



Undergraduate Internal Bylaw and Curricula Heliopolis University (Credit Hour System)



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Undergraduate

Internal Bylaw and Curricula
for Heliopolis University
(Credit Hour System)

In the Name is Allah, the Creator, the merciful

“All who have meditated on the art of governing mankind have been convinced that the fate of empires depends on the education of youth.” (Aristotle)

Preface

Heliopolis University for Sustainable Development (HUSD) was established in 2009 by the Presidential Decree number 298/2009 with three degree-granting faculties: Faculty of Engineering, Faculty of Business & Economics, and Faculty of Pharmacy and Drug Technology.

The study at Heliopolis University started in the academic year 2012-2013 with the aim to pioneer introducing the concepts and principles of sustainable development to the students and the Egyptian community. Sustainable development refers to the challenges of reducing global inequity and improving wellbeing, while reducing threats to the earth's systems from industrialized production and consumption.

Heliopolis University strives for the Sustainable Development consciousness, economic solidarity, social responsibility, and environmental balance in Egypt and the world. The degree programs offered at Heliopolis University addresses key topics and theories of sustainable development through a multi-disciplinary renewed approach that integrates teaching, learning, research, and practice. In addition, Heliopolis University offers a unique Core Program that is crucial for sustainability and human development.

Heliopolis University motivate the students to develop understanding and relate to their social, economic, scientific, and political surroundings. It abets them to evaluate the knowledge and practices concerning sustainable development affecting opportunities for community development and scientific growth in Egypt and in the world.

Chapter 1

University Strategy

Vision

Heliopolis University is a pioneer scientific establishment strives for the sustainable development of individual consciousness, economic solidarity, social justice, and environmental balance in Egypt and the world.

Mission

At Heliopolis University, we empower our students to be the champions of sustainable development in different spheres of life. We provide a place where new ideas meet fertile ground for further research and teaching. Our education combines teaching, research, and practice with a uniquely humanistic core program, developing curious and creative mind.

Aims

1. Provide a high quality and challenging educational and research experience in which students can develop both individually and intellectually.
2. Enable students to gain a broad understanding of the issues related to sustainable development and relevant scientific disciplines.
3. Develop students' key ethical values that will enable them to be competitive in the job market and/or manage their own enterprises with a vision to unceasingly contribute to community development.
4. Help students to identify and achieve their own individual goals and make a valuable contribution to their society, and to the world at large.
5. Develop independent person immersed in the humanities who can identify and resolve problems creatively, individually, and communally.

Strategic Objectives

1. Establishing a welcoming environment.
2. Providing state of the art facilities.
3. Establishing a research based University.
4. Including qualified national and international professors.

5. Providing meaningful, rich, and exciting student activities.
6. Focusing on promoting sustainable development concepts within the educational program, in order to ensure that all courses teach the concept well and appropriately.
7. Promoting, inviting and welcoming contributors in the field of sustainability and working closely with other higher education Egyptian and non-Egyptian institutions.
8. Implement the most modern and advanced management techniques to provide the best services for the students.

Chapter 2

General Concepts and Terminology

Article 1: The Official Name

These regulations shall be cited as “***Heliopolis University Internal Bylaw and Curricula***”

Article 2: Terminology

The following terms have the associated meaning beside each:

University	: Heliopolis University for Sustainable Development (HUSD).
University Council	: Heliopolis University Council.
Regulations	: Heliopolis University Academic Regulations.
Credit hour	: A standard unit of measurement used to specify course load per semester in relation to other courses.
Contact hour	: Actual amount of time elapsed in a lecture, laboratory, etc.
Academic program	: Knowledge that leads to a scientific degree.
Study plan	: The courses list that is required for a study program to gain a scientific degree.
Faculty	: One of the faculties of Heliopolis University.
Academic year	: The academic year consists of three semesters; fall and spring semesters in addition to an elective summer semester.
Study load	: The group of credit hours that the student registers in per semester.
Scientific degree	: The awarded degree after completing its requirements.

Article 3: Provision

Provision of these regulations shall be applicable to the regular students registered for a scientific degree at the University by the next year after issuing the ministerial decree.

Article 4: University Faculties

Heliopolis University includes the following faculties:

1. Faculty of Engineering
2. Faculty of Business and Economics
3. Faculty of Pharmacy
4. Faculty of Physical Therapy
5. Faculty of Organic Agriculture

It is also possible to establish new faculties after completing all the required procedures.

Chapter 3

Admission Regulations

Article 5: Admission General Requirements

Heliopolis University fully complies with the admission regulations of the Private Universities Council of the Ministry of Higher Education (HUSD). HUSD receives students twice a year; in the fall and spring semesters. Students must apply for admission during the official application period, which is announced by the University's Admission Office. Students applying for admission at a University faculty must meet the following requirements:

- 1- Should be Egyptian. Non-Egyptian students can also be accepted according to the related rules.
- 2- Must be graduated from the general secondary school or equivalent. Students join faculties through a competitive process, based mainly on the results of the secondary school Final Exam (*Thanaweya Amma*). It is also possible for graduate students to apply for admission.
- 3- Should pass the Admission Exam.
- 4- Must enroll as full-time student; otherwise the student must have permanent permission from his/her workplace to accommodate the of Attendance Policy at the university.
- 5- All kinds of required fees must be paid in full.

Article 6: Admission Documents

The following documents are required for Admission:

- 1- An original copy of the results of the secondary school Final Exam.
- 2- An original copy of the birth certificate.
- 3- Six recent passport size photos of size 4X6.
- 4- A signed medical investigation document.
- 5- Military Service Form No.2 for Egyptian male students.
- 6- Sports Incentive Certificate for eligible students.
- 7- Any other document(s) that might be required by the faculty.

Article 7: Scientific Degree Awarding

According to the request of the Faculty Councils, the University awards the Bachelor's degree in one of the fields of specialization that are offered by the faculties after completing the degree requirements. These degrees are:

- B.Sc. Degree in Engineering (According to the Academic Program).
- B.Sc. Degree in Business and Economics (According to the Academic Program).
- B.Sc. Degree in Pharmacy and Drug Technology.
- B.Sc. Degree in Physical Therapy
- B.Sc. Degree in Organic Agriculture (According to the Academic Program).

Chapter 4

Study and Registration System

Article 8: Educational System

Heliopolis University applies the credit-hour system in all programs. Accordingly, the academic year is divided into two semesters of 15 weeks each; fall semester and spring semester, in addition to one non-compulsory Summer Semester of 7 weeks.

Article 9: Credit hours / Contact hours

The Credit Hour is a standard unit of measurement used to specify course load per semester in relation to other courses. The Contact Hour is the actual time of a lecture, laboratory, etc.

Each credit hour equates to:

50 contact minutes per week of theoretical lectures,
100 contact minutes per week of either tutorial or practical classes, and
150 contact minutes per week of workshops.

Article 10: Academic Programs

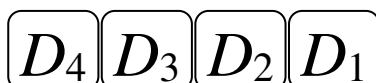
The study plan in each faculty contains one or more academic programs, which lead to a Bachelor's degree in the major field of program. The faculty should offer one or more groups for each course in the academic program. These course groups should be offered in different time slots, location and lecturer. The academic program leads to a scientific degree. The student should be able to choose a group of courses that improve his/her skills in minor specialization within the major specialization of the program.

Article 11: Graduation Minimum Credit Hours Required

The minimum number of credit hours required for graduation is specified in the study plan of each faculty for each program. Generally, it ranges from 130 Cr to 180 Cr, depending on each program.

Article 12: Course Coding

Each course has a unique code (number). This number contains information about the faculty and specialization of the study program. It also contains information about the level of the course in the study program. As shown in the following figure, the course number is a 4-digit code, in which each digit has a special meaning as follows:



D_4 specifies the faculty code; 0 for University requirement (core program) courses, and 1 for the faculty of Engineering, 2 for the Faculty of business and economics, and 3 for the Faculty of Pharmacy and drug technology, 4 for the Faculty of Physical Therapy, 5 for the Faculty of Organic Agriculture, etc.

D_3 specifies the code of the scientific department in the faculty that offers this course. The value of this digit may have a number from 1 to 9.

D_2 specifies the group level inside the department. The value of this digit may have a number from 0 to 9.

D_1 specifies the course level inside the group, either mandatory or elective. The value of this digit may have a number from 0 to 9.

Article 13: Academic Program Curriculum

The curriculum of all academic programs in the University includes the following group of courses:

- (a) **University requirements (Mandatory Core Program):** Is a group of 12 credit hours courses to develop the personality of students. They *must be completed* by all students as part of the graduation requirements for the chosen field of specialization.
- (b) **University requirements (Elective Core Program):** are 6 credit hours group of designated courses that students can *select from* in order to complete the university elective courses requirements in their program.
- (c) **Faculty Requirements:** are offered by the faculty council and approved by the University Council. These requirements include a number of credit hours distributed over mandatory and elective courses as specified by the faculty council.
- (d) **Academic program requirements:** are offered by the faculty council and approved by the University Council. These requirements include a number of credit hours distributed over mandatory and elective courses as specified by the faculty council.

Article 14: Academic Advising

The Academic Advisor is a faculty member who is assigned the responsibility of monitoring and coaching a group of students as well as assisting them in developing their study plans and schedules.

The Academic Advisor assists students in other academic issues or problems encountered throughout their study period. The Academic Advisor also validates the Registration/Add/Drop forms.

Article 15: Program Coordinator

The Program Coordinator is a faculty member appointed by the faculty dean (usually the department head of the student's chosen program) and assigned the responsibility of organizing the registration process and its requirements as well as the responsibility of facilitating the communication between the faculty, the academic advisors and the university administration office regarding all academic matters.

Article 16: Registration

Registration dates are published in the academic calendar and semester schedules for both new and continuing students. At registration, students will meet with the Academic Advisors to select courses appropriate to their study plan. The Academic Advisors will assist and validate the students' completion the Registration Form.

The student is considered to be enrolled after he or she presents all the required documents to the Registration Office and pays the outstanding fees.

The Registration Office generates individual student academic files for all students. This file contains the student's official documents: Semester Enrollment Forms, Semester Academic Transcript, and other documents including medical certificates, academic warnings, Add and Drop Forms, etc. The student's academic file is updated at the end of each semester.

The Program Coordinators and Academic Advisors must have copies of these files to follow up the students' academic progression with the academic advisors.

Article 17: Course Prerequisite

Successful completion of a course's applicable prerequisite course(s) is a must for registration in a course. This rule might be violated in justifiable conditions advised by a recommendation from the faculty dean and approved by the University Vice president.

Article 18: Study Load

The student is responsible for the study load that is adequate to his/her abilities and comprehension. The Academic Advisor examines the student's records to advise him/her to take a number of courses appropriate to his/her academic achievement at the faculty with consideration to the following:

1. The maximum number of credit hours is 18 per week during the fall and spring semesters. This number of credit hours may however reach 21 if the Student's GPA is 3 or more. This may be changed if the student is expected to graduate in the semester and advised by the student's academic advisor.
2. In the summer semester, the maximum number of credit hours is 7.
3. The faculty council must approve other cases of violating the credit limits

Article 19: Course Registration, Add and Drop Deadlines

With due observance of maximum and minimum study load, the following is to be considered.

1. Semester registration is completed during the first week of the semester and classes start at the beginning of the second week.
2. Student may Add, and/or Drop any course before the deadline, which is the second week of any semester.
3. Summer Semester Course(s) Registration, Add, and Drop should be completed during the first week, and classes start the beginning of third day in the first week.

Students should fill in the Registration, Add, and Drop Forms and have them approved by the Academic Advisors. These forms are then submitted to the Registration Office.

Article 20: Courses Withdrawal

Students can withdraw from any course after an approval by the academic advisor and before the withdrawal deadline (the 8th week for the fall and spring semesters, and 4th week for the summer semester). A grade of "W" for that course will be given and it will be excluded from the GPA calculation, provided that the student didn't exceed the attendance limit.

If the withdrawal is done after the withdrawal deadline period, a grade of "F" will be applied, indicating failure in the course.

Article 21: Semester Withdrawal

1. A student can withdraw from a complete semester after having an advisor's signature for semester withdrawal. The withdrawal form must be submitted before the end of the 10th week for the fall and spring semesters, and 5th week for the summer semester. The faculty council must approve this withdrawal.
2. The faculty council may consider the semester withdrawal request forms that submitted after the withdrawal period mentioned in the first paragraph and the council has to take the suitable decision.
3. The total number of withdrawn semesters must not exceed four (4) semesters.

Article 22: Admission Postponement

1. A newly enrolled student who does not register during the registration period is considered withdrawn from the semester. If the student does not register by the following semester he or she shall forfeit his/her place at the University.

2. A continuing student who does not register during the announced Registration, Add, and Drop period is considered withdrawn from the semester.
3. A student may postpone his/her admission at the University for one semester. The faculty dean must approve this, if the student submits his/her request during the registration period.

Article 23: Study Break

A continuing student who registered for a semester and breaks his/her study plan, and does not apply for semester withdrawal is considered to be absent.

Article 24: Changing Study Program

A student who decides to change his/her program of study, or apply for a new program, in the same faculty should discuss the program change with his/her Academic Advisor and the Program Coordinator.

The student must complete a request form for program change and get it approved from the faculty dean. If approved, credit earned in the previous program *may be* credited toward the new program upon evaluation by the coordinator of the new program.

Article 25: Credit Transfer

Upon the recommendation of the relevant program coordinator and the approval of the faculty council, students may be allowed to transfer some credits previously completed at other universities or faculties according to the following conditions:

1. Transferred credits are part of the degree requirements.
2. The final courses grade must be "C" minimum or equivalent.
3. The total credit hours of the transferred courses do not exceed 60% of the total credit hours required to obtain the relevant degree.

In the case that a student engages in an official exchange program between Heliopolis University and an external institution (either national or international), before engaging in this program, the academic advisor or the program coordinator must agree with this external institution the exact courses that the student will study. The courses should align with the student's study program and contribute towards the completion of the students overall Credit Hours and graduation. Furthermore, HU will abide by the grade distribution of the external institution and will record the Letter Grade provided by this institution. All courses taken during this excursion will be transferred after the completion of all administrative requirements.

All successfully transferred courses are accounted in the GPA calculation.

Article 26: Blended, & Distance Learning

It is allowed for some courses to be taught through blended distance learning facilities. These include television, internet, etc. In all cases, the final examination must be administered on campus at the university or at an approved examination center off-campus following university examination regulations and protocol. All related regulations of the blended learning are followed, including the face-to-face meetings, reports, case studies, and others.

Article 27: Student Attendance Policy

A student is required to attend all classes for all courses in which he/she registers. A student who is absent for more than 25% of the hours required for a course is given a warning that explains the consequences of not attending courses without a valid excuse. A student, who is absent for more than 30% of the hours required for a course without a valid excuse acceptable to the faculty council, or a medical excuse, will be prohibited from taking all the following examinations scheduled for that course and shall be given grade "F".

Article 28: Warned Student Registration

A student who has an Academic Warning can register for a maximum of 10 Credit Hours during the following semester. With the approval of the faculty dean and according to the advice of the academic advisor, this student may register in certain conditions for more than this limit of study load.

Article 29: Maximum Study Period

The applied study system allows the students to complete their study program in the minimum time. However, the following restrictions should be considered:

1. The maximum period of a study program of less than or equal to 150 credit hours is 14 semesters, including the withdrawn semesters without counting the summer semesters.
2. The maximum period of a study program of greater than 150 credit hours is 18 semesters, including the withdrawn semesters without counting the summer semesters.
3. The university council may allow a student to exceed these maximum specified periods in justifiable cases subject to a recommendation from the faculty council.

Article 30: Special Credit Students

Special Credit Students are defined as students who wish to enroll in a course(s) to get some experience in the field of these courses but not pursue a degree, diploma, or certificate. Special Credit Students register officially at the University and pay regular tuition fees, but are not assigned Academic Advisors.

Students who wish to audit courses shall be admitted, upon space availability basis, and shall not displace credit-seeking students. In this case, no credit is awarded, and no examinations are administered. A grade "AU" is recorded to indicate 'Audit'.

Article 31: Dismissal from the University

A student is dismissed from Heliopolis University in one or more of the following cases:

1. If student exceeds the permitted number of withdrawal according to article (21).
2. If student gets two academic warnings during two consecutive semesters or when he/she gets three academic warnings according to article (48).
3. If student does not finish his/her studies in the maximum period defined by article (29).
4. If a decision has been taken against the student because of Conduct and/or Behavior Violation.
5. If student is prevented from attending the final examinations of all courses during two semesters.

Article 32: Registration Termination

A student who terminates his/her registration at the university has no right to register again except after submitting a new Application Form, and an official request stating clearly the reasons of his/her re-register, which must be approved by the faculty council, subjected that not more three years have passed after the termination. In case of approval, the student is to be treated as a continued student according to his/her previous position before the Registration Termination.

Article 33: Study Level

The following table indicates the student position and the study level according to the completed credit hours for a study program of less than or equal to 150 credit hours:

Study Level	Student Level	Percentage of the earned Credit hours
0	Freshman	From 0% to 25%
1	Sophomore	More than 25% to 50%
2	Junior	More than 50% to 75%
3	Senior	More than 75% to 100%

The following table indicates the student position and the study level according to the completed credit hours for a study program of greater than 150 credit hours:

Study Level	Student Level	Percentage of the earned Credit hours
0	Freshman	From 0% to 20%
1	Sophomore	More than 20% to 40%
2	Junior	More than 40% to 60%
3	Senior-1	More than 60% to 80%
4	Senior-2	More than 80% to 100%

Chapter 5

Examination Regulations

Article 34: The Course

The course is a subject of study (body of knowledge) given during one semester and ends with a final examination. Students registered in a course may be divided into one or more groups, where each group is assigned an instructor. The program coordinator assigns a coordinator for each course that has many groups. The *course coordinator* coordinates with the group instructors concerning the contents of the course, textbooks, examinations and grades.

The course instructor should inform students at the beginning of each semester of the course assessment and evaluation methodology, as well as the time of periodical examination.

Article 35: Semester Coursework

The work and activities of a student for a course are evaluated by two marks; *semester Coursework mark* and *Final Exam mark*. The semester coursework mark is the mark that represent the student effort during the semester and contains examinations marks applied, training projects, and different academic activities of the course. All assignments, reports and researches shall be returned to the student after correction completion and grades registration.

If a student absents him/herself from an examination that is scheduled before without a valid reason acceptable to the course instructor shall give a zero grade for this examination. This zero grade is included in the calculation of the semester coursework mark. The course instructor may consider a make-up examination for the absent student if his/her absence excuse is acceptable.

Article 36: Final Examination

The course final examination is a general examination in the course, and it is held at the end of each semester. The Final Examination can and may include theoretical, applicable, oral, and laboratory examinations according to the needs of the course. The final examination mark is the mark which the student gets at the end of the semester examination for each course.

Article 37: Final Course mark

The final course mark is the sum of the semester coursework mark and the final examination mark for each course is recommended to be according to the following percentages: 50% of the maximum course mark is dedicated for the semester work and 50% for the final examination, although this is not required for all courses and may be changed based on the recommendation of the course instructor, department or faculty under which the course is taught. The final course mark must be an integer number, no floating numbers are accepted.

Article 38: Course Maximum Mark

The maximum mark for each course is 100 marks. If marking is done to a different maximum, the final mark should be scaled to 100.

Article 39: Evaluations and Grades

The following table indicates how to convert a percentage into a 4.0 Grade Point Average (GPA).

Course Grade (%)	Symbol	Points
[93, 100]	A	4.0
[90, 93[A-	3.7
[87, 90[B+	3.3
[83, 87[B	3.0
[80, 83[B-	2.7
[77, 80[C+	2.3
[73, 76[C	2.0
[70, 72[C-	1.7
[67, 70[D+	1.3
[63, 67[D	1.0
[60, 63[D-	0.7
[0, 60[F	0.0

The symbols that are not calculated in the GPA are as follows:

Symbol	Evaluation	Explanation
I	Incomplete	Must be removed by the end of eighth week of the next term.
W	Withdrawal	Changed to "F" if the withdrawal is done after the specified deadline.
AU	Audit	No credit is awarded, and no examinations are required.
S	Satisfactory	Pass course without grade
CO	Continued	Continued course for more than one semester.

Article 40: Course Grade Points

The Course Grade Points are calculated by the number of credit hours required for the course multiplied by the points corresponding to the final mark of the relevant course.

Article 41: Results

The course instructor is responsible for the correction of the examination papers of his/her course, for the revision of the grades, and their registration in their respective course transcripts and for handing them over to their respective faculty within a maximum period of 72 hours after the final date of examinations mentioned in the academic calendar.

Article 42: Semester Grade Point Average

The semester Grade Point Average (GPA) is a numerical academic evaluation method of the student's work during a semester. It is calculated by dividing the grade point total by the total number of credit hours earned for all courses taken within one semester and rounded up to the nearest two digits.

Article 43: Grade Point Average

The Grade Point Average (GPA) is a numerical academic evaluation method of the student's work during a semester. Generally, the GPA is calculated by dividing the grade point total by the total number of credit hours earned for all courses taken within one semester and rounded up to the nearest two digits.

When a student completes all the study program requirements, the Cumulative Grade Point Average (cGPA) indicates the assessment of all courses taken throughout the entire study period.

The cumulative GPA is calculated by dividing the Grade Point total by the total number of credit hours earned for all courses of the academic program. In the case that a student has failed a course, or has repeated a course to improve their grade, the only the highest grade the student has received in that course will be calculated in the cGPA. Decimals in the GPA & cGPA beyond 2 places are truncated, and afterwards rounded up to one decimal place. The GPA may range from 0.0 to 4.0.

Article 44: Assessment Method

The recommended distribution of the grades for both practical and theoretical courses are as follows:

	Practical Courses	Theoretical Courses
Midterm Exam.	10 %	20 %
Quizzes	10 %	20 %
Punctuality and Participation	10 %	10 %
Practical (Lab, workshop, etc.)	20 %	-
Final Assessment	50 %	50 %
Sum	100 %	100 %

If a course instructor requires a different grade distribution for their course, the instructor may do so provided it is done within the university accepted practices and clearly communicated to the students in a transparent manner.

This grade distribution is also subject to approval or rejection by the department or faculty.

Article 45: Academic Honor

Students with a cumulative GPA of 3.5 and above are included in the honor list, if the student has not failed in any course during his/her study in the university and finished not less than 70% of the program requirements in the University.

Article 46: Incomplete Grade

An Incomplete Grade is a temporary grade of "I" that is given for incomplete course work due to justified circumstances. The course instructor may accept the student's request if the student submits his/her request for an Incomplete Grade before the final exam. It is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade. The student must complete the required course work before the end of the following semester, or else the "I" shall be changed to grade "F".

Article 47: Absence from Final Examination

Student who does not attend the final examination will have a mark of zero. Upon urgent necessity, the student might be given a make-up examination before the end of the following semester at most. The student's mark is then adjusted according to his/her result in this make-up examination. The decision to administer a make-up examination is taken by the faculty council according to the program coordinator advice.

Article 48: Academic Warning (Probation)

At the end of any academic semester, students obtaining a GPA of less than 2.00 are issued an academic warning put on Probation. Students on probation and are only permitted to register for a maximum of 10 Credit Hours in the following semester. If academic warnings are issued in three semesters and/or for two consecutive semesters for a student, the university council may suspend this student.

Article 49: Course Repeat

If a student fails in any Mandatory course, he/she has to retake this course when it is available and sit for a re-examination, but the Elective courses can be retaken and/or changed. The student must pay the regular course repeat tuition fees. The grades of failed courses are not calculated in the GPA, however they do appear on the student's academic transcript. It is possible for a student to repeat a course in which he/she has passed before with lower grade to improve his/her GPA. In this case, and after paying the regular course repeat tuition fees, the course credit hours are calculated once and the new

grade will be recorded on the student's transcript. Students are not allowed to repeat a course that he/she has passed before more than two times. Exceptions may be granted based on the recommendations of the faculty council.

Article 50: Academic Integrity

Any form of plagiarism, cheating, falsification, impersonation, evidence of concealment or fabrication of results are not tolerated in Heliopolis University. The minimum penalty for such violations is failing the course in which this violation is committed. In certain conditions, the penalty may reach dismissal from the University, either for a specific number of semesters, or dismissed from the university entirely, based on the circumstances.

Article 51: Marks Sheet

For each group of students registered in a course there must be a Final Mark Sheet in which the student's final marks and grades are recorded. This sheet displays the student's name, academic scores in the registered courses, Final Examination attendance record, the semester coursework marks, Final Examination mark and grades, in addition to other academic remarks.

Article 52: Final Examinations Preparations

Without violating these regulations, the faculty council states the necessary preparations for the Final Examinations.

Article 53: Degree Plan Form

To be eligible for graduation, students must apply for a "*Degree Plan Form*" one semester before the graduation semester. This form maps out all completed courses as well as the remaining courses relevant to the study program. It insures that all the degree requirements have been completed. The form must be conducted under the supervision of the Academic Advisor and approved by the Program Coordinator. Copies of this form are supplied to the main Registration Office. This form must also include a student financial clearance statement.

Article 54: Degree Requirements

Students are awarded the Bachelor or Licentiate Degree after completing the following requirements:

1. The fulfillment of the minimum credit hour requirements in the program study plan as specified in the curriculum of the relevant faculty.
2. Achieving a final GPA grade of at least 2.0 in order to be awarded the relevant academic degree.
3. The completion of studies within the specified period applicable to the study program according to article (29).
4. Submitting a financial clearance statement.

Article 55: Explanation of these Articles

The university council has the right to explain the articles of these regulations.

Chapter 6

University Requirements (Core Program)

Heliopolis University Core Programs is an integrated learning experience that aims to develop students' capacity for innovation and social responsibility. Throughout the Core Programs courses, the University aims to create:

- ✓ *Interactive Learning*; where students are artists and thinkers investigating real community problems and cooperating to develop creative, applicable solutions.
- ✓ *Challenging Learning*; where students at all levels are motivated and supported to do more than they believe they can.
- ✓ *Communicative Learning*; through inspiring presentations, exhibitions and workshops, students and teachers build a clear vision of pathways to achievement.

Core Courses are designed to empower students to realize their capabilities and enhance skills critical to problem-solving, critical thinking, persistence toward excellence, as well as social responsibility. The Core Program study plan includes four course streams. This is indicated in the following table:

No.	Stream	Courses
1	Language, Communications and Enterprise	1 Academic English Writing 2 German Language 3 Communication skills 4 Creativity & Entrepreneurship 5 Arabic Literature
2	Arts, Culture, Development and Innovation	1 Perception Actuality 2 Diversity Integration 3 Communication Through Arts 4 Practicing Individual Presence 5 Multi-focus to Arts 6 Art Creative Processes 7 Consciousness Developments to Arts 8 Art Project 9 Culture and History 10 Egyptology
3	Social Science	1. Research Methodology 2. Philosophy 3. Human Rights and Politics 4. Sociology 5. Principals of Law 6. Psychology
4	Nature and Community	1 Sustainable Development 2 Deep Ecology 3 Biology 4 Evolution

University Requirements (Core Program) Study Plan

The core program study plan contains 12 mandatory credits and 6 elective credits. All University students must take the 12 mandatory credits. Each student can choose 6 elective credits from the available elective course list. The University council assigns a committee for each course to develop its specs, and to follow up its reports and files according to the university internal quality assurance system.

Course Code	Course Name	Pre. Code	Prerequisite Name	Lec.	Tut.	Lab.	WS	Sum	Cre. Hours
Mandatory Courses				12 Credit Hours					
0111	Academic English Writing 1			0	2	0	0	2	1
0411	Sustainable Development			1	0	0	0	1	1
0211	Perception Actuality			0	2	0	0	2	1
0113	German Language1			0	2	0	0	2	1
0122	Academic English Writing 2	111	Academic English Writing 1	0	2	0	0	2	1
0233	Communication Through Art			0	2	0	0	2	1
0156	Creativity and Entrepreneurship			0	2	0	0	2	1
0157	Arabic Literature			0	2	0	0	2	1
0266	Art Creative Processes			0	2	0	0	2	1
0269	Culture and History			1	0	0	0	1	1
0371	Philosophy			1	0	0	0	1	1
0382	Human Rights and Combating Corruption			1	0	0	0	1	1
Partial Sum:				4	16	0	0	20	12

Elective Courses				6 Credit Hours					
0222	Diversity Interaction			0	2	0	0	2	1
0422	Deep Ecology	111	Academic English Writing 1	1	0	0	0	1	1
0124	German Language 2	113	German Language1	0	2	0	0	2	1
0331	Nutrition			1	0	0	0	1	1
0244	Practicing Individual Presence			0	2	0	0	2	1
0155	Communication Skills			0	2	0	0	2	1
0255	Multi-Focus to Art			0	2	0	0	2	1
0260	Egyptology			1	0	0	0	1	1
0363	Research Methodology			0	2	0	0	2	1
0364	Sociology			1	0	0	0	1	1
0277	Consciousness Development			0	2	0	0	2	1
0381	Principles of Law			2	0	0	0	2	2
0383	Psychology			1	0	0	0	1	1
0484	Biology			1	0	0	0	1	1
0485	Evolution			1	0	0	0	1	1
0288	Art-Project			0	2	0	0	2	1
Partial Sum:				9	16	0	0	25	17

Summary of Course Contents For the University Requirements (Core Program)

0111 Academic English Writing 1 **لغة إنجليزية 1**

This course prepares students for advanced English reading and writing skills. Students read a wide variety of academic texts of easy to medium reading difficulty. Students practice reading skills such as pre-reading/surveying texts, adjusting their speed and reading style to different skimming and scanning requirements. They practice a variety of vocabulary skills such as using roots and affixes to understand the meaning of a word, using context clues to understand the approximate meaning of the word, and knowing when it is or is not necessary to look up a new word in the dictionary. Students learn how to write simple, compound and complex sentences and incorporate them into short paragraphs to form short essays.

0113 German Language 1 **لغة ألمانية 1**

This course focuses on basic linguistic and communicative structures of the German language. Students will be introduced to various aspects of German culture and learn to communicate in simple everyday situations and personal interaction. The module will adopt an integrated approach to language learning and will emphasize equally all four skills of reading, writing, listening and speaking as well as the acquisition of grammar structures and vocabulary. Audio and video materials will also be used to supplement the textbook and to provide students with a better insight into Germany, her culture and the life of her people. The module will also attempt to help students optimize their learning by teaching them vital strategies for language learning and language use. This should, in turn, allow students to develop greater learner autonomy.

0122 Academic English Writing 2 **لغة إنجليزية 2**

This course prepares students for college level reading and writing. Students practice reading more quickly with greater comprehension. Vocabulary work focuses on words in context. Students increase their critical reading skills, using various texts, fiction, magazines, poems, newspapers, and student writings and discuss and evaluate those materials. Students develop various academic skills such as writing summaries, paraphrases & reviews, taking essay exams and citing outside sources in writing.

0124 German Language 2 **لغة ألمانية 2**

This course allows students to manage their day-life in countries and regions where German is the first language, to get to know the country and people and to broaden their knowledge and skills in the German language. The main aim is speaking and practices of listening that lead to better understanding of the German language. In addition there will be a lot of information about culture and people. The course covers knowledge of modern German imparted through regular speaking exercises, talks and seminars. The main emphasis will be on communicative skills (speaking, writing, listening and reading). The course will also include theatre and regional knowledge projects and phonetic exercises. There will be daily practice in spoken German with added phonetics exercises; in addition, various projects will also be on offer.

0155 Communication Skills

مهارات التواصل

This course is designed to help students identify ways to communicate effectively in the workplace environment. Students will be introduced to Technical Writing in contrast to Academic Writing. Students will be taught how to communicate in business using a number of channels such as memos, e-mails, letters, reports, Meeting Minutes, oral presentations, fliers, brochures, newsletters and manuals. They will be introduced to concepts such as ethnocentrism, multiculturalism, etc. The course is designed to help students develop practical skills to communicate more effectively with emphasis on the importance of document design and graphics. Students will be instructed in the use of various techniques to write reader-friendly and visually appealing documents.

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0156 Creativity and Entrepreneurship

الإبداع والمبادرة

This course inspires entrepreneurial innovation and creativity through interactive lectures, workshops, and case studies in contemporary issues to include energy, life sciences, healthcare, and technology. Students will gain awareness of entrepreneurial innovation sources, structures and dynamics. Students will develop individual and group skills for generating innovative ideas and find ways to apply these ideas to address current issues and problems in different industries and settings. Course topics include the history of entrepreneurship, the role of entrepreneurs and entrepreneurs in the 21st century global economy, and the identification of entrepreneurial opportunities. The elements of creative problem-solving, the development of a business concept/model, the examination of feasibility studies, and the social/moral/ethical implications of entrepreneurship will be incorporated.

0157 Arabic Literature

آداب اللغة العربية

This course is a survey of Arabic literature history with a focus on continuity and change, influence, and major trends, themes, and genres. It provides students with a foundational knowledge of literature in the Arabic language. Students will be introduced to short stories, novels, essays, poetry, and plays. The focus will be on literature that is classical and modern, urban and rural, as well as religious and secular. This course explores social, religious, and historical aspects of modern Arab culture through an exciting collection of videos, lectures, reading and discussion. Contact between the Arab world and the west in the modern era will be seen in relation to changes in Arabic culture. Particular attention will be given to the works of Naguib Mahfouz, the Egyptian Winner of the Nobel Prize for Literature as well as to the works of Gibran Khalil Gibran, Lebanese-American philosophical essayist, novelist, mystical poet, and artist. The course will be taught in English in its entirety. No prerequisites.

0211 Perception Actuality

أدراك الواقع الفني

This course provides an introduction to the different basic arts: movement, music, acting and fine arts. Students learn the basic principles in each art to be able to appreciate the value of arts for their own personal growth as well as their communities development through engagement in the process of artistic creation. Practicing perception with all senses will be essential in this course and explored as a basic tool to develop awareness and mindfulness. In this course students are able to raise their inner activity in order to act with empathy.

0222 Diversity Interaction

التنوع التكاملي

This course will provide exercises to act and react with the uniqueness of polarities and investigate the interaction between different qualities. Students will explore the meaning of integration in an artistic way and get to know how to use diversity creatively and integrate it into their work. Students will engage in perceiving opposites and studying polarities to be inspired for finding the balance of tolerance, acceptance and practice their attitude of flexibility in changes.

0233 Communication Through Art

التواصل الفني

Musical conversation, communicating through painting, body language, expressing own ideas with the whole personality through movement are all ways of enhancing non-verbal communication skills. In this course the student can learn that communication through art can be the languages of human expression for a global understanding. Student can explore that imagination can be expressed more comprehensive than through words.

0244 Practicing Individual Presence

تجارب التواجد الفردي

Strengthening the individuals consciousness to respond and react according to a situation. Practicing time management and overview processes. Act with the right thing at the right moment. Be aware of the moment. Be aware of the consequences of your doing and develop social responsibility.

0255 Multi-Focus to Art

المنظور المتعدد للفنون

Essential in this course is to widen the students perspectives on multi diversity in the arts. To get to know various stiles of the arts leads to express one selves and interact out of different points of view. This develops an attitude to balance unequal modalities and respecting diversity and activate to bridge differences. Self observation and evaluation will lead to find the own authenticity.

0260 Egyptology

علم المصريات

The objective of this course is to help students acquire the necessary knowledge and understanding of ancient Egyptian culture/civilization in the ancient world. Topics in Egyptology shall introduce students to the following areas of study: History and archaeology of ancient Egypt, Middle Egyptian language and Hieroglyphic script, Egyptian art, Museum Studies, Egyptian epigraphy, Culture, Religion and beliefs, Egyptian foreign relations, Egyptian languages, Middle Kingdom literature, Ancient Languages, Egyptian art, Architecture, and Egyptian Town and Country

0266 Art Creative Processes

العمليات الفنية الأبداعية

Learning to accept and express processes gives the ability to act successfully. How can one deal with processes. This will be a main issue in this course. Exercises will be provided to strengthen the inner independency and trust in one selves creativity. The course offers a journey to find the own inner artist.

0269 Culture and History

الثقافة و التاريخ

This course covers definition; the differences between culture and civilization; culture and transfer of culture, types of culture, relativity of culture and importance of culture on the national and international levels. The course offers an overview on the national and international history with emphasis on the recent Egyptian history, role of ancient Egyptian civilization on the world civilization, the main characters of Christian era and the Islamic period, the role of Islamic institutions e.g. Azhar and Coptic Church on the national and international civilization, the stages of building democracy in Egypt, the role of Egyptian Leaders for dependence, new Egypt in science, technology, agriculture, education, industry, the role of youth in improving Egyptian education, industry, agriculture and culture.

0277 Consciousness Development

تنمية الوعي الفني

Practicing clarity for conscious action, simultaneous observation of manifold actions, increasing concentration for an ongoing process, mastering in synchronizing processes are the great challenges for management and leadership skills. The different art forms will provide the opportunity to experience knowledge of human nature, self knowledge and understanding processes in nature as fundamental skills to achieve a wider consciousness.

0288 Art-Project

مشروع فني

The student has the possibility to develop a project in one of the art forms with guided support of the artist. The student gets to know an artistic basis for abilities which are needed for a good and successful project management. Observing processes and evaluating them will be part of the learning process. The course should encourage the student to be aware for self reflection and self evaluation.

0331 Nutrition

This course focuses on teaching students about the basics of nutrition and healthy eating. Students are taught foundational concepts such as optimum caloric intake, core nutrients & vitamins needed for a healthy balanced lifestyle, etc. The course focuses on allowing students to understand how good nutrition can affect them and how to make good decisions for eating and living with a healthy lifestyle.

0363 Research Methodology

طرق وتصميم البحوث

This course provides students with an understanding of the purpose of research, research design, and research methods. Research is the application of the scientific method to solving real world problems; research design is the plan for the application of accepted practices; and research methods provides models for the appropriate collection, organization, and analysis of unbiased data for decision making, replication, and to contribute to the knowledge base.

0364 Sociology

علم الاجتماع

This course introduces students to basic concepts of sociology: groups, race and ethnicity, class, gender, nation, citizenship, status, role, society, human behavior patterns in groups, and social institutions. The approach is broadly comparative, historical, and global in orientation and focus, with an emphasis on the understanding of basic social processes such as socialization, social exchange, deviance and conformity, social change and basic social institutions such as the economy, the polity, the family, religion, education

0371 Philosophy

الفلسفة

This course provides a critical introduction to the fundamental philosophical problems. It includes an examination of historical and contemporary thought through in-class presentation, readings, discussions, and student writings. In this course, students will gain an understanding of diverse and often competing perspectives on basic human problems. Students will examine diverse viewpoints that will allow them to understand a wide range of views and challenge them to defend their own positions. This course involves active use of writing, speaking, and group projects. It provides opportunities for gathering information, analyzing problems, and synthesizing diverse perspectives. Finally, the course allows students to link theory to their own lives and daily practice.

0381 Principles of Law

مبادئ القانون

In this course, the Egyptian business law and codes are explained. Students are introduced to the concepts of laws that are on the books, norms, and certain illegal activities. The purpose of this course is for the students to achieve an understanding of their legal environment and be capable of working with the confines of the government's limits.

0382 Human Rights and Combating Corruption حقوق الإنسان و مكافحة الفساد

This course will be taught in line with the curricula set out and mandated by the Supreme Council of Universities. The course will focus on the principles of Human Rights in the Egyptian context and deal with some human rights problems and controversies such as economic and social rights, group rights, and cultural relativism. The course will also focus on corruption in different contexts as well as methods for fighting corruption on different levels.

0383 Psychology

علم النفس

This course provides an overview of the field of psychology, including research, theory, and application. Specific topics include the biological bases of behavior, sensation and perception, learning, cognition, motivation and emotion, development, social cognition and social influence, personality and individual differences, and mental disorders and therapy. A major goal of the course is to show how questions within these areas are addressed through experiential research. The course introduces students to theories, research, and procedures used in psychological research and practice. It also promotes thinking about how students can apply this knowledge to enhance their lives.

0411 Sustainable Development

مقدمة في التنمية المستدامة

The course is designed to raise the students awareness of the various socio-economic and technical issues involved in sustainable development, and to give a broad overview of the different areas of concern as expressed by practitioners. By the end of the course the students are expected to develop the specific capabilities to define the concept of sustainable development from a variety of perspectives to be able to explain how the idea of sustainability and development have changed through history and to apply sustainable development concepts to current environmental and development issues. The4 course further promotes an understanding of how individuals can influence sustainable development through the technical opportunities and challenges for change, and the mental approach needed. The course also explores the broad issues of sustainable development and the international agreements underpinning sustainable development and relates these to theories of globalization so as to awaken a broad knowledge of available technologies for moving to a sustainable future.

0422 Deep Ecology

علم البيئة

This course will review major ecological concepts, identify the techniques used by ecologists, provide an overview of local and global environmental issues, and examine individual, group and governmental activities important for protecting natural ecosystems. The course highlights the contributions of important ecologists and the historical development of the discipline in order to explore contemporary ecological issues in a modern context. It investigates solutions to modern ecological problems by applying ecological theory.

0484 Biology

علم الأحياء

This course introduces the students to the fundamental principles of biology, including cell structure, chemistry, and function; genetics; evolution; adaptation; and ecology. The course also highlights recent advances in the understanding of major principles in biology. In addition, the course offers a lab examination of the fundamental concepts in biology with emphasis on scientific inquiry through experimentation, dissection, and observation.

0485 Evolution

علم النشوء و الأرتقاء

This course introduces the students to the basic evolutionary concepts such as natural selection, the genetics of the evolutionary process, the genetics of populations, the origin of life on earth, the mechanisms of speciation, the impact of geologic forces on evolution, and human evolution.

Total Number of Courses: 28

Appendixes

Appendix No. 1

The University Scientific Departments

The University contains a number of unrepeated scientific departments. Each department offers and supervises a number of courses which are related to the scientific specialization of the department. The following list gives the no. of courses supervised by each department. The detailed list of these courses is given in the appendices. The scientific supervision of these courses is the responsibility of the department, whether the course is a part of an academic program inside or outside the faculty.

Faculty code	Department Code	Department Name	No. of Courses
1 Faculty of Engineering			
	10	Basic Sciences	12
	11	Electromechanics Engineering	25
	12	Mechatronics Engineering	23
	13	Civil Engineering	30
	14	Architecture Engineering	37
	No. of Departments: 5		No. of Courses: 127
2 Faculty of Business and Economics			
	21	Business Administration	56
	22	Economics	42
	No. of Departments: 2		No. of Courses: 98
3 Faculty of Pharmacy and Drug Technology			
	31	Pharmaceutical Chemistry	10
	32	Pharmacognosy and Medicinal Plants	11
	33	Pharmaceutics and Pharmaceutical Technology	15
	34	Pharmacology and Toxicology	9
	35	Biochemistry and Biotechnology	9
	36	Microbiology and Public Health	4
	37	Pharmacy Practice	22
	No. of Departments: 7		No. of Courses: 80
4 Faculty of Physical Therapy			
	41	Basic Science & Biomechanics	41
	42	Physical Therapy of Internal Medicine & Neurology	10
	43	Physical Therapy of Women's Health & Pediatrics	7
	44	Physical Therapy of Orthopedic & General Surgery	10
	No. of Departments: 4		No. of Courses: 68

Faculty code	Department Code	Department Name	No. of Courses
5 Faculty of Organic Agriculture			
	51	Organic Crop Production	39
	52	Food Processing Technology	31
	No. of Departments: 2		No. of Courses: 70
Total no. of Departments: 20		Total no. of Courses: 443	

Appendix No. 2

The University Academic Programs

General Regulations Heliopolis University

Fac. Code	Prog. Code	Academic Program Name	Man. Core Prog.	Elec. Core Prog.	Man. Faculty Req.	Elec. Faculty Req.	Man. Prog. Req.	Elec. Prog. Req.	Credit Hours	
1		Faculty of Engineering								كلية الهندسة
	1001	Energy Engineering	12	6	55	0	85	12	170	
	1002	Mechatronics Engineering	12	6	55	0	85	12	170	
	1003	Water Engineering	12	6	55	0	85	12	170	
	1004	Green Architecture Engineering	12	6	55	0	85	12	170	
Average:			12	6	55	0	85	12	170	
		4 Programs								
2		Faculty of Business and Economics								كلية إدارة الأعمال والاقتصاد
	2001	Business Administration	12	6	58	0	42	21	139	
	2002	Economics	12	6	58	0	42	21	139	
Average:			12	6	58	0	42	21	139	
		2 Programs								
3		Faculty of Pharmacy and Drug Technology								كلية الصيدلة وتكنولوجيا الدواء
	3001	Pharmacy and Drug Technology	12	6	0	0	153	9	180	
Average:			12	6	0	0	153	9	180	
		1 Programs								
4		Faculty of Physical Therapy								كلية العلاج الطبيعي
	4001	Physical Therapy	12	6	132	20	144	18	332	
Average:			12	6	132	20	144	18	332	
		1 Programs								
5		Faculty of Organic Agriculture								كلية الزراعة الحيوية
	5001	Organic Crop Production	12	6	30	18	59	15	140	
	5002	Food Processing Technology	12	6	30	18	59	15	140	
Average:			12	6	30	18	59	15	140	
		2 Programs								

Fac. Code	Prog. Code	Academic Program Name	Man. Core Prog.	Elec. Core Prog.	Man. Faculty Req.	Elec. Faculty Req.	Man. Prog. Req.	Elec. Prog. Req.	Credit Hours
General Average:			12	6	52.8	5.6	83.9	14.7	175

Statistics:

Total no. of academic programs in the University:	10
Average percentage of the University requirements to the total credits:	10.29%
Average percentage of the Faculty requirements to the total credits:	33.37%
Average percentage of the Program requirements to the total credits:	56.34%
Average percentage of the Mandatory credits to the total credits:	84.97%
Average percentage of the Elective credits to the total credits:	15.03%

Appendix 4

Faculty of Business and Economics Curriculum

- 1st Faculty strategy
- 2nd Graduate occupational profile
- 3rd National Academic Reference Standards (NARS)
- 4th Study plan general outline
- 5th Academic programs
- 6th Scientific departments
- 7th Faculty requirements
- 8th Curricula of the academic programs
- 9th Summary of course specs.

Introduction

The Faculty of Business and Economics (FBE) of Heliopolis University for Sustainable Development (HUSD) was established to contribute to the Sustainable Development of the Egyptian Society. The Faculty was created with the launching of HUSD in 2009. Actual operations began in the academic year 2012/2013 according to the Ministerial Decree No. 3194 for the year 2012. The Faculty of Business and Economics combines 2 programs and a research unit.

1st Faculty Strategy

Vision

The Faculty of Business and Economics strives towards the transformation of the study of business and economics towards a more ethically and socially conscious field that explicitly and holistically addresses and integrates the pillars of sustainable development.

Mission

The Faculty of Business and Economics pioneers a scientifically rigorous approach towards teaching & researching the integration of sustainable development in the fields of business & economics, grounded in the foundations of practical experience, innovation, social entrepreneurship, and ethical principles.

Goals

The Faculty of Business is concerned dedicated to achieving the following goals:

1. Becoming one of the top faculties of business in Egypt and achieving accreditation.
2. Establishing a teaching faculty of dedicated, qualified, and transformative educators who want to achieve a lasting change in the Egyptian society.
3. Establishing and cementing new methods of research that go beyond the normal research methods.
4. Establishing a strong connection with businesses across Egypt and the world to help bridge the gap between academia and practice.
5. Providing the absolute finest education for students possible and helping them to become entrepreneurs and agents of transformation.

Strategic Objectives

Over the next five years the Faculty of Business and Economics aims to achieve the following:

1. Build up and develop a strong faculty team that understands the vision and mission and its practical implications.
2. Build up strong partnerships to private, public and civil stakeholders in order to engage in joint research-to-innovation projects.
3. Create a name of for the FBE that is known across Egypt for being an innovative faculty to offers one of the best degrees in Egypt.
4. Engage in a regular and open dialogue with the other faculty and core program members within Heliopolis University to create links between the different contents of courses and research projects.
5. Experiment with new forms of research and knowledge creation methodologies such as action research in general, appreciative and co-operative inquiry.
6. Building up the faculty departments in terms of knowledge base and increase the number of offered courses.
7. Continuously develop and improve curricula within the frame of bylaws accepted by the Egyptian Ministry of Higher Education.
8. Achieve program Accreditation.
9. Develop a competitive and unique post-graduate program for both professional and academic
10. Increase the publication rate of the faculty to increase international recognition and help in the accreditation process.

2nd Graduate Occupational Profile

When a student graduates, this student should be able to:

1. Use the scientific method in thinking and problem solving.
2. Employ knowledge and skills acquired in the field of specialization to serve the community and the surrounding environment positively.
3. Interact with developments and global variables and anticipate the nature and impact of those developments and changes in the field of specialization.
4. Engage in continuous education to develop knowledge and professional skills associated with the field specialization.
5. Prepare feasibility studies for projects and evaluate investment proposals.
6. Use computers and information technology
7. Communicate effectively with others.
8. Be Committed, take responsibility, and complete the work assigned in accordance with the legal rules and ethical standards.
9. Prepare feasibility studies of projects and evaluate investment proposals.
10. Understand the fundamentals of Sustainable Development and how it can integrate with business and economics
11. Understand the nature of sustainable development and its implications for business conduct and practice.
12. Identify the sustainable development opportunities in business.
13. Engage with Rio Earth summit principles, Agenda 21 and the Commission for Sustainable Development guidelines.
14. Understand the green concept theory in the field of specialization
15. Apply the green concept theory in business organizations through critical, professional and practical acquired skills.
16. Learn how to outline the macro-environmental scopes and understand its economic, societal, and environmental context.
17. Gain the technical knowhow of designing and applying sustainable business development responses environmental concerns.
18. Validate the green value chain activities concept in the business environment.
19. Learn the technical dimensions of green profits concept.

20. Explore business initiatives and applications in light of global sustainable development.
21. Know thorough cases concerning best practices of corporate social responsibility.
22. Comprehend the concept of a decent working environment.
23. Understand the contribution of marketing, accounting, economics, finance, and management to sustainability.

3rd National Academic Reference Standards (NARS)

1. Knowledge and Understanding

- 1.1. Graduates of the Faculty of Business & Economics must have gained an understanding of the following definitions and concepts:**
 - 1.1.1. Different forms and types of businesses and distinctive features of each.
 - 1.1.2. Different environments in which organizations work and how to deal with them.
 - 1.1.3. Recent developments and trends and contemporary issues related to the field of specialization.
 - 1.1.4. Basic principles, theories, attitudes and schools of thought in the field of specialization.
 - 1.1.5. Science that is closely related to the field studied by the student.
 - 1.1.6. Research methodology and its tools, methods of measurement and analysis.
 - 1.1.7. Integrating business science with other social sciences.
 - 1.1.8. Business ethics and professional practice in the field of specialization.
- 1.2. Graduates of the Business Administration Program must have gained an understanding of the following definitions and concepts:**
 - 1.2.1. Use of the scientific method in problem solving and decision making at various administrative levels.
 - 1.2.2. Principles of preparation of plans, programs and policies according to the requirements of the institutions.
 - 1.2.3. Preparation of marketing feasibility studies and assessment of investment proposals.
 - 1.2.4. Foundations of organizational structures, systems and manuals for the various activities of the foundation.
 - 1.2.5. Understand modern administrative philosophies such as total quality management, re-engineering processes, and explore opportunities for application in different fields of work.
 - 1.2.6. Principles of leadership and influencing others
 - 1.2.7. Organizational communication and labor relations.

- 1.2.8. The foundations of motivation and development of motivation in others.
- 1.2.9. Principles and concepts of policies, strategies, and plans and the requirements for using them to meet the expectations of the parties concerned with the organization.

1.3. Graduates of the Economics Program must have gained an understanding of the following definitions and concepts:

- 1.3.1. Understand the basic economic principles and express them verbally, graphically, and mathematically both at the micro and macro level, (i.e. at the level of the enterprise or the national economy).
- 1.3.2. The understanding of microeconomic realities (at the level of the individual and the establishment) related to decision making, selection, production, exchange of goods and services, pricing and use of inputs (inputs and raw materials), and reciprocal relations between markets and social economy (welfare).
- 1.3.3. Knowledge of macroeconomic issues of unemployment, national income, balance of payments, pattern of income distribution, inflation, growth and economic fluctuations, money and finance, public finance, and their impact on the business environment and production and pricing.
- 1.3.4. Understand economic policies, both at the macro and micro level, and understanding the methods of analysis, economic models and various scientific research methods when dealing with issues and policies that affect the activities of business organizations, and how to deal with these conditions.
- 1.3.5. Understand of quantitative and computer methods, including statistical, mathematical and econometric methods, their applications to financial and economic data, and the use of standard and statistical parameters to solve complex problems facing organizations.
- 1.3.6. Understand the methods of dealing with problems and solving them, and understanding the methods of taking decisions in the light of the cost of the alternative opportunity to think about the costs necessary to solve the problem or to take decisions and assess them in order to rationalize decision making and ensure the effectiveness of solutions.

2. Practical and Professional Skills

2.1. Graduates of the Faculty of Business & Economics must have gained the following practical and professional skills:

- 2.1.1. Effective recruitment, development and maintenance of physical, human, and other resources.
- 2.1.2. Conducting market studies and analysis.
- 2.1.3. Searching for various sources of information and verifying their authenticity.
- 2.1.4. Data collection, statistics, analysis, interpretation and what it reflects from economic and social indicators.
- 2.1.5. Design and operation of administrative, accounting and insurance systems all in the field of specialization.
- 2.1.6. The use of scientific methods in solving practical problems.
- 2.1.7. Principles of supervision and performance evaluation.
- 2.1.8. Preparation, presentation, and interpretation of reports in the field of specialization in a scientific way.
- 2.1.9. Use of computer applications and information technology in the field of specialization.
- 2.1.10. Use and employ the results of research and studies in developing work and improving performance levels.
- 2.1.11. Develop sustainability plans and reports for use by different organizations
- 2.1.12. Develop plans for enhancing an organization's sustainability and relationship with the surrounding community and society
- 2.1.13. Analyze the cost of externalities, such as pollution and waste, in the context of their costs towards both the organization and society.

2.2. Graduates of the Business Administration Program must have gained the following practical and professional skills:

- 2.2.1. Prepare strategic plans and formulates business policies.

- 2.2.2. Preparation and design of various systems and manuals.
- 2.2.3. Design and development of organizational structures.
- 2.2.4. Design and management of MIS systems.
- 2.2.5. Preparation of feasibility studies and evaluation of projects.
- 2.2.6. Preparing marketing and sales plans.
- 2.2.7. Financial analysis and evaluation of investment projects.
- 2.2.8. Market studies & analyses.
- 2.2.9. Prepare plans and programs for the use, development and maintenance of physical, human and other resources.
- 2.2.10. Practical application of modern scientific systems and methods in the field of business management.

2.3. Graduates of the Economics Program must have gained the following practical and professional skills:

- 2.3.1. The ability to abstract and simplify the basic characteristics and features of any system or a complex issue or problem, develop a simplified framework for evaluation, an assessment of policy implications, or a decision on the issue or problem.
- 2.3.2. The ability to use knowledge and expertise in dealing with economic issues and to solve problems and contribute to taking decisions in business enterprises to take into account the economic dimension.
- 2.3.3. Develop analytical skills that improve the ability of the graduate to solve problems and increase their contribution to decision-making, whether by means of the reasoning on which most statistical models are based, or by reasoning and linking results to causes, and thus rationalizing the decisions on work, production of goods, and provision of services.
- 2.3.4. Apply economic theory and reasons to practical issues, understanding and implementing economic principles that use, design, and interpret trade, economic, social and environmental policies at the enterprise or macro-economic level.

- 2.3.5. Data analysis, which helps to understand economic issues, rationalize decision-making, and develop work systems in economic units.
- 2.3.6. Model development and the formation of causal relationships
- 2.3.7. Know how to think about 'how and why' to deal with economic variables, develop hypotheses and test them, and find facts about the problem to find practical solutions to them. Where the problems facing business organizations and government are complex in light of the internal and external environment seen in the current era.
- 2.3.8. To guide the behavior of individuals in a way that maximizes return, and to use the concept of incentives in establishing rules and regulations for performance, particularly in managing human resources within business organizations or dealing with external parties.

3. Intellectual Skills

3.1. Graduates of the Faculty of Business & Economics must have gained the following intellectual skills:

- 3.1.1. Use the scientific method of thinking and problem solving.
- 3.1.2. Applying the principles of innovative thinking in dealing with different situations.
- 3.1.3. Criticism, differentiation, and the discovery of positive and negative elements in various problems and raised issues.
- 3.1.4. Analyzing numbers & data and interpreting their results.
- 3.1.5. Dealing positively with different situations in order to transform threats into opportunities.
- 3.1.6. Presenting ideas and views clearly and express opinion in a scientific manner supported by evidence and objectivity.
- 3.1.7. Apply knowledge and skills acquired in the field of specialization to serve the community and the surrounding environment in a positive way.
- 3.1.8. Interact with global changes, developments, explore the impact of these developments and changes on the area of specialization.

- 3.1.9. Continuous education to develop the knowledge and professional skills related to the field of specialization.
 - 3.1.10. Engage with methods of Systems Thinking for addressing different challenges, obstacles, and opportunities.
- 3.2. Graduates of the Business Administration Program must have gained the following intellectual skills:**
- 3.2.1. Innovative and creative thinking in the face of different administrative positions.
 - 3.2.2. Linking environmental variables and decision-making patterns.
 - 3.2.3. Preparing different scenarios, strategies and models to deal with administrative events and issues.
 - 3.2.4. Imagine and visualize the interrelationships and interactions between organizations & individuals, their surrounding community, society, and ecology.
- 3.3. Graduates of the Economics Program must have gained the following intellectual skills:**
- 3.3.1. Analyzing economic behavior of production and consumption units, and understanding economic issues in a scientific way to rationalize the decision-making process.
 - 3.3.2. To understand the economic phenomena in the field of production, finance and business, and analyze them scientifically to reach a scientific explanation and understand the causes and effects of dealing with them on scientific grounds.
 - 3.3.3. Strategic thinking, the use of information systems, motivation and opportunity, awareness of strengths, convergence of interests and negotiations in the formulation of strategic plans or important decisions at the level of private and governmental organizations.
 - 3.3.4. Predict and see beyond the direct effects or outcomes of any decision, resulting in a series of events to help rationalize decision-making and take account of environmental impacts and social impacts.
 - 3.3.5. Presenting and visualizing data in appropriate ways (raw data in tables, and information in graphic formats), which helps to understand and analyze phenomena.

4. General & Transferable Skills

4.1. Graduates of the Faculty of Business & Economics must have gained the following general & transferable skills:

- 4.1.1. Effective time management.
- 4.1.2. Effective communication skills
- 4.1.3. Using team work to achieve greater results and benefit from diverse viewpoints and backgrounds
- 4.1.4. Cognitive and intellectual development and continuous self-learning.
- 4.1.5. Using problem solving techniques at the individual or institutional level with high efficiency.
- 4.1.6. Presentation and dialogue.
- 4.1.7. Self-management and dealing with work pressures.
- 4.1.8. Innovation, development, and continuous improvement of work.
- 4.1.9. Use of technical terms relevant to the themes of the program.
- 4.1.10. Familiarity with a foreign language that is widespread.
- 4.1.11. Use of computers and information technology.
- 4.1.12. Understanding how the different environments in organizations operate and methods of dealing with them.
- 4.1.13. Use of information technology and development of business & economic information systems to increase the efficiency of practical applications.
- 4.1.14. Prepare reports in a scientific, professional, and ethical manner

4th Study Plan General Outline

The 139 Credit Hours are divided into University Requirement Courses, Faculty Requirement Courses, Academic Program Requirements, Academic Program Electives, two internships, and a Graduation Project. Their distribution are as follows:

The general study plan & outline of the distribution of the courses for the Business Administration Program and the distribution required by the NARS are as follows:

Subject	Percentage	NARS (Business)
Basic Sciences	22%	25%
Specialization Sciences (Program Requirements & Electives)	46%	50%
Sciences Supporting the Program (Social Sciences & Humanities)	14%	12.5%
Other Sciences & Fields of Study	13%	12.5%
Graduation Project & Field Training	5%	-
Total	100%	

The general study plan & outline of the distribution of the courses for the Economics Program and the distribution required by the NARS are as follows:

Subject	Percentage	NARS (Economics)
Basic Sciences	28%	28-32%
Specialization Sciences (Program Requirements)	31%	35-40%
Specialization Sciences (Program Electives)	15%	10-15%
Sciences Supporting the Program (Social Sciences & Humanities)	14%	8-12%
Other Sciences & Fields of Study	7%	6-8%
Graduation Project & Field Training	5%	8-10%
Total	100%	

5th Academic Programs and Scientific Departments

The Faculty of Business and Economics comprises 2 academic programs. Each program study plan contains 139 credit hours. Through the academic advising process, students learn to take responsibility for selecting and transferring into their chosen major and minor, registering in courses and setting goals as well as planning the steps to implement them.

The following table indicates the distribution of the credit hours for all academic programs. Both the Business Administration Program and the Economics Program are split into Program Requirements and Program Electives. In order for a student to graduate with a degree in either Business Administration or Economics, they must complete all 58 CrHrs of Faculty Requirements and all 18 CrHrs of University Requirements in addition to the 42 CrHrs of Program Requirements and 21 CrHrs of Program Electives of their respective program. Additionally, in the Academic Program of Business Administration, if the student completes at least 15 credit hours from a single field of study within the Program Electives, then this student will graduate "With Specialization in" this field. This is indicated in the following table:

Requirements	Maj/Min	Man/Elec.	Type	Credits
University Requirements (18 credit hours)		Mandatory	Courses	12
		Elective	Courses	6
Faculty Requirements (58 credit hours)		Mandatory	Courses	51
			General Internship	2
			Graduation Project	5
Academic Program Requirements (63 credit hours)	Major	Mandatory	Courses	42
		Elective	Courses	21
Total credit hours for each academic program:				139

In addition to the two offered Academic Programs, the Faculty of Business & Economics also offers a Minor in Business Administration and a Minor in Economics which are offered and available to all of the students of the university. These minors contain both mandatory and elective courses. These courses represent the essential and general scientific background for students to gain introductory knowledge into the selected field of study. These Minor Programs are open to all students in the university. In order to complete a Minor Program, students must complete at least 11 CrHrs of Mandatory Courses and 7 Credit Hours of Elective Courses. This is indicated in the following table:

Requirements	Man/Elec.	Type	Credits
Academic Program Requirements (18 credit hours)	Mandatory	Courses	11
	Elective	Courses	7
Total credit hours for receiving a minor:			18

The Faculty offers a *Bachelor of Science (B.Sc.)* in the following specializations:

1. Business Administration
2. Economics

The Faculty offers a *Minor* in the following specializations:

1. Business Administration
2. Economics
3. Climate Change

New academic programs may be established based on the recommendations of the Faculty council and the approval of Heliopolis University council and the board of trustees.

The Faculty of Business and Economics has 2 Departments: Business Administration and Economics

1 The Department of Business Administration

The Department of Business Administration is focused primarily on the different fields of business, administration, marketing, accounting, finance, management, etc. The department is focused on using and teaching the established methods as well as new and emerging methods of these fields that help in blending traditional knowledge and skills of business administration with the emerging fields of sustainable development. The members of the faculty are responsible for teaching courses such as Principles of Accounting, Principles of Marketing, Human Resource Management & Development, cost accounting, Financial Management, and and all other courses related to the field of business administration. In addition, the department and its members are concerned with the academic program of the B.Sc. in Business Administration. The department is responsible for choosing the most appropriate courses, setting the study plan, creating course descriptions, making adjustments, and sending recommendations to the Dean of the Faculty for enhancing the academic program and making amendments to the bylaws related to this program upon necessity.

2 The Department of Economics

The Department of Economics focuses on researching and teaching the fundamentals of economics and economics theory as well as teaching new and different concepts of economics. The members of the department are

responsible for researching concepts related to Social economics, Self-Sufficiency Economics, Developmental Economics, and Sustainable Economics. Furthermore, members of the faculty are to teach subjects related to the aforementioned courses as well as Macroeconomics, Econometrics, Applied Economics, and the rest of the courses from the Faculty of Business and Economics that fall under the field of economics. In addition, the department and its members are concerned with the academic program of the B.Sc. in Economics, choosing the most appropriate courses, setting the study plan, creating course descriptions, making adjustments, and sending recommendations to the Dean of the faculty for enhancing the program and making amendments to the bylaws upon necessity.

6. Scientific Departments Courses in the Faculty of Business and Economics

Each department in the Faculty scientifically supervises a group of courses that belong to its field of specialization. The department is responsible to develop the course specs and follow up the reports and files of these courses.

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21 Department of Business Administration

This department scientifically supervises the following group of courses:

Course Code	Course Name	Lec.	Tut.	WS	Sum	Credit Hours
2111	<i>Principles of Accounting</i>	2	2	0	4	3
2112	<i>Introduction to Management</i>	2	0	0	2	2
2113	<i>Principles of Marketing</i>	3	0	0	3	3
2114	<i>Computer Skills</i>	0	2	0	2	1
2121	<i>Financial Management</i>	2	2	0	4	3
2122	<i>Business Ethics</i>	3	0	0	3	3
2123	<i>HRM & Development 1</i>	2	0	0	2	2
2131	<i>CSR & Sustainability</i>	2	0	0	2	2
2132	<i>Production Management</i>	2	0	0	2	2
2133	<i>Research Skills</i>	0	2	0	2	1
2139	<i>Internship 1</i>	0	0	3	3	1
2141	<i>Consumer Behavior</i>	3	0	0	3	3
2142	<i>True Cost Accounting 1</i>	2	2	0	4	3
2143	<i>Project Management</i>	2	2	0	4	3
2145	<i>Business Comunication</i>	3	0	0	3	3
2146	<i>Operations Research</i>	3	0	0	3	3
2147	<i>Auditing 1</i>	2	2	0	4	3
2148	<i>Supply Chain Management</i>	2	2	0	4	3
2149	<i>Strategic Management</i>	3	0	0	3	3
2151	<i>Green Marketing</i>	3	0	0	3	3
2152	<i>Integrated Marketing Communications</i>	2	0	0	2	2
2153	<i>Organization Theory</i>	2	0	0	2	2
2154	<i>Financial Statements Analysis</i>	2	2	0	4	3
2155	<i>True Cost Accounting 2</i>	2	2	0	4	3
2156	<i>Customer Relationship Management</i>	3	0	0	3	3
2157	<i>Intermediate Accounting 1</i>	2	2	0	4	3
2158	<i>Management Information Systems</i>	2	2	0	4	3
2159	<i>Internship 2</i>	0	0	3	3	1
2161	<i>Marketing Research Methodology</i>	1	2	3	6	3
2162	<i>HRM & Development 2</i>	3	0	0	3	3
2163	<i>Entrepreneurship & Innovation Management 1</i>	2	0	0	2	2
2164	<i>E-Marketing</i>	3	0	0	3	3
2165	<i>Services Marketing</i>	3	0	0	3	3

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2167	Corporate Finance	3	0	0	3	3		
2168	Investment & Portfolio Management	3	0	0	3	3		
2169	Brand Management	3	0	0	3	3		
2170	Principles of Healthcare Management	1	0	0	1	1		
2171	Total Quality Management	2	2	0	4	3		
2172	Managerial Accounting	2	2	0	4	3		
2173	Strategic Marketing	3	0	0	3	3		
2174	Retailing	3	0	0	3	3		
2175	Sales Management	3	0	0	3	3		
2176	Tax Accounting 1	2	2	0	4	3		
2177	Small Business Management	2	2	0	4	3		
2178	Accounting Information Systems	2	2	0	4	3		
2179	Graduation Project	2	2	6	10	5		
2181	Tax Accounting 2	2	2	0	4	3		
2182	International Marketing	3	0	0	3	3		
2183	Entrepreneurship & Innovation Management 2	3	0	0	3	3		
2184	Intermediate Accounting 2	2	2	0	4	3		
2185	Marketing Management	3	0	0	3	3		
2186	Egyptian Stock Exchange	2	2	0	4	3		
2187	Islamic Finance	3	0	0	3	3		
2188	Financial Markets & Institutions	3	0	0	3	3		
2189	Governmental Accounting	2	2	0	4	3		
2199	Internship 3	0	0	3	3	1		
No. of Courses in the Department: 56		Partial Sum:		122	46	18	186	151

22 Department of Economics

This department scientifically supervises the following group of courses:

Course Code	Course Name	Lec.	Tut.	WS	Sum	Credit Hours
2211	Microeconomics 1	2	2	0	4	3
2212	Macroeconomics 1	2	2	0	4	3
2213	Mathematics 1	2	2	0	4	3
2221	Developmental Economics 1	2	2	0	4	3
2222	Environment Economics	2	0	0	2	2
2223	Sustainable Economics 1	2	0	0	2	2
2224	Statistics 1	2	2	0	4	3
2232	Engineering Economics	2	0	0	2	2
2233	Applied Economics 1	2	2	0	4	3
2234	Statistics 2	2	2	0	4	3
2235	Agricultural Economics 1	3	0	0	3	3
2241	Microeconomics 2	3	0	0	3	3
2242	Macroeconomics 2	3	0	0	3	3
2243	Economics of Money & Banking	3	0	0	3	3
2244	Applied Economics 2	2	2	0	4	3
2245	Economic Policies	2	0	0	2	2

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2246	<i>Industrial Economics</i>	3	0	0	3	3	
2247	<i>International Economics</i>	3	0	0	3	3	
2248	<i>Behavioural Economics</i>	3	0	0	3	3	
2251	<i>Developmental Economics 2</i>	3	0	0	3	3	
2252	<i>Statistical Software for Business & Economics</i>	2	2	0	4	3	
2253	<i>Economics of the Middle East</i>	2	0	0	2	2	
2254	<i>Economics of Natural Resources</i>	2	0	0	2	2	
2255	<i>Public Finance and Fiscal Policy</i>	3	0	0	3	3	
2256	<i>History of Economics</i>	3	0	0	3	3	
2257	<i>Feasibility Studies</i>	2	2	0	4	3	
2258	<i>Economics of Sustainable Energy</i>	3	0	0	3	3	
2259	<i>Agricultural Economics 2</i>	3	0	0	3	3	
2261	<i>Econometrics 1</i>	2	2	0	4	3	
2262	<i>Political Economy 1</i>	3	0	0	3	3	
2263	<i>Economics of International Trade</i>	3	0	0	3	3	
2264	<i>Sustainable Economics 2</i>	3	0	0	3	3	
2265	<i>Basic Price Theory</i>	3	0	0	3	3	
2271	<i>Econometrics 2</i>	2	2	0	4	3	
2272	<i>Economic Theory of Market Design</i>	3	0	0	3	3	
2273	<i>Political Economy 2</i>	3	0	0	3	3	
2274	<i>Economics of Innovation</i>	3	0	0	3	3	
2275	<i>Microeconomics Theory</i>	3	0	0	3	3	
2276	<i>Economics Research Methodology</i>	2	2	0	4	3	
2281	<i>Economics of Health Care</i>	3	0	0	3	3	
2282	<i>Game Theory Applications</i>	3	0	0	3	3	
2284	<i>Macroeconomics Theory</i>	3	0	0	3	3	
No. of Courses in the Department:	42	Partial Sum:	107	26	0	133	120
No. of Courses in the Faculty:	98	Total:	229	72	18	319	271

7.

Faculty of Business and Economics Requirements

The Faculty Requirements study plan contains mandatory courses from all of the faculty's departments. These courses represent the essential and general scientific background for all students in the faculty to help them choose the suitable academic program. The Faculty Requirements consists of 58 Mandatory Credit Hours that must be completed for a student to graduate from the Faculty of Business and Economics The following are the data of the faculty requirements courses.

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Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
2211	Microeconomics 1			2	2	0	4	3
2111	Principles of Accounting			2	2	0	4	3
2112	Introduction to Management			2	0	0	2	2
2212	Macroeconomics 1			2	2	0	4	3
2113	Principles of Marketing			3	0	0	3	3
2213	Mathematics 1			2	2	0	4	3
2114	Computer Skills			0	2	0	2	1
2221	Developmental Economics 1	2212	Macroeconomics 1	2	2	0	4	3
2121	Financial Management			2	2	0	4	3
2222	Environment Economics	2212	Macroeconomics 1	2	0	0	2	2
2123	HRM & Development 1	2112	Introduction to Management	2	0	0	2	2
2224	Statistics 1	2213	Mathematics 1	2	2	0	4	3
2131	CSR & Sustainability	2113	Principles of Marketing	2	0	0	2	2
2233	Applied Economics 1	2212	Macroeconomics 1	2	2	0	4	3
2133	Research Skills			0	2	0	2	1
2234	Statistics 2	2224	Statistics 1	2	2	0	4	3
2139	Internship 1			0	0	3	3	1

Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
2142	True Cost Accounting 1	2111	Principles of Accounting	2	2	0	4	3
2257	Feasibility Studies	2211	Microeconomics 1	2	2	0	4	3
2159	Internship 2	2139	Internship 1	0	0	3	3	1
2262	Political Economy 1	2211	Microeconomics 1	3	0	0	3	3
2163	Entrepreneurship & Innovation Management 1	156	Creativity and Entrepreneurship	2	0	0	2	2
2179	Graduation Project			2	2	6	10	5
Subtotal:				40	28	12	80	58

8. Study Plans For The Academic Programs of Faculty of Business and Economics

Both the Business Administration Program and the Economics Program are split into Program Requirements and Program Electives. In order for a student to graduate with a degree in either Business Administration or Economics, they must complete all 58 CrHrs of Faculty Requirements and all 18 CrHrs of University Requirements in addition to the 42 CrHrs of Program Requirements and 21 CrHrs of Program Electives of their respective program. Additionally, in the Business Administration Program, if the student completes at least 15 credit hours from a single field of study within the Program Electives, then this student will graduate "With Specialization in" this field.

The Minor in Business Administration and the Minor in Economics contain both mandatory and elective courses. These courses represent the essential and general scientific background for students to gain introductory knowledge into the selected field of study. These Minor Programs are open to all students in the university. In order to complete a Minor Program, students must complete at least 11 CrHrs of Mandatory Courses and 7 Credit Hours of Elective Courses. Courses taken to fulfill the requirements of another program cannot count towards the elective course requirements of the Minors.

The Minor in Climate Change is an interdisciplinary programme that takes its courses and content from the various programs and faculties in the university. The minor contains 11 CrHrs of Mandatory Courses and 7 Credit Hours of Elective Courses. These courses represent the essential and general scientific background for students to gain introductory knowledge into the field of Climate Change. For courses to be included as per the students' credits towards the Minor, they must first be reoriented to address Sustainability, Sustainable Development, and/or Climate Change, and approved by the Center for Interdisciplinary Studies established by the TEMPUS-CLIMASP project.

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2001 Business Administration

Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
Mandatory Courses				42 Credit Hours				
2132	Production Management	2112	Introduction to Management	2	0	0	2	2
2143	Project Management	2112	Introduction to Management	2	2	0	4	3
2151	Green Marketing	2131	CSR & Sustainability	3	0	0	3	3
2152	Integrated Marketing Communications	2113	Principles of Marketing	2	0	0	2	2

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2252	Statistical Software for Business & Economics	2234	Statistics 2	2	2	0	4	3
2153	Organization Theory	2123	HRM & Development 1	2	0	0	2	2
2154	Financial Statements Analysis	2111	Principles of Accounting	2	2	0	4	3
2157	Intermediate Accounting 1	2111	Principles of Accounting	2	2	0	4	3
2161	Marketing Research Methodology	2133	Research Skills	1	2	3	6	3
2162	HRM & Development 2	2123	HRM & Development 1	3	0	0	3	3
2167	Corporate Finance	2121	Financial Management	3	0	0	3	3
2171	Total Quality Management	2234	Statistics 2	2	2	0	4	3
2172	Managerial Accounting	2142	True Cost Accounting 1	2	2	0	4	3
2182	International Marketing	2113	Principles of Marketing	3	0	0	3	3
2185	Marketing Management	2131	CSR & Sustainability	3	0	0	3	3

Partial Sum: 34 14 3 51 42

Elective Courses

21 Credit Hours

2122	Business Ethics			3	0	0	3	3
2141	Consumer Behavior	2113	Principles of Marketing	3	0	0	3	3
2241	Microeconomics 2	2211	Microeconomics 1	3	0	0	3	3
2242	Macroeconomics 2	2212	Macroeconomics 1	3	0	0	3	3
2243	Economics of Money & Banking	2233	Applied Economics 1	3	0	0	3	3
2244	Applied Economics 2	2233	Applied Economics 1	2	2	0	4	3
2145	Business Communication	2113	Principles of Marketing	3	0	0	3	3
2245	Economic Policies	2221	Developmental Economics 1	2	0	0	2	2
2246	Industrial Economics	2222	Environment Economics	3	0	0	3	3
2146	Operations Research	2234	Statistics 2	3	0	0	3	3
2247	International Economics	2113	Principles of Marketing	3	0	0	3	3
2147	Auditing 1	2111	Principles of Accounting	2	2	0	4	3
2148	Supply Chain Management	2112	Introduction to Management	2	2	0	4	3

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2248	Behavioural Economics	2233	Applied Economics 1	3	0	0	3	3
2149	Strategic Management	2112	Introduction to Management	3	0	0	3	3
2251	Developmental Economics 2	2221	Developmental Economics 1	3	0	0	3	3
2155	True Cost Accounting 2	2142	True Cost Accounting 1	2	2	0	4	3
2156	Customer Relationship Management	2141	Consumer Behavior	3	0	0	3	3
2158	Management Information Systems	2112	Introduction to Management	2	2	0	4	3
2164	E-Marketing	2113	Principles of Marketing	3	0	0	3	3
2165	Services Marketing	2151	Green Marketing	3	0	0	3	3
2168	Investment & Portfolio Management	2154	Financial Statements Analysis	3	0	0	3	3
2169	Brand Management	2152	Integrated Marketing Communications	3	0	0	3	3
2173	Strategic Marketing	2152	Integrated Marketing Communications	3	0	0	3	3
2174	Retailing	2141	Consumer Behavior	3	0	0	3	3
2175	Sales Management	2152	Integrated Marketing Communications	3	0	0	3	3
2176	Tax Accounting 1	2111	Principles of Accounting	2	2	0	4	3
2177	Small Business Management	2143	Project Management	2	2	0	4	3
2178	Accounting Information Systems	2157	Intermediate Accounting 1	2	2	0	4	3
2181	Tax Accounting 2	2176	Tax Accounting 1	2	2	0	4	3
2183	Entrepreneurship & Innovation Management 2	2163	Entrepreneurship & Innovation Management 1	3	0	0	3	3
2184	Intermediate Accounting 2	2157	Intermediate Accounting 1	2	2	0	4	3
2186	Egyptian Stock Exchange	2154	Financial Statements Analysis	2	2	0	4	3
2187	Islamic Finance	2154	Financial Statements Analysis	3	0	0	3	3
2188	Financial Markets & Institutions	2167	Corporate Finance	3	0	0	3	3
2189	Governmental Accounting	2111	Principles of Accounting	2	2	0	4	3
Partial Sum:				95	24	0	119	107

2002 Economics

Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
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Mandatory Courses

42 Credit Hours

2241	Microeconomics 2	2211	Microeconomics 1	3	0	0	3	3
2242	Macroeconomics 2	2212	Macroeconomics 1	3	0	0	3	3
2243	Economics of Money & Banking	2233	Applied Economics 1	3	0	0	3	3
2244	Applied Economics 2	2233	Applied Economics 1	2	2	0	4	3
2245	Economic Policies	2221	Developmental Economics 1	2	0	0	2	2
2248	Behavioural Economics	2233	Applied Economics 1	3	0	0	3	3
2251	Developmental Economics 2	2221	Developmental Economics 1	3	0	0	3	3
2252	Statistical Software for Business & Economics	2234	Statistics 2	2	2	0	4	3
2253	Economics of the Middle East	2244	Applied Economics 2	2	0	0	2	2
2254	Economics of Natural Resources	2222	Environment Economics	2	0	0	2	2
2258	Economics of Sustainable Energy	2242	Macroeconomics 2	3	0	0	3	3
2261	Econometrics 1	2252	Statistical Software for Business & Economics	2	2	0	4	3
2167	Corporate Finance	2121	Financial Management	3	0	0	3	3
2276	Economics Research Methodology	2261	Econometrics 1	2	2	0	4	3
2188	Financial Markets & Institutions	2167	Corporate Finance	3	0	0	3	3
Partial Sum:				38	8	0	46	42

Elective Courses

21 Credit Hours

2223	Sustainable Economics 1	2212	Macroeconomics 1	2	0	0	2	2
2141	Consumer Behavior	2113	Principles of Marketing	3	0	0	3	3
2142	True Cost Accounting 1	2111	Principles of Accounting	2	2	0	4	3
2143	Project Management	2112	Introduction to Management	2	2	0	4	3
2145	Business Communication	2113	Principles of Marketing	3	0	0	3	3
2146	Operations Research	2234	Statistics 2	3	0	0	3	3
2246	Industrial Economics	2222	Environment Economics	3	0	0	3	3
2247	International Economics	2113	Principles of Marketing	3	0	0	3	3

Heliopolis University Internal Bylaw and Curricula Faculty of Business and Economics

2148	Supply Chain Management	2112	Introduction to Management	2	2	0	4	3
2149	Strategic Management	2112	Introduction to Management	3	0	0	3	3
2151	Green Marketing	2131	CSR & Sustainability	3	0	0	3	3
2153	Organization Theory	2123	HRM & Development 1	2	0	0	2	2
2154	Financial Statements Analysis	2111	Principles of Accounting	2	2	0	4	3
2255	Public Finance and Fiscal Policy	2245	Economic Policies	3	0	0	3	3
2256	History of Economics	2242	Macroeconomics 2	3	0	0	3	3
2163	Entrepreneurship & Innovation Management 1	156	Creativity and Entrepreneurship	2	0	0	2	2
2263	Economics of International Trade	2247	International Economics	3	0	0	3	3
2264	Sustainable Economics 2	2223	Sustainable Economics 1	3	0	0	3	3
2265	Basic Price Theory	2233	Applied Economics 1	3	0	0	3	3
2271	Econometrics 2	2261	Econometrics 1	2	2	0	4	3
2272	Economic Theory of Market Design	2242	Macroeconomics 2	3	0	0	3	3
2273	Political Economy 2	2262	Political Economy 1	3	0	0	3	3
2274	Economics of Innovation	2242	Macroeconomics 2	3	0	0	3	3
2275	Microeconomics Theory	2241	Microeconomics 2	3	0	0	3	3
2281	Economics of Health Care	2245	Economic Policies	3	0	0	3	3
2182	International Marketing	2113	Principles of Marketing	3	0	0	3	3
2282	Game Theory Applications	2248	Behavioural Economics	3	0	0	3	3
2284	Macroeconomics Theory	2242	Macroeconomics 2	3	0	0	3	3
2186	Egyptian Stock Exchange	2154	Financial Statements Analysis	2	2	0	4	3
2187	Islamic Finance	2154	Financial Statements Analysis	3	0	0	3	3
Partial Sum:				81	12	0	93	87

2003 Minor in Business Administration

Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
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Mandatory Courses

11 Credit Hours

2111	Principles of Accounting			2	2	0	4	3
2112	Introduction to Management			2	0	0	2	2
2113	Principles of Marketing			3	0	0	3	3
2121	Financial Management			2	2	0	4	3
Partial Sum:				9	4	0	13	11

Elective Courses

7 Credit Hours

2122	Business Ethics			3	0	0	3	3
2123	HRM & Development 1	2112	Introduction to Management	2	0	0	2	2
2131	CSR & Sustainability	2113	Principles of Marketing	2	0	0	2	2
2132	Production Management	2112	Introduction to Management	2	0	0	2	2
2141	Consumer Behavior	2113	Principles of Marketing	3	0	0	3	3
2142	True Cost Accounting 1	2111	Principles of Accounting	2	2	0	4	3
2143	Project Management	2112	Introduction to Management	2	2	0	4	3
2247	International Economics	2113	Principles of Marketing	3	0	0	3	3
2148	Supply Chain Management	2112	Introduction to Management	2	2	0	4	3
2149	Strategic Management	2112	Introduction to Management	3	0	0	3	3
2151	Green Marketing	2131	CSR & Sustainability	3	0	0	3	3
2157	Intermediate Accounting 1	2111	Principles of Accounting	2	2	0	4	3
2161	Marketing Research Methodology	2133	Research Skills	1	2	3	6	3
2163	Entrepreneurship & Innovation Management 1	156	Creativity and Entrepreneurship	2	0	0	2	2
2167	Corporate Finance	2121	Financial Management	3	0	0	3	3
2172	Managerial Accounting	2142	True Cost Accounting 1	2	2	0	4	3
Partial Sum:				37	12	3	52	44

2004 Minor in Economics

Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
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Mandatory Courses

11 Credit Hours

2211	Microeconomics 1			2	2	0	4	3
2212	Macroeconomics 1			2	2	0	4	3
2221	Developmental Economics 1	2212	Macroeconomics 1	2	2	0	4	3
2223	Sustainable Economics 1	2212	Macroeconomics 1	2	0	0	2	2
Partial Sum:				8	6	0	14	11

Elective Courses

7 Credit Hours

2222	Environment Economics	2212	Macroeconomics 1	2	0	0	2	2
2233	Applied Economics 1	2212	Macroeconomics 1	2	2	0	4	3
2235	Agricultural Economics 1	2212	Macroeconomics 1	3	0	0	3	3
2241	Microeconomics 2	2211	Microeconomics 1	3	0	0	3	3
2242	Macroeconomics 2	2212	Macroeconomics 1	3	0	0	3	3
2243	Economics of Money & Banking	2233	Applied Economics 1	3	0	0	3	3
2244	Applied Economics 2	2233	Applied Economics 1	2	2	0	4	3
2245	Economic Policies	2221	Developmental Economics 1	2	0	0	2	2
2254	Economics of Natural Resources	2222	Environment Economics	2	0	0	2	2
2257	Feasibility Studies	2211	Microeconomics 1	2	2	0	4	3
2259	Agricultural Economics 2	2259	Agricultural Economics 2	3	0	0	3	3
2262	Political Economy 1	2211	Microeconomics 1	3	0	0	3	3
Partial Sum:				30	6	0	36	33

2005 Minor in Climate Change

Course Code	Course Name	Pre. Code	Prerequisite	Lec	Tut	WS	Sum	Credit Hrs
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Mandatory Courses

11 Credit Hours

2222	Environment Economics	2212	Macroeconomics 1	2	0	0	2	2
2131	CSR & Sustainability	2113	Principles of Marketing	2	0	0	2	2
1155	Renewable Energy Applications			2	2	0	6	4
1364	Plant Water Relationship in Soil			2	2	0	4	3
Partial Sum:				8	4	0	14	11

Elective Courses

7 Credit Hours

3200	Botany & Pharmacognosy			2	0	0	4	3
3211	Pharmacognosy 1	3200	Botany & Pharmacognosy	2	0	0	4	3
2212	Macroeconomics 1			2	2	0	4	3
1444	Sustainable Urban Design 1			2	2	0	4	3
1344	Basics of Water Engineering			2	1	0	4	3
2245	Economic Policies	2221	Developmental Economics 1	2	0	0	2	2
2246	Industrial Economics	2222	Environment Economics	3	0	0	3	3
2264	Sustainable Economics 2	2223	Sustainable Economics 1	3	0	0	3	3
1183	Solar Energy in Buildings			2	2	0	4	3
Partial Sum:				20	7	0	32	26

Total: 360 97 6 470 414

Statistics:

The percentage of the lecture hours to the total contact hours:	76.6%
The percentage of the tutorial hours to the total contact hours:	20.6%
The percentage of the workshop hours to the total contact hours:	1.3%

9. Summary of Course Contents For the Faculty of Business and Economics

Heliopolis University Internal Bylaw and Curricula Faculty of Business and Economics

2111 Principles of Accounting

مبادئ المحاسبة

This course explains to the students the very basis of accounting. The concepts of T-accounts, journals, and financial statements are explained. Students are also expected to create financial sheets on their own and understand how to classify the different transactions. Field of Specialization: Finance & Accounting

2112 Introduction to Management

مبادئ الإدارة

This course is an introduction to the management function. It will focus on the theory and fundamental concepts of management including planning, organization, leadership, and control. This class will review the evolution of management thought, function and practice and will stress current approaches and emerging concepts. Field of Specialization: Management & Human Development

2113 Principles of Marketing

مبادئ التسويق

This course prepares students for understanding marketing in different contexts and different organizations. The students will understand marketing technical terms such as the four Ps, market segmentation, and so on. They also practice a variety of skills such as making reports and marketing plans, creating SWOT analyses, and so on. Field of Specialization: Marketing

2114 Computer Skills

المهارات الأساسية لاستخدام الحاسب الآلي

This course prepares students to: Understand all the basic concepts of Information Technology and its related terminologies, have advanced skills developed for the use of Office productivity packages, have the ability to fully utilize Internet and E-mail service, have the knowledge of E-learning and distance education systems and how they work and their benefits. Field of Specialization: N/a

2121 Financial Management

الإدارة المالية

This course covers the concepts and skills of financial management within a business and buildson an understanding of accounting, business, economics and mathematics. Students learn howto analyze financial statements; plan appropriate action; prepare budgets; analyze investmentoptions; determine the best means for financing business endeavor and assess both the returnand the risk involved in a firms financial decisions.. It introduces students to the modern methodsof managing finance, both on personal and firm level (including both SMEs and companies). It coversbasic financial theories, application of those theories in everyday life, financial management andinvestments. Field of Specialization: Finance & Accounting

2122 Business Ethics

أخلاقيات إدارة الأعمال

This course revolves around the responsibilities and ethical components of running a business. The differences between legal aspects and ethical aspects are highlighted. Students are given role plays and simulations to put themselves in ethically ambiguous situations and try to find the most responsible way to deal. The purpose of this course is to teach student social responsibility in dealing with the surrounding community as well as with competing firms. Field of Specialization: Management & Human Development

2123 HRM & Development 1

إدارة الموارد البشرية 1

The course of Human Resource Management (HRM) & Development revolves around describing the strategic importance of HRM activities within organizations, understand the internal and external environment influences on the HRM, illustrate how HRM activities are practiced, diagnose the HR problems and prescribe, implement and evaluate solutions, identify how to create a productive workforce in organization. Field of Specialization: Management & Human Development

2131 CSR & Sustainability

المسئولية الاجتماعية للشركات والتنمية المستدامة

This course teaches students about the importance of the corporation with regards to the society. Students learn about the position of the enterprise in the society around it and how improving this surrounding can help company performance. Furthermore, ethics in business and in marketing are highlighted and discussions are started from this perspective. Field of Specialization: Marketing

2132 Production Management

إدارة الإنتاج

This course teaches students the essentials of production and production management. Students are taught the different methods of production used throughout history and the most recent developments in the field. Students will be challenged to come up with structures and plans for production and understand which method would be most appropriate for different situations. Field of Specialization: Management & Human Development

2133 Research Skills

مهارات بحثية

The overarching aim of this course is to acquire a basic knowledge of scientific paradigms and research methods. Further, the aim is to develop the student's ability to first, conduct and in written form report a scientific study, and second, to evaluate and use scientific as well as other reports. Field of Specialization: N/a

2139 Internship 1

تدريب 1

The General internship is to be taken as part of the Faculty Requirements. Students are to take an internship. This internship is to take place in a take place within an organisation that is strongly committed to sustainable development. After the internship, students are required to produce a detailed report, illustrating their personal learning experiences and outcome, and demonstrating their ability to critically reflect such practical experiences with more theoretical classroom learning and material covered in the courses. The review is to be presented in writing and orally. Field of Specialization: N/a

2141 Consumer Behavior

سلوك المستهلك

This course introduces students to marketing from the perspective of the consumer. Students are introduced to the psychology of consumers and their action and reaction to different situations. Students are expected to understand the most important aspects of the consumer and be capable of carrying out research to identify and deal with their behavior. Field of Specialization: Marketing

2142 True Cost Accounting 1

محاسبة التكاليف للمشروعات البيئية 1

This course covers the role of the management accountant in an organization. Emphasis is placed on planning and controlling operations, and on supporting decision making. Specific topics include cost concepts, cost behavior, job-order and process costing systems, cost-volume-profit analysis and variable costing. True cost accounting aims to address the environmental and social costs of businesses on the community. Field of Specialization: Finance & Accounting

2143 Project Management

إدارة المشروعات

This course focuses on understanding the concept of what an enterprise is and the methods of administering them. The course explores what it means to be a manager and the tools that are used for controlling, supervising, and planning. Throughout the course, students are exposed to the differing methods of management from different cultures and study the most successful techniques used by corporations. Field of Specialization: Management & Human Development

2145 Business Communication

اتصالات الأعمال

The course aims for the students to understand how to communicate effectively in a work environment. To be able to reach out to the public and engage in two-way communication. As well as Realizing the importance of effective media utilization in communication. Field of Specialization: Marketing

2146 Operations Research

بحوث العمليات

This course uses advanced, practical applications of mathematics and statistics for use in business applications. This course teaches linear programming in measuring different aspects such as inventory control, production planning, and finding the most efficient/effective level of production given limited resources/demand. Field of Specialization: Management & Human Development

2147 Auditing 1

المراجعة 1

The objective of this course is providing students with an introduction to the auditing profession. By the end of the course, students are able to understand the concept and objectives of auditing, types of audits and auditors, assurance and non-assurance services provided by the auditing firms. Students also identify the responsibilities and duties of auditors, the generally accepted auditing standards, the different types of audit reports and audit evidence. Field of Specialization: Finance & Accounting

2148 Supply Chain Management

إدارة سلاسل التوريد

This course teaches students the essential elements of the supply chain. Students are taught to see the chain from a holistic perspective and realize its complexity even in the simplest of products. Students are taught how to manage this chain and find the best, most efficient ways of obtaining supplies and of distributing products. Field of Specialization: Management & Human Development

2149 Strategic Management

الإدارة الإستراتيجية

This course is designed to teach the students about managing in a strategic manner. Different methods of planning and strategizing are introduced. Furthermore, the importance of planning a vision, mission, objectives, aims and specific tasks for the whole organization and for the individual departments are emphasized. Different strategy types are introduced from different organizations and students are challenged to come up with strategies of their own. Field of Specialization: Management & Human Development

2151 Green Marketing

التسويق الأخضر

This course focuses on the ethical and developmental aspects of marketing. Ethical marketing, social marketing and sustainable development are all taught with relation to each other. The benefit of using green marketing towards the community and towards the company are highlighted as well as innovative ways with which it had been implemented by green companies. Field of Specialization: Marketing

2152 Integrated Marketing Communications

الاتصالات التسويقية المتكاملة

The objective of the course is to help students understand the principles and practices of marketing communications, involving tools used by marketers to inform consumers and to provide a managerial framework for integrated marketing communications planning. Topics: the role of integrated marketing communications, organising for advertising and promotion, consumer behaviour perspective, the communication process, promotional objectives and budgets, creative strategy, media planning and strategy, broadcast/print & support media, direct marketing, sales promotions, PR and publicity, personal selling, international promotion, business-to-business promotions, and regulations and ethics.

Field of Specialization: Marketing

2153 Organization Theory

نظرية التنظيم

This course focuses on the basic elements and theories of organizations. Here, students are taught about the essentials of organizations and the different theories regarding their makeup. Students are expected to view the organization from the viewpoints of differing professions and disciplines and understand the organizational makeup of various enterprises. Then, students are expected to make a theoretical design of an organization. Field of Specialization: Management & Human Development

2154 Financial Statements Analysis

التحليل المالي

This course is an interdisciplinary one where students are taught finance in view of accounting. Understanding financial statements, financial accounting and financial ratios are highlighted throughout the course. Students are encouraged to find real financial statements from various companies and measure different financial ratios.

Field of Specialization: Finance & Accounting

2155 True Cost Accounting 2

محاسبة التكاليف للمشروعات البيئية 2

This course focuses on internalizing and applying the concepts learned for the course "True Cost Accounting I". The students learn the essentials of cost accounting as well as their practical applications. Students are challenged to apply it themselves and to research examples of the impact of cost accounting on companies' bottom lines as well as in practices related selling at break-even point or even at a loss. Field of Specialization: Finance & Accounting

2156 Customer Relationship Management

إدارة علاقات العملاء

This course emphasizes the importance of the customer and creating relationships with them in the organization. This course discusses the differing methods of creating relations through the different mediums. Furthermore, customer support is highlighted and its importance is shown to the students. The technologies behind CRM systems are also taught along with their theoretical foundations. Field of Specialization: Marketing

2157 Intermediate Accounting 1

المحاسبة المتوسطة 1

By the end of this course, students would be able to understand the important accounting methods and techniques that affect the preparation and presentation of financial statements, by the end of the course, students are able to identify the different types and accounting methods of calculating inventory, also students understand how to prepare the bank reconciliation statement. In addition, they identify the different types and the accounting treatments for receivables, different depreciation methods of fixed assets and the accounting for current and long term liabilities. Field of Specialization: Finance & Accounting

2158 Management Information Systems

نظم المعلومات الإدارية

This course helps the students understand the essential aspect of technology in the business environment. Students will learn to structure and use an MIS as well as interpret the results that it brings out. Furthermore, students will be asked to make their own models of an MIS and create a structure for their preferred business and study how it would impact the business if implemented. Field of Specialization: Management & Human Development

2159 Internship 2

تدريب 2

The General internship is to be taken as part of the Faculty Requirements. Students are to take an internship. This internship is to take place in a take place within an organisation that is strongly committed to sustainable development. After the internship, students are required to produce a detailed report, illustrating their personal learning experiences and outcome, and demonstrating their ability to critically reflect such practical experiences with more theoretical classroom learning and material covered in the courses. The review is to be presented in writing and orally. Field of Specialization: N/a

2161 Marketing Research Methodology

بحوث السوق

This course teaches students how to apply marketing and business research in a practical setting. Students will be taught how to identify appropriate methodologies for starting their research. Furthermore, students are challenged to apply the research themselves and gather data to analyze using different statistical and analytical techniques. Field of Specialization: Marketing

2162 HRM & Development 2

إدارة الموارد البشرية 2

This module will introduce students to the key concepts of managing people, involving an examination of organisational, human resource management and industrial relations theory. This will be achieved through relating relevant theory to practical people and organisational management issues. The main topics of study are as follows: The theory of strategic HRM; Strategic HRM and Business Strategy; Strategic HRM and Organisational Performance; Strategic employee involvement and participation; HRM in the public sector; HRM in Small and Medium Enterprises; HRM in the voluntary sector; Strategic HRM in the international context. Field of Specialization: Management & Human Development

2163 Entrepreneurship & Innovation Manageme

ريادة الأعمال وإدارة الإبداع 1

This course helps the students understand what it means to be an Entrepreneur. Students are taught about making feasibility studies and understanding the market needs for starting a business. Students are also taught how to understand and utilize the business model canvas. Additionally, student internalize the concept of being a social entrepreneur that adds value to the community. Entrepreneurship is explained as a method of society development and way to immerse oneself in the surrounding community. Field of Specialization: Management & Human Development

2164 E-Marketing

التسويق الإلكتروني

This course introduces students to utilizing the internet and electronics in enhancing their marketing strategies. The usefulness of social media and e-word of mouth are emphasized in this course. Furthermore, the concepts of networking and using social media in Marketing are highlighted. Field of Specialization: Marketing

2165 Services Marketing

تسويق الخدمات

This course focuses on the growing importance of services in the business field. Students are taught about the differences between physical goods and services. Furthermore, the different types of services and the different methods of branding and marketing them are introduced to the students. The growth of services vs goods in the world economy is highlighted and students are taught to appreciate their relevance in with regards to even physical goods. Field of Specialization: Marketing

2167 Corporate Finance

تمويل الشركات

In this course students are taught of the fundamentals of Corporate finance. Students are taught how to measure the different options of financing a business and understanding the benefits/disadvantages of options such as the put and call options. Furthermore, students are taught about corporate bonds, IPOs and other topics relating to corporate finance. Field of Specialization: Finance & Accounting

2168 Investment & Portfolio Management

إدارة الاستثمار والمحافظة المالية

Provides students with techniques for evaluating investments on an individual basis & in the context of portfolio. Techniques for analysing investments focus on maximising expected returns while minimising risk. The most powerful way to achieve this objective is by creating a portfolio of investments. Topics covered are Stock market indicators, risk and return, Markets & Instruments, Equity Investments, Debt Investments & Portfolio Management. Field of Specialization: Finance & Accounting

2169 Brand Management

إدارة الماركات التجارية

Students in this course are taught the importance of brands to the company. Students are taught about their value as well methods of enhancing, or degrading the value of the brands. Special emphasis is placed on consumers' perception of brands and how to impacts the company's overall performance. Field of Specialization: Marketing

2170 Principles of Healthcare Management

مبادئ إدارة الرعاية الصحية

The course focuses on the on the management and administration of health care delivery. Students will learn the basics on the administrative knowledge required that is applied in clinics and in hospitals. Students will understand the management responsibilities as well as the different structures that they may meet in their professional lives.

2171 Total Quality Management

إدارة الجودة الشاملة

This course teaches students about the essentials elements of TQM. Students are taught about 6 sigma, ISO, quality, Deming, and so on. This course focuses on how quality and innovation are interrelated and how focusing on quality instead of quantity shaped the economies of Japan and America. Field of Specialization: Management & Human Development

2172 Managerial Accounting

المحاسبة الادارية

This course teaches students the role of accounting in Just in Time (JIT) Management, Quality Management, and the Theory of Constraints. Furthermore, students are expected to Understand the basic concepts underlying the cost-volume-profit relationship in both a single and a multi-product firm. Students are also taught to Evaluate the acceptability of capital investment projects using different methods.

Field of Specialization: Finance & Accounting

2173 Strategic Marketing

التسويق الاستراتيجي

This course teaches students to think strategically about Marketing. Students should be able to think about the long term potential of a marketing plan or activity. They are also taught about the differences between strategic marketing and marketing management. Furthermore, they are taught how to create plans and strategies related to marketing.

Field of Specialization: Marketing

2174 Retailing

تجارة التجزئة

This course teaches students about the retailing and its measurement tools. Furthermore, students are taught to understand the retail management flow chart. Students will also be taught how to research the different aspects and opportunities in retailing and identifying how that could impact the firm's overall performance. Field of Specialization: Marketing

2175 Sales Management

إدارة المبيعات

This course teaches students the role of both the sales manager and the sales agent in the process of marketing. Students are taught what it means to create sales territory, making relations with the customers and how to infuse ethical practices in the selling process. Field of Specialization: Marketing

2176 Tax Accounting 1

المحاسبة الضريبية 1

Students in this course taught the Egyptian tax code as well as methods of accounting for both individual and corporate taxes. The course emphasizes the essential nature of transparency when dealing the government and the impact of paying the taxes. Furthermore, students are taught about alternatives to paying taxes such as charitable donations. Field of Specialization: Finance & Accounting

2177 Small Business Management

إدارة المشروعات الصغيرة

This course teaches students the characteristics of small businesses as well as the different theories around SMEs. Furthermore, students are expected to understand the main reasons for their successes and their failures. Students are also taught about the different between management and entrepreneurialism as well as the main forms of ownership of SMEs. Field of Specialization: Management & Human Development

2178 Accounting Information Systems

نظم المعلومات المحاسبية

Students in this course are taught about the different kinds of computerized accounting programs and methods. Specifically students are familiarized with popular enterprise software such as SAP as well as methods of computerized accounting on small scales such as using excel or enterprise software for SMEs. Field of Specialization: Finance & Accounting

2179 Graduation Project

مشروع التخرج

The graduation project is the capstone course of the programme. Each student is required to make a project with the field of Marketing in order to pass this course. Each project must have a supervisor and must follow proper methodologies for research. The project is to be presented in front of a committee at the end of the semester and is to be graded by the committee. Field of Specialization: N/a

2181 Tax Accounting 2

المحاسبة الضريبية 2

Students in this course are taught more advanced topics in tax accounting, diving into the greater complexities of taxes, special tax deductions, handling sales tax, VAT, etc. Furthermore, the course teaches students about the essential methods of calculating taxes within the contexts of different types of companies including LLCs, proprietorships, and so on. Field of Specialization: Finance & Accounting

2182 International Marketing

التسويق الدولي

This course teaches students to understanding marketing from a global platform. Students are encouraged to look at marketing through a multicultural view. Students should be able to analyze a country's statistics, data and cultures in order to come up with a cohesive marketing plan. Furthermore, standardization, localization and globalization are emphasized. Field of Specialization: Marketing

2183 Entrepreneurship & Innovation Manageme

ريادة الأعمال وإدارة الإبداع 2

This course Delves much deeper into the theories and concepts of entrepreneurship as detailed in Entrepreneurship I. This course, however, focuses on the business after it is established. It focuses on the development and growth of the company and how and SME can remain competitive and innovative over its lifetime. Field of Specialization: Management & Human Development

2184 Intermediate Accounting 2

المحاسبة المتوسطة 2

By the end of this course, students would be able to understand the important accounting methods and techniques that affect the preparation and presentation of financial statements, by the end of the course, students are able to Identify the key components of stockholders' equity, also students understand Types of Bonds and Issuing of Bonds. In addition, they identify the categories of equity securities and describe the accounting and reporting treatment for each category, the types of intangible assets and the procedure for amortizing intangible assets. Field of Specialization: Finance & Accounting

2185 Marketing Management

إدارة التسويق

This course teaches the students the essential elements of managing the marketing efforts of a business. Students understand the elements of the principles of marketing in practical terms such as how to use the four Ps in creating a marketing strategy. Furthermore, students are encouraged to research the different methods companies have used in order to come develop new products and marketing mixes. Field of Specialization: Marketing

2186 Egyptian Stock Exchange

البورصة المصرية

In this course students are taught to simulate real situations in the Egyptian Stock Market. Students are taught the rules and regulations specific to the EGX. Furthermore, students are taught about the different regulations relating to dealing in the stock market, stock brokers, individual investors, corporate investors and so on. Students are also challenged to pick a certain portfolio and manage it throughout the duration of the course in order to maximise ROI. Field of Specialization: Finance & Accounting

2187 Islamic Finance

التمويل الإسلامي

This course focuses on topics of islamic finance and islamic banking. The course teaches the fundamentals of Sukus, Murabaha, Mudaraba and Musharaka. Furthermore, the course touches upon the history Islamic Finance as well as its foundational principles. Finally students are taught on how banks around the world use Islamic finance concepts in a practical setting. Field of Specialization: Finance & Accounting

2188 Financial Markets & Institutions

الأسواق والمؤسسات المالية

Identify the role of financial markets & institutions in the transfer of funds, Analyze the role of interest rates and its change in securities valuation and Utilizing financial markets efficiency in forecasting securities price movements. Field of Specialization: Finance & Accounting

2189 Governmental Accounting

المحاسبة الحكومية

This course is a highly specialized course which focuses on accounting for governmental institutions. Students are taught the methods of accounting and accountability in governmental companies and organizations. Students are taught how to keep books for these institutions and are taught about the different types of institutions. Field of Specialization: Finance & Accounting

2199 Internship 3

تدريب 3

The General internship is to be taken as part of the Faculty Requirements. Students are to take an internship. This internship is to take place within an organisation that is strongly committed to sustainable development. Students are after the internship students are required to produce a detailed report, illustrating their personal learning experiences and outcome, and demonstrating their ability to critically reflect such practical experiences with more theoretical classroom learning and material covered in the courses. The review is to be presented in writing and orally. Field of Specialization: N/a

2211 Microeconomics 1

الاقتصاد الجزئي 1

This course aims to teach students economics on a smaller, micro scale. Students learn to contrast between effectiveness and efficiency and are taught self-sufficiency on a smaller level. Students are taught about economic concepts such as the elasticity of demand and the break-even point to understand how a business operates within the general economy. Field of Specialization: Economics

2212 Macroeconomics 1

الاقتصاد الكلي 1

This course teaches students about economics from a Macro standpoint. Students are taught about the essentials of macroeconomics such as GDP, GNP, inflation, and so on. Students are expected to understand how countries calculate and measure economic activity as well as the major macro factors that can impact an economy. Field of Specialization: Economics

2213 Mathematics 1

رياضيات 1

This course is an introduction to business math. This course teaches the subjects of Calculus and math related to business. Percentages, exponents, integration and so on are all taught in this subject. This course is to provide a foundation for students to understand the mathematical aspects of business going forward. Field of Specialization: N/a

2221 Developmental Economics 1

الاقتصاد التنموي 1

This course gives a very cultural basis for studying economics. Students understand what a developing economy is and learn to contrast between economic development and economic growth. Students study the UN policies on developmental goals and learn the importance of developing an economy to reach social justice and sustainability. Students also learn to position a developing economy within the context of the global economy. Field of Specialization: Economics

2222 Environment Economics

اقتصاد البيئة

This course teaches students the economic structure of Egypt and its development with relation to the environment. This are taught to calculate economic output with regards to the environmental harm/preservation that is achieved. Students are challenged to look at the economy and the environment from a holistic perspective and by seeing the damage done to the economy through the destruction of the environment. Field of Specialization: Economics

2223 Sustainable Economics 1

الاقتصاد المستدام 1

This course teaches students about the concepts of self-sufficiency and contrast it with developmental and living economics. This course develops the powers of analysis of the students by teaching them to view the economy as an ever changing, ever evolving aspect of any country. Students are challenged to understand what would constitute a sustainable economy and how that would figure into Middle-Eastern countries. Field of Specialization: Economics

2224 Statistics 1

إحصاء 1

This course focuses on preparing the students for business mathematical and statistical matters. It teaches the students about percentages, probabilities and begins to dive into statistical techniques. In the course students are exposed to different charts and graphs and understand the difference between quantitative and qualitative data. The students are to learn these concepts by using simple computer programs such as Excel or LibreOffice Calc. Field of Specialization: N/a

2232 Engineering Economics

الاقتصاد الهندسي

This course delves into the economics of Engineering. This course takes its description of engineering economics from the Faculty of Engineering.

2233 Applied Economics 1

الاقتصاد التطبيقي 1

This course covers advanced topics of contract theory, moral hazard and adverse selection in the area of applied microeconomics analysis. The student will be encouraged to explore research ideas in a systematic manner, and to start using these techniques to “model” economic phenomenon. Field of Specialization: Economics

2234 Statistics 2

احصاء 2

This course revolves around the practical applications of inferential statistical techniques in business and the social sciences. Students are exposed to different statistical programs. Furthermore, students are introduced to inferential techniques such as the t-test, the linear regression model, the one-way and two-way ANOVA. Students must demonstrate an ability to define different datasets, choose the most proper method for analysis, perform the analysis and analyze it within a business context. Field of Specialization: N/a

2235 Agricultural Economics 1

الاقتصاد الزراعي 1

Students in this course focuses on the application of economic principles within the context of agricultural production and consumption. Students are taught to use micro and macro economic principles in order to realize the economic significance of agriculture in Egypt's economy as well as the aspects of supply & demand and price elasticity and how it affects crop selection, crop rotation, and cultivation. Field of Specialization: Economics

2241 Microeconomics 2

الاقتصاد الجزئي 2

This course teaches students about more advanced topics in microeconomics. Topics such as companies and their impact on the economy and the elasticity of demand/supply are studied in depth. Students are expected to internalize different concepts of the economy on a micro-scale. Field of Specialization: Economics

2242 Macroeconomics 2

الاقتصاد الكلي 2

this course teaches more advanced topics in Macroeconomics. Students are taught advanced methods of calculating inflation, understanding general trends in the economy, and understanding how that relates to the economy and society around us. Field of Specialization: Economics

2243 Economics of Money & Banking

اقتصاديات المال والبنوك

This course teaches students about the economies of money and capital. Students are taught about fiat currencies, the gold standard and the different monetary policies of the world. Students are introduced into more complex issues of inflation and money management as well as the time value of money. Field of Specialization: Economics

2244 Applied Economics 2

الاقتصاد التطبيقي 2

This course builds on the previous course of Applied Economics 1. The course delves into more advanced concepts regarding the application of economics in practical settings, and how it relates to different fields of study, both on the macro and micro scale. Field of Specialization: Economics

2245 Economic Policies

السياسات الاقتصادية

This course teaches students the important topics in economic policies. This course covers the topics of the location of the firm, space and economic activity, urban spatial structure, regional economic analysis, and urban and regional markets. Field of Specialization: Economics

2246 Industrial Economics

اقتصاديات الصناعة

This course aims to provide students with the opportunity to study and develop a broader understanding of the economics of industry in Egypt. Industrial production is often considered as a key component of developing the Egyptian society. This course will focus on the economics of industry and how it contributes to a country's growth and development. Field of Specialization: Economics

2247 International Economics

الاقتصاد الدولي

This course teaches students the theoretical underpinnings of international economics. Students are taught about real practices in the free markets in the era of globalization. This course also teaches drawing theories and making conclusions about how theories are related to practice. Field of Specialization: Economics

2248 Behavioural Economics

الاقتصاد السلوكي

This course blends the traditional concepts of economics with the fields of marketing and psychology in order to understand human behaviour within a complex economic setting. In this course, various economic ideas are discussed with relation to how it relates in the real world with complex human interactions. Field of Specialization: Economics

2251 Developmental Economics 2

الاقتصاد التنموي 2

This course teaches students from merely understanding and identifying different methods of developing an economy, to identifying ways to develop the Egyptian economy. Students are taught the concepts of conscious evolution within the context of an economy. This course delves deeply into the major issues facing developing countries and why a country finds difficulty breaking through to developed status.

Field of Specialization: Economics

2252 Statistical Software for Business & Econo

البرامج الإحصائية لإدارة الأعمال والاقتصاد

This course teaches students the how to apply the statistical ideas learned in the courses of Statistics 1 and Statistics 2 in a practical setting using various statistical software. In this course, students are taught how to use spreadsheet software (e.g. Microsoft Excel, Google Sheets, LibreOffice Calc) as well as more complex statistical software for Business & Economics (e.g. SPSS, PSPP, EViews, Gretl). Specific emphasis is placed on using Open Source software for teaching students and explaining the fundamental of inferential statistics in practical situations. Field of Specialization: Economics

2253 Economics of the Middle East

اقتصاد الشرق الاوسط 1

This course focuses on the the specific and unique issues of economics in the Middle East. Specific focus will be given on the socio-political environment and its relationship to the nature of a petrol, export, and tourismbased economy of the region. Field of Specialization: Economics

2254 Economics of Natural Resources

اقتصاديات الموارد

Participants of this course will get an overview on Subsistence Economics, and the relevant micro-perspective of social business which builds on the knowledge gained in the course Sustainable Economics I. This part of the Western Economic Path of Sustainable Economics is concerned with (1) the extent our society is oriented towards generating and measuring real wealth, and is institutionally configured and educationally oriented accordingly, and (2) the extent our communities and enterprises are modeled after nature, thereby sustainable and restorative, building up human, natural and financial capital. Field of Specialization: Economics

2255 Public Finance and Fiscal Policy

المالية العامة والسياسات المالية

This course discusses the various forms of fiscal policy that are undertaken at the macro level. The course discusses differing responses to different economic situations (stagnation, inflation, hyper inflation, strong growth, recessions, etc.) and how it relates to the overall fiscal policy strategy of the government. Field of Specialization: Economics

2256 History of Economics

تاريخ الإقتصاد

This course teaches students to understand the major periods in the history of economic thought. Students are taught the evolution of economic theory from its philosophical foundations, to its major innovators to what it has become today. Students are also taught to analyze economic policies and see them in relation to today's conditions.

Field of Specialization: Economics

2257 Feasibility Studies

دراسات الجدوى

Students in this course are taught about pre-investment studies. Students learn to analyze potential markets as well as project locations. Students are taught about financial appraisal as well as methods of assessing profitability. Field of Specialization: Economics

2258 Economics of Sustainable Energy

اقتصاديات الطاقات المتجددة

This course focuses on the new and emerging field of renewable energy and its related economics. Students will be challenged to understand how to conduct detailed economics analyses of sustainable sources of energy including wind, solar, hydro, and other sources. Furthermore, students will discuss how to calculate the economics in terms of the externalities of renewable and nonrenewable sources of energy. Field of Specialization: Economics

2259 Agricultural Economics 2

الاقتصاد الزراعي 2

Students in this course are taught about more advanced concepts of economics within the context of agriculture. Students are taught to make detailed economic analyses of agricultural production and consumption of major crops both within Egypt and abroad. Furthermore, students are taught how to assess the viability and feasibility of various crops under different conditions both on a micro level and on a macro level. Field of Specialization: Economics

2261 Econometrics 1

الاقتصاد القياسي 1

This course aims at teaching the students on a multidisciplinary view of finance. The merging of economic measuring tools (econometrics) with the financial markets is integral for students to understand finance on a holistic level. Impacts of financial markets on economic performance and indicators are highlighted. Field of Specialization: Economics

2262 Political Economy 1

الاقتصاد السياسي 1

This course teaches students to become aware of their spirituality with regards to culture building. Students are challenged to connect their respective heritages with development and culture. Students are also taught the Eastern philosophical approach to development. Field of Specialization: Economics

2263 Economics of International Trade

اقتصاديات التجارة الخارجية

This course focuses on the emerging trends of globalization which have impacted Egypt and the world. Students will study concepts related to the international regulations regarding trade as well as the impacts of reduced barriers to international trade how it may affect the internal economy. Field of Specialization: Economics

2264 Sustainable Economics 2

الاقتصاد المستدامة 2

This course builds off of the course of Sustainable Economics 1 and focuses on more in depth issues relating to the sustainable economy. The course delves into the different theories of how a sustainable economy would like like and discuss how the traditional concepts of economics (capitalism, socialism, keynesianism, neo-Keynesianism, etc.) can or cannot fit within a new paradigm of economics. Field of Specialization: Economics

2265 Basic Price Theory

نظريات التسعير

This course focuses on the theory of pricing in real world applications. Various aspects on pricing decisions and their complex relationship to economic concepts include market equilibrium, Nash equilibrium, profit maximizing, price elasticity and inelasticity and so on. Field of Specialization: Economics

2271 Econometrics 2

الاقتصاد القياسي 2

This course teaches students the more advanced topics on the mathematical foundations behind the economic theories and models. In this course, students are taught to use different programs and econometric tools to conduct advanced analyses related to both macro and micro economic factors. Field of Specialization: Economics

2272 Economic Theory of Market Design

النظرية الاقتصادية لتصميم السوق

This course teaches students about the theory of market design from an economic perspective. In this course, students are taught the different theories about the makeup of the market as well as how markets reach their efficiency frontiers and equilibrium under differing market and economic conditions. Field of Specialization: Economics

2273 Political Economy 2

الاقتصاد السياسي 2

This course delves deeper into the concepts of political economy. This course encourages students to understand the inter-connection between politics and economics, the efficient of allocation of resources in a political perspective. Field of Specialization: Economics

2274 Economics of Innovation

اقتصاديات الابتكار

This course discusses the economic implications of innovation and entrepreneurship in the 21st century. Specific focus is placed on the economic value of technological innovations and research and how this can have an impact on the economy on the macro-scale. Special emphasis is placed on innovation with regards to entrepreneurs and SMEs. Field of Specialization: Economics

2275 Microeconomics Theory

نظرية الاقتصاد الجزئي

This course delves into the various theories regarding microeconomics. In this course, the theoretical underpinnings and scientific paradigms surrounding the field of microeconomics and how it relates to its application in various contexts. The course also teaches the history of the theory and its evolution in the economics literature. Field of Specialization: Economics

2276 Economics Research Methodology

منهجية البحوث الاقتصادية

This Course focuses on the application of research methodology within the context of economic research. Students are taught how to develop theoretical models, hypotheses, & research questions. Furthermore, students are taught how to answer the research questions and hypothesis through quantitative & statistical methods. Field of Specialization: Economics

2281 Economics of Health Care

اقتصاديات الرعاية الصحية

This course discusses the economics of the sector of health-care in both an international context as well as in a national context on the local Egyptian economy. Different concepts are discussed including the efficiency of the health-care sector, the impact of technology on the services, the role of health insurance in the field, and so on. Different issues are also discussed including the economic impact of single-payer health care, market-based health-care, nationalized health-care and other systems. Field of Specialization: Economics

2282 Game Theory Applications

تطبيقات نظرية اللعبة

This course focuses on the thesis on the Nash Equilibrium regarding Game theory and its applications. The course is taken to much more complex applications including applications on multiple competitors and decision matrices, the impact of external environmental factors, the role of uncertainty and the asymmetry of information, and so on. Students are also challenged to use these methods to determine how to apply it in both micro and macro contexts. Field of Specialization: Economics

2284 Macroeconomics Theory

نظرية الاقتصاد الكلي

This course teaches students the paradigms and philosophy behind the existing and emerging economic concepts. Students are challenged to look back into the origins of Marxism, Marxism-Leninism, Keynesianism, neo-Keynesianism, and so on to see how the world was influenced by these concepts. Students are also introduced to Integral Economics and how it can be used to influence the Egyptian and Middle-Eastern Economic System. Field of Specialization: Economics

Total Number of Courses: 98