

Academic Program Specification Form for the Academic Year 2023-2022

University: Al-Kitab University
College: Administrative and Financial Sciences
Number of Departments in the College: 3

Date of Form Completion: 2022/10/18



Dean's Name
Prof. Dr. Sami tTh.mehel
Date
Signature

Dean's Assistant for
Scientific Affairs
Dr. Shamel Mahmood
Mohammed
Date:
Signature

The College Quality Assurance
and University Performance
Manager Pr. Ahmed Shamar
Date: 7/1/2023
Signature

Quality Assurance and University Performance Manager
Date: / / 2022
Signature

Ahmed Abdul Salam Jghel



TEMPLATE FOR PROGRAMME SPECIFICATION

Higher education institutions performance review

PROGRAMME SPECIFICATION

The importance the Department of administrative and financial sciences is devoted from the market need to its graduates' theoretical and practical skills.

1. Teaching Institution	Al-Kitab University
2. University Department/Centre	<i>Administrative and Financial Sciences</i>
3. Program Title	<i>Administrative and Financial Sciences</i>
4. Title of Final Award	Bachelor
5. Modes of Attendance offered	Courses
6. Accreditation	Ministry of higher education and scientific research
7. Other external influences	Library
8. Date of production/revision of this specification	18/10/2022
9. Aims of the Programme	
<p>The department seeks to meet the needs of the economic sectors, especially the world of finance and various banks, from outputs represented by qualified and well-prepared staff and familiar with the use of banking systems and the application of modern theories in practical reality and through the use of modern technologies in commercial, economic and banking work, where these staff have the ability to provide scientific and modern services. The department also aims to:</p> <p>1- Preparing a financial and banking capable staff of performing the tasks entrusted</p>	

to them in the future.

2- Maintaining the scientific level of the department by attracting and maintaining scientific competencies.

3- Ensuring the deepening of the scientific aspect to support the theoretical study and providing the requirements for that.

4- Encouraging the educational staff to conduct research in the field of specialization.

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Knowledge and preparation of efficient staff that support the economic and banking sector in society.

A2. Assimilation, enabling the student to understand financial and banking principles and the ability to prepare qualified cadres capable of serving the government sector.

A3. Application, enabling the student to translate theoretical concepts into practical procedures that translate financial events approved by laws and instructions.

A4. Analysis, enabling the student to prepare various analytical statements and lists, as well as preparing the final accounts and the balance sheet.

B. Subject-specific skills

B1. Appropriate and sufficient qualification to assume the responsibility of the profession as bankers, specialists outside the knowledge of finance and financial markets, or auditors, whether in the governmental or private sectors.

B2. The practice enables the student to apply the accounting and banking systems in force in government institutions within the jurisdiction.

B3. Proficiency, developing and developing the financial and banking skills and capabilities of the graduates of the department.

B4. Creativity, the student's ability to provide financial, accounting, banking and tax services in government sectors and society in particular.

Teaching and Learning Methods

- Lectures,
- Assignments, and
- Reports and doing research.

Assessment methods

- Quiz,
- Monthly exam,
- Midterm, and
- Class participation.

C. Thinking Skills

C1. Reception: Attracting the student's attention to the department and his desire to join, through introductory seminars on the importance of the department and the role of graduates in practical life,

C2. Responding, the student's admiration for the oath and his desire to join it, and complete conviction and satisfaction with his choice and preference over another department,

C3. Evaluation and value judgment, the student's compliance with the department's instructions and the development of his relations with his colleagues in order to maintain the department's reputation and level, and making the necessary efforts by the student to understand the course, and

C4. Seeking to invest in the relations of joint cooperation between the corresponding scientific departments.

Teaching and Learning Methods

- Constant guidance
- - Open and on-going discussions

Assessment methods

- Continuous observation of the student by lectures
- On-going student interviews
- Continuous open discussions with students

D. General and Transferable Skills (other skills relevant to employability and personal development)

D1. The student's skills in banking and his knowledge of finance, financial markets and financial investment,

D2. Teamwork skills,

D3. Skills in preparing estimated budgets and all kinds of reports that serve project management and society,

D4. Skills in writing scientific reports, and discussing them for the purpose of evaluation,

D5. Skills of dividing time according to the problem to be solved, and

D6. Field skills through the (summer training program), which is implemented by students at the end of the third stage.

Teaching and Learning Methods

- The student should conduct the summer training curriculum,
- Scientific reports, and
- Open discussions.

Assessment Methods

- The student should conduct the summer training curriculum,
- Scientific reports, and
- Open discussions.

11. Programme Structure					12. Awards and Credits
Level / Year	Course or Module Code	Course or Module Title	Credit rating		
			T	P	
First-1 st Semester	FBS11104	Principles of Statistics I	45		Bachelor Degree Requires (142) credits
	FBS11102	Principles of Business Administration I	45		
	FBS11101	Principles of Economics I	45		
	FBS21106	Read in Bank 1	30		
	FBS01105	Human Rights	30		
	FBS01107	Arabic Language	30		
First-2 nd Semester	FBS11103	Principles of Accounting I	45		
	FBS12109	Principles of Business Administration II	45		
	FBS12108	Principles of Economics II	45		
	FBS22112	Reading in bank II	30		
	FBS02113	Computer skills	60		
	FBS12110	Principles of Accounting II	45		

	FBS12111	Principles of Statistics II	60		
Second-1 st Semester	FBS21218	Financial management I	30		
	FBS11214	Financial mathematics	45		
	FBS11216	Commercial Law	30		
	FBS21219	Banking Database I	60		
	FBS21217	Public Management I	30		
	FBS11220	Intermediate Accounting I	45		
	FBS21215	Money and Banking	45		
Second-2 nd Semester	FBS22235	Banking Database II	60		
	FBS22222	Banking and Financial Institutions	45		
	FBS22224	Financial Management II	45		
	FBS22223	Banking Marketing	45		
	FBS12225	Electronic Trade	30		
	FBS22227	Monetary Policy and Banking	45		
	FBS22221	Public Management II	30		
	FBS12226	Intermediate Accounting II	45		
Third-1 st semester	FBS21328	Quantitative Methods	45		
	FBS21329	Banking Operations	45		
	FBS21330	Coat Accounting I	45		

	FBS11333	Financial and Economics	45		
	FBS21332	Unified Accounting System I	60		
	FBS11457	Corporations Financing I	45		
	FBS21645	Banking Accounting I	60		
Third-2 nd semester	FBS12334	Financial Risk Management	30		
	FBS22339	Investment Decisions Evaluation	45		
	FBS22335	Financial Markets	45		
	FBS12337	Cost Accounting II	30		
	FBS12336	Banking Accounting	45		
	FBS12334	Corporations Financing II			
	FBS22339	Unified Accounting System II			
	FBS22335	Electronic Trade	30		
Fourth-1 st Semester	FBS20446	International Banking Standards	30		
	FBS20443	Investment Portfolio	45		
	FBS00448	Managerial Accounting I	45		
	FBS10441	Accounting and Banking Information Systems	45		
	FBS20447	Research Methods	30		
	FBS20445	Islamic Banking I	30		
	FBS20444	Financial Audit and Control I	30		

Fourth-2 nd Semester	FBS20442	Investment Decisions Evaluation	30		
	FBS10440	International Financing	45		
	FBS10441	Financial Audit and Control II	45		
	FBS20449	Islamic Banking II	30		
	FBS20450	Managerial Accounting I	45		
	FBS20451	Research Project	30		
	FBS10441	Banking Database II	45		

13. Personal Development Planning

Following the college's policy and plans for development

14. Admission criteria.

Associated with the Ministry of Higher Education and Scientific Research

15. Key sources of information about the programme

Iraqi governmental universities and Arabic and international universities related to the specialization of financial and banking sciences

Curriculum Skills Map

please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

				Programme Learning Outcomes															
Year / Level	Course Code	Course Title	Core (C) Title or Option (O)	Knowledge and understanding				Subject-specific skills				Thinking Skills				General and Transferable Skills (or) Other skills relevant to employability and personal development			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4
First-1st Semester	FBS11104	Principles of Statistics I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS11101	Principles of Business Administration I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS21106	Principles of Economics I		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
	FBS01105	Read in Bank 1		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS01107	Human Rights		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓

	FBS11103	Arabic Language		✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓
	FBS11102	Principles of Accounting I		✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓		
First-2 nd Semester	FBS12109	Principles of Business Administration II		✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		
	FBS12108	Principles of Economics II		✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓		
	FBS22112	Reading in bank II		✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓		
	FBS02113	Computer skills		✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓		
	FBS12110	Principles of Accounting II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS12111	Principles of Statistics II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
		Financial management I		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓

		Financial mathematics		✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓
Second-1 st Semester	FBS21218	Commercial Law		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS11214	Banking Database I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS11216	Public Management I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS21219	Intermediate Accounting I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS21217	Money and Banking		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
	FBS11220	Banking Database II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS21215	Banking and Financial Institutions		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Second-2 nd Semester	FBS22235	Financial Management II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓

	FBS22222	Banking Marketing		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS22224	Electronic Trade		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS22223	Monetary Policy and Banking		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
	FBS12225	Public Management II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS22227	Intermediate Accounting II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS22221	Quantitative Methods		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS12226	Banking Operations		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Third-1 st semester	FBS21328	Coat Accounting I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS21329	Financial and Economics		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓

	FBS20442	Investment Decisions Evaluation		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS10440	International Financing		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
Fourth-2 nd Semester	FBS10441	Financial Audit and Control II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS20449	Islamic Banking II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS20450	Managerial Accounting I		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS20451	Research Project		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓
	FBS10441	Banking Database II		✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓	✓

