

**Syrian Arab Republic
Damascus University
Faculty of Economics**



NAME & SURNAME :
PLACE & DATE OF BIRTH : /19/
FATHER'S NAME :
MOTHER'S NAME :
NATIONALITY :SYRIAN
CREDENTIALS : SYRIAN SECONDARY CERTIFICATE
PASSING GRADE : /60/
YEARS OF STUDY : 20/20 TO 20/20

We enlist his under a transcript of his study at the Faculty of Economics from the academic year 20/20until 20/20

First year:

First semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Management principles & functions	4		4
Accounting principles 1	2	2	4
Economical mathematics	2	2	4
Computer and operating systems	2	2	4
Introduction to economics	2		2
Introduction to legal science	2		2
Foreign language1	4		4
Total	18	6	24

Second semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Accounting principles 2	2	2	4
Marketing basics	2	2	4
Statistics principles	4		4
Foreign language 2	4		4
National socialist education	2		2
Arabic	2		2
Total	16	4	20

Second year :

First semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Microeconomics analysis	2	2	4
Company Accounting	2	2	4
Foreign language 3	4		4
Informatics 2	2	2	4
Commercial law-contracts & companies	4		4
Principles of financing	2	2	4
Total	16	8	24

Second semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Foreign language 4	4		4
Production & operations management	2	2	4
Money & banks	2	2	4
Macroeconomics analysis	2	2	4
Economic of general finance & tax legislation	2	2	4
Applicable statistics	2	2	4
Total	14	10	24

Third year:

First semester:

Course title	Weekly hours		
	Theoretical	Practical	Total
Quantitative Methods in Management:	2	2	4
International Business Administration	4		4
Accounting Management	2	2	4
Marketing Service:	4		4
E-Marketing:	2	2	4
Environmental Management:	2	2	4
Total	12	12	24

Second semester

	Weekly hours		
	Theoretical	Practical	Total
Human Resource Management:	2	2	4
Financial Management:	2	2	4
Organization Theory and Organizational Development:	2	2	4
Computer Applications in Business Administration:	2	2	4
Consumer Behavior:	4		4
Feasibility studies:	2	2	4
Total	14	10	24

Fourth year**First one**

Course title	Weekly hours		
	Theoretical	Practical	Total
Administrative Development:	4	0	4
Marketing Management:	2	2	4
Management of Service Organizations:	4	0	4
Supply and storage management:	2	2	4
Administrative and Financial Control:	2	2	4
Total	14	6	20

Second semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Management Information Systems:	2	2	4
International Marketing and Electronic Commerce:	2	2	4
Strategic management:	2	2	4
Management Decision Theory:	2	2	4
Management of SMEs:	4		4
Total	12	8	20

Courses Description**First year course:**

- 1- Accounting Principles (1):** it includes the accounting and business structures- introduction to balance & operations analysis- accounting books- accounting processing of financing and capital operations, as well as accounting processing of commodity stocks in accordance with the systems of stocking, besides accounting processing of obligations operations, methods of payment and finally preparing financial statements and closing the books .

- 2- Accounting Principles (2):** it includes introduction to stocking, and accounting of circulated, cash, and semi-cash assets, receivables, commodity stocks; and accounting of un-circulated assets, obligations, and preparing final statements and its related settlements.
- 3- Management Principles & functions:** it aims to providing the students with necessary theoretical and practical knowledge following its graduation in order to satisfy labor market needs. The course focuses on the basic management principles and its developing. Then it concentrates on the management basic functions such as: planning, organization, orientation, and organization activities control including: production, finance, marketing, storage, human resources, R&D etc..
- 4- Marketing Basics:** it aims to providing the student with the most vital management science regarding continuous developing and modernization, besides practical applications of such knowledge .Also the skills of transferring theoretical principles to practical steps in order to perceive marketing principles realistically. So, this course aims to informing the student of the marketing conception, and its role in presenting the client value through marketing the relationship, the environment, ethics, and social responsibility of marketing. Also, to describe the conduct of the buyer of consumables, industrial user, and to define the concept of breakdown market, and its factors .In addition , to clarify the significance of marketing information ,and how to make marketing researches , and defining the elements of marketing mixture (product-pricing- marketing communication- distribution) . Also, to identify specialized applications in the field of marketing such as direct marketing, inventive marketing etc.
- 5- Computer and operating systems:** general concepts of information technology - computer components - units of inputs & outputs- central processing unit- units of secondary saving and influential elements of computer performance - computer digital components- software - operation system (Windows XP professional)- viruses -information networks - web explorers.
- 6- Statistics Principles:** basic definitions of statistics – statements kinds and methods of collection- ways of describing the statements chart & quantities – table & chart presentation – measurements of central tendency & dispersal - probabilities & applications – distribution of binomial , normal-regular and index distribution – liner decline (simple & connection) – introduction to standard figures .
- 7- Economical Mathematics:** matrix & its economical applications – economical functions for income, cost, profit, benefit and marginal ends of economical functions.
- 8- Introduction to Economics:** details of this course : 1- definition of economic science 2- styles of social production 3- industrial production 4- value theories 5- capital & capital profits 6- capital turnover 7-commercial school/Mercantile 8- applicable school /physio- cratic 9- traditional school 10- Adam Smith economical ideas 11- David Ricardo economical ideas 12- socialist school 13- Maltose school 14- Marginal school 15- Kenze school 16- economic globalization 17- International economic organization.
- 9- Arabic:** Arabic Language.
- 10-National socialist education:** History of Syria.
- 11-Foreign language (1):** General English information.
- 12-Foreign language (2):** General English information.
- 13-Introduction to legal science:** The Syrian Civil Law.

Second year course:

- 1- Production & Operations Management:** it aims to provide the student with theoretical and practical knowledge, which is necessary to deal with the requirements of labor market. This course is very close to practical reality because it includes important topics related to movement, time, production planning, production capacity planning, maintenance management, kinds of production systems, planning of raw materials needs for production operation such as planning and management of stocks, and finally production control.
- 2- Company accounting:** it informs about Person Company accounting regarding incorporation, accounting processing, merger, current accounts, and liquidation. Also, it identifies Money Company regarding incorporation, profits distribution, preparing financial statements and company liquidation.
- 3- Informatics (2):** informatics concept and its relation with programming – steps of accomplishing computer software – programming in Turbo Pascal language (Windows) – languages of visual programming – Delve as type language of visual programming languages – introduction to advanced programming languages regarding processing scientific problems – techniques of comprehensive automation & artificial intelligence.
- 4- Applied Statistics:** samples and inspection distribution- statistical conclusion of big and small samples – analyzing simple time serials – quality statistical control.
- 5- Money & Banks:** it studies the essence and nature of money, its functions and its historical developing – Study of international cash system – different kinds of commercial & Islamic banks – Central bank and cash policy.
- 6- Financing Principles:** it identifies financial theories and principles, basics of preparing financial statements, money time value, methods of transferring the investments, defining the sources of basic financing: short, medium and long term, and how to choose the optimum form thereto, and finally policy of distributing revenues to shareholders.
- 7- Microeconomics analysis:** it consists of five chapters, and fifteen sections:
First chapter: basics of analysis / value concept and theories.
Second chapter : theory of consumer conduct / concept and function of total & marginal benefits / analyzing consumer conduct and its balance mechanism within traditional quantity theory , and usage of equality curves , consequential benefit functions / price effect in changing consumer balance position / demand theory and flexibility. Third chapter: production and costs theories / production elements composition and optimum conformity of premises balance / production costs in short and long term and volume savings. Fourth chapter: premises balance / revenues functions / premise balance within different market systems.
Fifth chapter: presentation theory, market balance and functions theory.
- 8- Macroeconomics analysis:** 1- economic problem 2- production elements 3- active demand 4-National income & national growth 5- consumption & saving 6-investment 7- unemployment & inflation 8- economic policy 9- other topics.
- 9- Economics of General Financing:** 1- tax kinds 2- Syrian custom duties.
- 10- Foreign language (3):** specialized English information in economy.
- 11- Foreign language (4):** specialized English information in business.
- 12- Commercial law-contracts & companies:** Syrian Commercial Law.

Third year course:

Semester One

Quantitative Methods in Management:

The module deals with quantitative methods, their definition and concept, quantitative analysis, problems and quantitative methods of application, probabilities, probability distributions, decision analysis, forecasting, linear programming and its financial, administrative, productivity and marketing applications, transport and customization, linear numerical programming, project scheduling (BERT and critical path), inventory management and its modeling, simulation and Markov processes.

International Business Administration:

The module aims at introducing students to how the international companies deal with different environments (cultural, political and ethical), providing information about the most important methods of managing operations in international companies, organizing their work and supervising their performance. In addition to making student aware of the most important topics of human resources management in international companies.

Accounting Management:

This course is concerned with providing students with theoretical and practical knowledge about the administrative accounting system that helps organizations to make administrative decisions and carry out the planning and control functions. It deals with the goals of management accounting and the definition of the behavior of variable and fixed cost elements, the concept of cost, and how to prepare the current planning budget, and to address the subject of manufacturing or purchasing and operating leverage and cost analysis and pricing decisions.

Marketing Service:

This module deals with the concept and definition of the service and its components. The definition, concept and characteristics of service marketing, its types and factors affecting service marketing, services and quality, service production, service pricing, service distribution, service promotion, service beneficiaries, and modern trends in service marketing.

E-Marketing:

This module aims to introduce students to the concept of e-planning and how to help organizations achieve their goals through strategies that include e-business and e-marketing where they address many topics such as the concept of e-marketing and intermediaries on the Internet and how to plan e-marketing and what is the management of marketing knowledge and what strategies of differentiation and focus.

Environmental Management:

This course aims at introducing the students to the concept of environmental management and the nature of their work, environmental management relations in the organization, contemporary environmental concepts, environmental culture, sources of pollution and how to reduce them, solid waste management, environmental planning, environmental organizing, environmental management systems (ISO 14000), environmental quality management and global environmental governance, environmental auditing and control, impact assessment and environmental performance.

Second Semester:

Human Resource Management:

This module aims at introducing students to the nature of human resource management function, organizing human resource, business and job analysis, human resource planning, labor market research, human resource recruitment, human resource selection and recruitment, human resources training and development, job and business evaluation, pay and compensation systems, human resource motivation, career planning and development, management of the work environment and staff health and safety, and recent trends in human resources management.

Financial Management:

This subject deals with the definition and development of financial management, the approaches to its studies and theories, feasibility studies, funding sources, methods of selecting and evaluating them. Financial planning, financial analysis, profitability, risk, financial ratios and financial forecasting, and in part It will presents stocks and bonds.

Organization Theory and Organizational Development:

This course includes the definition of the organization and the types of organizations, organizational development, the relationship between management theory, organizational theory and organizational development, the importance of organizations and their studies, the organizational environment, and also the organizational culture and organizational structure of organizations, size of organizations, organizational life cycle, strategic management of organizations and measuring effectiveness of organizations.

Computer Applications in Business Administration:

The subject deals with the study of some computer programs through practical applications aimed at raising the skills of students in the field of dealing with the computer through learning on the package of Office programs (text editing, electronic tables, presentations, databases), especially Excel tables and applications related to administrative sciences.

Consumer Behavior:

The purpose of this course is to introduce the student to the content of consumer behavior, definition, patterns and determinants, economic theory of consumer behavior, economic analysis of utility theory, consumer psychology and behavioral models, purchasing decision and its relation to consumer behavior, factors influencing purchase decision, the role of social class in consumer behavior, the behavior of industrial customer, the impact of advertising on consumer behavior, the role of innovation in consumer behavior, and consumer protection.

Feasibility studies:

This subject includes a study of the economic feasibility of projects in terms of their definition, concept, elements and stages in order to make an investment decision regarding a project by studying the size of the market, carrying out engineering and technical studies, financial analysis and the process of discussing financial and administrative matters. The course also examines the political, economic, social, cultural and educational environment.

Fourth year course:

Semester One:

Administrative Development:

This course deals with the main concepts of development, administrative development as a concept, its characteristics and its elements, the relationship between administrative development and managerial thought, the justification for administrative development and its strategic directions, the stages and methods of administrative development process and the axes and work activities in administrative development programs, re-engineering and administrative development, and local in administrative development, including the Syrian plan for administrative development.

Marketing Management:

This course deals with the main concepts of marketing, market, market management and philosophies. It presents the market segmentation, targeting the market and creating a marketing center. It presents the public and private marketing environment, consumer purchasing behavior and marketing in a globalized environment. It also deals with strategic market planning and marketing mix. It also presents in part a market research system and promotional mix.

Management of Service Organizations:

This course deals with the concept and definition of the institution and its elements and theories, the institutions and the life cycle of the institution, the stages or elements that make up the system in the service institutions and the challenges faced by them, quality management in the service organizations, and deals with the service and its concept, importance and elements. It also deals with examples and applications of service organizations and how to manage them, including health, hospitals, banking, aviation, education, tourism and others, in addition to the latest trends in the management of service institutions.

Supply and storage management:

This course deals with the definition and concept of supply and storage management, the objectives and policies of the supply and storage function, the organizational aspects of the supply and storage function, the identification of purchasing needs, the main pillars of the procurement and storage function, the management of material prices, the selection and evaluation of suppliers ,supply chain management, procurement negotiation, material distribution management, inventory management, inventory control, modern trends in supply and storage management.

Administrative and Financial Control:

This subject deals with the control issue in administrative schools, the relationship of control with the rest of the functions of the organization, the bureaucracy and control, the organizational climate and control, the effectiveness of the administrative control, its means, types and methods, planning budgets, performance measurement, standard costs and performance measures, and profit, and the recent trends in performance measurement for control purposes.

Second Semester

Management Information Systems:

This course includes an introduction to information systems and their concepts, information systems theories and methodologies, computer usage in management, types of management information systems, decision support systems, knowledge-based systems, organizational information systems including marketing information, information systems manufacturing, human resource information, information resource information systems, and modeling.

International Marketing and Electronic Commerce:

This subject deals with the definition of international marketing, its components, policies and strategies, the strategy of entering the international market, planning strategy and host countries, the international economic, legal and cultural environment, transnational corporations, international companies management, international alliances and mergers, marketing mix strategies at the international level (production, pricing, distribution, and promotion).

Strategic management:

This subject aims at introducing students to the concept of strategic management and the nature of its work, strategic decision-making, the vision and mission of the organization, analysis of the internal and external environment, goals and objectives, strategic alternatives, strategic options, strategy formulation, implementation strategy, strategic control, strategic alliances, strategic performance assessment and case study in strategic management.

Management Decision Theory:

The course deals with the decision-making process and its stages and definitions, decision styles, decision theory, decision making environment, decision making processes, decision making approaches, confirmed and uncertainty and risk situation, problem identification and resolution, decision tree, game theory, Pert Network (Critical path), Queue queues, mathematical models for the waiting line and costs, and parity method.

Management of SMEs:

This course deals with the definition and concept of the small project and forms of ownership in small and medium-sized enterprises and their management, the establishment of the small project, the feasibility study for small and medium enterprises, the SME environment, marketing and the plan in the small project. Funds of small and medium enterprises, human resource management in SMEs, quality management in Small and Medium Enterprises.

**Vice Dean of Economics' Faculty
for scientific and research issues**

prof. Dr. Ibrahim AI-adi

**Dean Of Economics Faculty
prof. Dr. Hussein Dahdouh**