

UNDERGRADUATE PROGRAM BUSINESS ADMINISTRATION (180 CREDITS)

SEMESTER 1 (28 credits)

Company Law	6
Introduction to accounting	4
Management and organization	6
Mathematics	8
Ms Excel	4
	28

SEMESTER 2 (26 credits)

Accounting 2	6
Development of the person and organizational behavior	2
Methodology of university work	2
Micro economics	6
Ms Office and HTML	2
Principles of Marketing	4
Statistics	4
	26

SEMESTER 3 (20 credits)

Financial analysis	6
Cost Accounting	4
Macro Economics	6
Quantitative methods	4
	20

SEMESTER 4 (20 credits)

Management control	4
Ethics and company culture	2
Business law	6
Operational marketing	4
Mathematics for Finance	4
	20

SUMMER: Two months of Internship

10

SEMESTER 5 (22 credits)

Corporate Accounting	6
Contemporary issues	2
Innovation and entrepreneurship	2
Strategic and international marketing	8
Information systems	4
	22

SEMESTER 6 (24 credits)

Data base	4
Business simulation	2
Public finance	4
Financial markets	2
Financial management	6
Economic policy	6
	24

ELECTIVE COURSES (30 credits)

FGM Electives

Taught in English :	Credits
Business English (prerequisite for St-Louis English Proficiency Test)	4
English Topics	4
Game Theory	4
Family Business	2
Quality Assurance	4
Change Management and Innovation in the financial institutions	4
Social media	4

Taught in French :	Credits
Comptabilité Spéciale	4
Audit	4
Gestion et environnement	4
Logique de la programmation	4
Marketing politique	4
Outils financiers et investissement	4
Pratique des normes comptables internationales	4
Structure et dynamique de l'économie libanaise	4
Systèmes bancaire et financier	4

Elective courses (30 credits) offer business related topics that are taught in English, as well as in French and Arabic. Elective courses also cover foreign languages (such as German, Spanish, Chinese, Japanese...), and other areas of interest (general knowledge, sports, social...). These will be advised on a semester basis (<http://www.usj.edu.lb>), and would cover courses of various nature (general culture, foreign languages, sport, social, etc.)



Université Saint-Joseph

Faculté de **GESTION** et de **MANAGEMENT** | **ENGLISH PROGRAM**

Bachelor in Business Administration



First Year	Two semesters
Second Year	Two semesters + Elective courses + Internship
Third Year	Two semesters + Elective courses Bachelor degree in Business Administration
Fourth Year	Master One semester Basic required courses One semester Specialized courses
Fifth Year	Master: «Professional oriented master» in the following areas: <ul style="list-style-type: none"> ■ Distribution ■ Financial assets management ■ Entrepreneurship and new technologies ■ Services Marketing ■ Accounting, Auditing and Control
Fifth Year	Master: «Research oriented master» in the following areas: <ul style="list-style-type: none"> ■ Finance ■ Management
Fifth Year	International MBA: <ul style="list-style-type: none"> ■ Company Management ■ Health Management ■ Management of Financial Institutions

EUROPEAN CREDIT TRANSFER SYSTEM

The FGM (Faculté de Gestion et de Management) has adopted the European Credit Transfer System (E.C.T.S.) in all its years of study, giving the students many advantages through:

- A flexible teaching program allowing a compensation between the required courses by semester
- Students participation in individual as well as team works
- The possibility of choosing among a list of elective courses
- The harmonization of courses scheduled as required common basic courses and elective courses
- The recognition of the validated credits and diploma by the European Universities adopting the ECTS credit system.



PROGRAM OF THE STUDIES AND THEIR ANNUAL DISTRIBUTION

Duration of studies is of 6 academic semesters, equivalent to 180 ECTS credits for the Bachelor degree, and 4 semesters equivalent to 120 ECTS credits for the master degree.

Attending class is compulsory, which makes it not possible to have a full time job during the Bachelor degree years.

The BBA of the FGM is, for the time being, only offered at its main campus in Beirut.

LANGUAGE OF THE PROGRAM

The program mandatory courses are taught in English, except for the following law related courses, which are taught in Arabic (or in French for those who cannot follow them in Arabic):

- Company Law
- Business law
- Public Finance.

REQUIREMENTS FOR APPLICATION

- Lebanese Baccalaureate or an equivalence accepted by the Ministry of Education and Higher Education.
- Grade "A" in the Proficiency test in English Organized by the Saint Joseph University (Humanities Campus, Damascus Road, Tel: 961-1 421000 ,Ext : 5507). The candidates with grade "B" to the test will be authorized to apply provided they commit to obtain the grade "A" to the test prior to the end of their 1st year of their university studies.

REQUIRED DOCUMENTS

Attach to your application the following documents:

- A passport photo.
- Photocopy of your personal identity or Passport, or an Extract of your Marital Status.
- A legalized photocopy of your Lebanese Baccalaureate or equivalence.
- The following three documents that are to be certified by your school and submitted in a sealed envelope :
 - Two evaluation letters from two of your teachers in your last high school year, one scientific course and one non-scientific course.
 - A certified photocopy of your eventual university degrees legalized by the Lebanese Ministry of Education and Higher Education.
 - 150,000 Lebanese pounds as non refundable application fees that serve the three periods of application.

OBJECTIVES

The FGM offers three levels of diploma:

- The Bachelor degree (180) credits which trains the students for the administration and the management of enterprises. It provides specific skills in business administration such as accounting, finance, marketing, management. The courses also cover issues related to economics, law, taxation, information systems. Students are also exposed to quantitative methods such as mathematics, statistics, computer science and decision making processes.
- Masters / MBA
- EDBA.