Islamic Banks)				
		3		Program Elective	3
Total		18	Total		15