

Program Catalogue 2024 – 2025



Al-Mustansiriya University



College of Administration and Economics

Department of Financial and Banking Sciences

First Cycle – Bachelor's degree (B.Sc.) - Financial and Banking Sciences



table of contents

1	Vision
2	Mission
3	Values
4	Program objectives
5	Student learning outcomes
6	Academic Staff
7	Credits, Grades, and GPA
8	Curriculum / Units
9	Contact

Vision and Mission of the Department of Banking and Financial Sciences :

1.Vision:

A distinguished academic department that supports the labor market in financial and banking specializations and provides economic sectors with highly qualified graduates .

2.Mission:

To improve the quality and development of education using modern methods, keeping pace with scientific developments in the field of specialization, and address financial activities in a manner that meets the needs of society and the labor market. We also aim to establish a knowledge base capable of analyzing, predicting, and measuring various branches of this science.

3. Values:

Working to instill university values among students and reinforce them with professional values, thus shaping an ethical and professional system among graduates that is consistent with the values of society.

4. Program objectives :

Objectives of the Department of Banking and Financial Sciences program:

1. Preparing qualified graduates to meet the needs of the financial and banking sectors, capable of performing their duties with high efficiency.
2. Preparing and qualifying students to pursue postgraduate studies by developing their intellectual, scientific, and research skills.
3. Providing students with the principles, values, and ethical, organizational, and social responsibilities of financial and banking sciences.
4. Developing and encouraging scientific research and various academic activities in the field of financial and banking sciences.
5. Contributing effectively to community service by working to find appropriate and suitable solutions to financial and banking problems.
6. Keeping pace with scientific developments in the educational process and the state of its implementation.
7. Opening knowledge channels for research, professional, and advisory communication with peer public and private entities.
8. Aligning theoretical trends with practical reality in financial and banking sciences.
9. Developing students' capabilities and skills in the field of financial and banking sciences.
10. Activating modern teaching methods, technologies, and educational tools in teaching financial and banking sciences.

Cognitive objectives

1. Enabling students to acquire knowledge and information in the fields of finance and banking.
2. Effective communication in the fields, areas, and research of finance and banking.
3. Developing students' ability to incorporate computer skills into financial decision-making and processing.
4. Knowledge of the principles, methods, and techniques of decisionmaking in the fields of finance and banking.
5. Use scientific research tools to collect and analyze data in the fields of finance and banking.
6. Develop students' research and critical thinking skills and activate problem-solving techniques in the workplace.
7. Gain knowledge of banking information automation.
8. Understanding advanced decisions in the field of finance and banking
9. Empowering students to deal with financial crises, predict them, and mitigate their effects, in addition to familiarizing them with tax legislation and addressing any loopholes that may occur in some of them.

Skill objectives

1. Providing students with the skills to prepare bank final accounts and deal with various financial indicators.
2. Using information technology and modern communication methods to achieve the desired goals in financial and banking sciences.
3. Implementing steps to enhance students' abilities to link financial and banking phenomena to the laws governing them.
4. Enhancing students' capabilities in scientific and applied aspects, and analyzing scientific cases and problems facing the financial banking sector.

5. Enabling students to acquire self-learning skills to acquire new information, skills, and knowledge.
6. Enabling students to acquire discussion, dialogue, listening, and accepting the opinions of others.
7. Possess teamwork skills and participate in various fields of financial and banking sciences.

Affective and value-based goals

1. Instilling a spirit of altruism, good example, willpower, and determination to achieve goals.
2. Strengthening national identity and instilling a sense of belonging and loyalty to the homeland among students.
3. Educating students to respect human dignity.
4. Educating students to work with integrity and objectivity in academics and scientific fields.
5. Educating students on a culture of integrity and combating corruption in all its forms.
6. Educating students to respect the highest ethical standards of the profession.
7. Fostering a sense of responsibility among students.
8. Training students to respect the rights of those who benefit from their profession, including their culture, religion, and gender.
9. Training students to respect the freedom of thought, expression, and creativity of others.

5. Student learning outcomes :

1. Enabling students to acquire knowledge and information in the fields of finance and banking.

2. Effective communication in the fields, areas, and research of finance and banking.
3. Developing students' ability to incorporate computer skills into financial decision-making and processing.
4. Knowledge of the principles, methods, and techniques of decisionmaking in the fields of finance and banking.
5. Using scientific research tools to collect and analyze data in the fields of financial and banking sciences.
6. Developing students' research and critical thinking skills and activating problem-solving techniques in the workplace.
7. Possess knowledge of banking information automation.
8. Understand advanced decisions in the field of financial and banking sciences.
9. Understanding and comprehending mathematics and statistics in financial and banking sciences.
10. Enabling students to learn how to deal with financial crises, predict them, and try to mitigate their effects, in addition to their knowledge of tax legislation and addressing loopholes that may occur in some of them.

6.Academic Staf :

phone number	Email	Specialization General / Private		Academic title	Instructor's name	sequence
7710185016	ridhaj69@uomustansiriyah.edu.iq	Accounting / Cost and Management Accounting	PhD	assistant professor	Abdul Redha Jassim	1
7801636304	shassoon@uomustansiriyah.edu.iq	Economics/Monetary and Financial	PhD	Prof.	Sobhi Hassoun Abbas	2
7702981411	dr_araden_k@uomustansiriyah.edu.iq	Management / Strategic Management	PhD	Prof.	Araden Hatem Khader	3
7723736007	dr.ahmad-sabeeh@uomustansiriyah.edu.iq	Economy/Finance and Banking	PhD	Prof.	Ahmed Subaih Attia	4
7838197917	dr.ahmad_hamdy@uomustansiriyah.edu.iq	Economy	PhD	assistant professor	Ahmed Hamdi Al-Husseini	5
7736415138	aiiiii_f@yahoo.com	Statistics	PhD	assistant professor	Fadhila Ali Jijan	6
7709711772	khalidsabah83@uomustansiriyah.edu.iq	Accounting/Auditing and Control	PhD	assistant professor	Khaled Sabah Ali	7
7705333716	mstfcb2010@uomustansiriyah.edu.iq	Economy/Islamic Banking	PhD	assistant professor	Sadiq Tohme Khalaf	8
7901677742	dr_awaitie1974@uomustansiriyah.edu.iq	Accounting/Auditing	PhD	assistant professor	Awaatef Jaloub Mohsen	9
7706261062	laith_gawad@uomustansiriyah.edu.iq	Accounting/Chartered Accountant/Auditing	PhD	assistant professor	Laith Jawad Kazim	10
7735412512	s_a_alayara@yahoo.com	Business Administration / Financial Management	PhD	assistant professor	Samir Abdel Sahib Yara	11
7706009959	maha_alrbaay@uomustansiriyah.edu.iq	Business Administration / Financial Management	PhD	assistant professor	Maha Mazhar Mohsen	12
7728488530	dr_raheem_sh@uomustansiriyah.edu.iq	Business Administration / Marketing Management	PhD	assistant professor	Rahim Sharad Amer	13
7716344485	alsahrawardee_huda@uomustansiriyah.edu.iq	Business Administration / Banking Management	PhD	assistant professor	Hoda Mohammed Salim	14
7735095098	dr_mahmood_kadhumi@uomustansiriyah.edu.iq	Arabic Language / Grammar and Semantics	PhD	Lecturer	Mahmoud Hussein Kazem	15
7707733582	salma_law@uomustansiriyah.edu.iq	Public Law / Administrative Law	PhD	assistant professor	Salma Ghadban Hussein	16
7715991624	rana_talib@uomustansiriyah.edu.iq	Computers / Image Processing	Master's	assistant professor	Rana Talib Ghadib Jaber	17
7714397731	shaimaa_kadumi@uomustansiriyah.edu.iq	Accounting / Financial Accounting	PhD	Lecturer	Shaima Kazem Asi	18
7713519934	wasan_savini@uomustansiriyah.edu.iq	Accounting /	PhD	Lecturer	Wasan of Yahya	19

	ah.edu.iq	Accounting Theory			Ahmed	
7733997839	Shaymaaltameemi8@gmail.com	Cost and Management Accounting	PhD	Lecturer	Shaima Kamel Moish Khalaf	20
7728526285	nawras_h@uomustansiriyah.edu.iq	Strategic Management	PhD	Lecturer	Nours, the owner of Khalil Ibrahim	21
7703207375	hamza_halhakeem@uomustansiriyah.edu.iq	Economics / Islamic Economics	PhD	Lecturer	Hamza Hassanein Abdel Moneim Abdel Reda	22
7711723856	alash1973@uomustansiriyah.edu.iq	Statistics / Operations Research	Master's	Lecturer	Alaa Shenishil Jabr Ali	23
7717700415	momr88@uomustansiriyah.edu.iq	Accounting / Tax Accounting	PhD	Lecturer	Muhammad Karim Hamid	24
7736177851	israa_adm@uomustansiriyah.edu.iq	Business Administration / Marketing and Organization	Master's	Lecturer	Israa Shanan	25
7705301044	alobaidiomar@uomustansiriyah.edu.iq	Accounting / Financial Accounting	Master's	Assistant Lecturer	Omar Abdullah	26
7706723050	murtadh21@uomustansiriyah.edu.iq	Business Administration / Strategic Management	Master's	Assistant Lecturer	Murtadha Abdul-Hussein Kazim	27

7.Credits, Grades, and GPA

Credits

Al-Mustansiriya University follows the Bologna Process through the European Credit Transfer System (ECTS). The total number of degree programs awarded according to the ECTS system is 240, i.e. 30 credits per semester. ECTS credits are equivalent to 25 hours of student workload, including structured and unstructured workload.

Grading

Before evaluation, the results are divided into two subgroups: pass and fail. Therefore, the results are independent of students who failed the course. The classification system is defined as follows:

Group	Grade	Marks%	Definition
Success Group (50-100)	A-Excellent	90-100	Amazing performance
	B-Very Good	80-89	Above average with some errors
	C-Good	70-79	Good work with noticeable errors
	D-Satisfactory	60-69	Fair but with major flaws
	E-Sufficient	50-59	The work meets minimum standards
Fail Group (0-49)	FX-Fail	(45-49)	More work is required but to achieve the minimum
	F-Fail	(0-44)	Failure to perform. A large amount of work is required
Note: Decimals greater than or less than 0.5 will be rounded up to the next highest or lowest whole mark (e.g., a mark of 54.5 will be rounded up to 55, while a mark of 54.4 will be rounded up to 54). The University has a policy of not condoning a failed close pass and therefore the only adjustment to marks awarded from the original mark(s) will be the automatic rounding shown above.			

Calculating the cumulative grade point average (CGPA)

1. The cumulative grade point average is calculated by adding the grades of each unit multiplied by its ECTS, then dividing them all by the total ECTS for the program.

2. Cumulative grade point average for the four-year bachelor's degree.

= { (first unit grade X ECTS) + (second unit grade X ECTS) + ... } 240/1

CGPA

8. Curriculum / Units

semester 1 / 30 European units / each European unit = 25 hours

Code	Study material	Regular hours	Irregular hours	Number of units	Material type	Basic requirement
MBF1101	Principles of Finance and Banking	63	112	7.00	C	
2MBF110	Management basics	63	87	6.00	C	
MBF1102	Accounting basics	63	87	6.00	C	
UN115	Human rights and democracy	33	50	2.00	S	
UN116	English language	33	50	2.00	S	
MBF1104	Principles of statistics	63	87	6.00	B	

semester 2 / 30 European units / each European unit = 25 hours

الرمز Code	المادة الدراسية Study material	الساعات المنتظمة Regular hours	الساعات الغير منتظمة Irregular hours	عدد الوحدات Number of units	نوع المادة Material type	متطلب اساسي Basic requirement
BF1204	Financial and banking readings	63	62	6.00	B	
MBF1102	Principles of business administration	63	87	6.00	C	
MBF1102	Accounting principles	63	87	6.00	C	
BF1201	Principles of economics	63	112	7.00	B	
UN126	Arabic language	33	17	2.00	S	
UN125	Computer basics	48	27	3.00	B	

9 . Contact

:Program Director

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Department of Financial and Banking Sciences

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Table of Contents

1. Overview
2. Undergraduate Modules 2024–2025
3. Contact

1. Overview

This guide covers the academic subjects offered by the Finance and Banking Program for the Bachelor's degree in Management and Economics. The program offers 48 courses with a total student load of 6,000 hours and a total of 240 European Credits. The offering of academic subjects is based on the Bologna Process. The Bologna Process has been implemented for the first year only in the Department of Finance and Banking for the 2024–2025 academic year.

2. Undergraduate Modules 2024–2025

Module 1

Code	Course/Module Title	ECTS	Semester
MBF1101	Principles of Finance and Banking	7.00	1
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (Hr/sem)	USWL (Hr/W)
4	1	63	112
Description			
1.Introducing the student to the basics of financial and banking sciences and their fields. 2.Studying the concept of financial management for business companies and its importance. 3.Clarifying the relationship between financial management and other administrative functions.			

Module 2

Code	Course/Module Titil	ECTS	Semester
2MBF110	Management basics	6.00	1
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	87
Description			
Introducing the student to : 1.The nature of management and management, including the following The nature of management - Definition of management and management - Approaches to the study of management - Business activities - Challenges facing .contemporary management: 2.The development of management thought according to the following terms The development of management thought - Arab and Islamic management and management - Models of Arab-Islamic management The traditional school - The contemporary school - Open systems theory - Quantitative management - Japanese management, etc.			

Module 3

Code	Course/Module Titil	ECTS	Semester
MBF1102	Accounting basics	6.00	1
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	87
Description			
Introducing students to the basics of accounting by studying the concept and objectives of accounting at the economic unit and national levels, as well as the entities that benefit from accounting data. It also explains single-entry accounting procedures for measuring the results of operations and the financial position of small businesses and individual projects.			

Module 4

Code	Course/Module Titil	ECTS	Semester
MBF1104	Principles of statistics	6.00	1
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	87
Description			
1. Introducing the student to the basics of statistics and its areas of application. 2.The statistical approach in scientific research and methods of data collection. 3.Information for making appropriate decisions and its potential use in prediction 4.Educating the student to a level where he or she is able to interpret results and translate them into practical reality.			

Module 5

Code	Course/Module Titil	ECTS	Semester
UN116	English language	2.00	1
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
2	1	33	50
Description			
A- Communication Skills Listening - Understand and identify the main points of conversations of 230-250 words, covering familiar topics common in life, work, school, and other contexts, within the curriculum. - Understand the main points of news programs, radio broadcasts, interviews, etc., on familiar topics, presented clearly in simple language or with illustrative pictures.			

Module 6

Code	Course/Module Titil	ECTS	Semester
UN115	Human rights and democracy	2.00	1
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
2	1	33	50
Description			
1.The student's knowledge of the concept of human rights, their characteristics, types, and historical development. 2.The student's knowledge of the gradual international recognition of human rights, leading to the adoption of the International Bill of Human Rights.			

Module 7

Code	Course/Module Titil	ECTS	Semester
BF1204	Financial and banking readings	6.00	2
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	62
Description			
1.Introducing the student to the basics of financial and banking sciences and their fields. 2.The financial and banking approach to understanding and using terminology. 3.Educating the student to a level where he/she is able to understand terminology scientifically and practically.			

Module 8

Code	Course/Module Titil	ECTS	Semester
MBF1102	Principles of business administration	6.00	2
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	87
Description			
1.Providing students with knowledge of management principles and its role, as it is a .specialized subject in the field of business administration 2.Providing first-year students with general principles of management science, which .will serve as a foundation for advanced study of business administration 3.Providing students with an understanding of management, its nature, and its development over the course of time, as well as clarifying the most important functions and basic activities of management.			

Module 9

Code	Course/Module Titil	ECTS	Semester
MBF1102	Accounting principles	6.00	2
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	87
Description			
1.Familiarize yourself with the concept of accounting and its objectives at the economic unit and national levels, as well as the entities that benefit from .accounting data 2.Acquire the skill of measuring the results of activity and the financial position of .small businesses and individual projects using accounting procedures 3.Acquire the skill of applying accounting procedures according to the budget to demonstrate the impact of economic operations on the financial position of the economic unit.			

Module 10

Code	Course/Module Titil	ECTS	Semester
BF1201	Principles of economics	7.00	2
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
4	1	63	112
Description			
In this course, students learn the principles of microeconomic theory by studying consumer and producer behavior and economic projects to achieve economic logic, which is represented by maximizing benefit and revenue and minimizing costs.			

Module 11

Code	Course/Module Titil	ECTS	Semester
UN126	Arabic language	2.00	2
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
2	1	33	17
Description			
Qualifying students to acquire knowledge and understanding of the intellectual .framework of the foundations and applications of Arabic language sciences			

Module 12

Code	Course/Module Titil	ECTS	Semester
UN125	Computer basics	2.00	2
Class (Hr/W)	Lect./Lab./Prac./Tutor	SSWL (He/sem)	USWL (Hr/W)
3	1	48	27
Description			
1.Introducing the student to the basics of computers and their application areas 2.Skills in design and usage. 3.Educating the student to a level where he/she is able to use a computer, enter results, and translate them into practical applications.			

3 . Contact

:Program Director

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MODULE DESCRIPTION FORM

Module Information			
Module Title	Principles of Finance and Banking		Module Delivery
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar
Module Code	MBF1101		
ECTS Credits	7		
SWL (hr/sem)	175		
Module Level	1	Semester of Delivery	
Banking and Finance Department	Department of Banking and Financial Sciences	College	College of Administration and Economics
Module Leader	Israa Shanan Thabet	e-mail	Israa_adm@uomustansiriyah.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	Master's
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Israa Shanan Thabet	e-mail	Israa_adm@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1.Study the concept of financial management in business companies and its importance. 2.Clarity the relationship between financial management and other administrative functions . 3.Clarity the nature of financial management in business companies 4.Study financial statements and their importance . 5.Study the functions of the financial manager, which include the financial .decisions made by the financial manager in business companies 6.Study the objectives of financial management in business companies 7.Identify financial statements and their importance to the financial manager . 8.Clarity the financial system and financial environment for business companies.. 9.Study the basics of public finance in the state, in terms of its concept, importance, and objectives. 10.Study government public spending and its trends . 11.Clarity public revenues and their sources .

	12.Study the concept of taxation and its characteristics . 13.Study the types of public taxes for the state . 14.Clarify the concept of the general budget and the rules for its preparation 15.Study the basics of banking, including the characteristics, importance, objectives, and types of banks 16.Study central banks and quantitative and qualitative monetary policy tools for financial control. 17.Explain traditional and modern banking services . 18.Study modern trends in bank management .
Module Learning Outcomes	1.Familiarity with the concept of financial management for business enterprises 2.Familiarity with the importance of financial management in business enterprises. 3.Acquire the skill of preparing financial statements . 4.Acquire the skill of measuring the financial performance of business enterprises. 5.Familiarity with the elements of the financial system and its relationship to the financial environment of business enterprises. 6.Understanding the relationship between the function of financial management and other administrative functions. 7.Acquire specialized knowledge in making financial decisions for business enterprises. 8.Acquire knowledge of the financial system and its basic elements . 9.Understanding the financial environment of business enterprises and its most important basic elements. 10.Knowledge of financial markets, their types, and their importance . 11.Understanding financial institutions, their types, and their role in the financial system. 12.Understanding the concept of public finance (state finance), its importance, and objectives. 13.Gain knowledge about the state's public spending and spending trends . 14.Familiarity with the state's public revenues and their sources . 15.Gain knowledge of the concept of taxation and its importance to the state . 16.Know the types of taxes . 17.Familiarity with the concept of the general budget and acquire skills in the rules for its preparation. 18.Familiarity with the basics of bank management, the types of banks, and their importance to the state and society. Study central banks and quantitative and qualitative monetary policy tools for credit control. 20.Familiarity with traditional and modern banking services . 21.Gain knowledge of modern trends in bank management .
Indicative Contents	1.Introducing the student to the basics of financial and banking sciences and their fields. 2.The financial and banking approach to understanding and using terminology . 3.Educating the student to a level where he/she is able to understand terminology scientifically and practically.

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Learning and Teaching Strategies	
Strategies	1. Discussion groups 2. Scientific reports 3. Environmental assignments 4. Brainstorming method

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	112	Unstructured SWL (h/w)	8
Total SWL (h/sem)	175		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	2	1-15
	Assignments	3	5% (5)	2, 5, 10 and 13	All
	Projects / Lab.	-	-	-	-
	Report	2	10% (5)	13	All
Summative assessment	Midterm Exam	1	10% (10)	7	
	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	Fundamentals of Business Financial Management: - Introduction to Financial Management / - The Relationship of Financial Management to Other Fields of Knowledge / The Importance and Objectives of Financial Management
Week 2	Financial Statements and Their Importance
Week 3	Functions of Financial Management (Investment, Financing, and Profit Decisions)
Week 4	The Financial System and the Financial Environment
Week 5	Financial Markets: The Concept and Types of Financial Markets / Functions of Financial Markets / Importance of Financial Markets
Week 6	Financial Institutions: The Concept and Role of Financial Institutions / Types of Financial Institutions
Week 7	Basics of Public Finance: State Public Spending
Week 8	State Public Revenues
Week 9	Taxes, Their Characteristics and Types
Week 10	General Budget and Its Rules
Week 11	Banking Basics: - The Concept of a Bank / - The Importance of Banks / - Objectives of Banks / - Types of Banks
Week 12	Traditional and Modern Banking Services
Week 13	Modern Trends in Bank Management
Week 14	Central Banks and Monetary Policy Instruments: Quantitative and Qualitative Credit Control
Week 15	Exams and Discussions

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	_____
Week 2	_____
Week 3	_____
Week 4	_____
Week 5	_____
Week 6	_____
Week 7	_____

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	1. Al-Amiri, Financial Management, 2015 2. Alaa et al., Introduction to Financial Institution Management, Dar Al-Kutub and Al-Azaqiya Documents, 2016 3. Abdul Salam Lafta, Bank Management, 2019 4. Adel Falih Al-Ali, Public Finance and Financial Legislation, 2020	Yes
Recommended Texts	Dr. Mahmoud Mohamed Atwan, Dictionary of Financial, Accounting and Banking Sciences	Yes
Websites		

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information				
Module Title	Fundamentals of Management		Module Delivery	
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	2MBF110			
ECTS Credits	6			
SWL (hr/sem)	150			
Module Level	UGx11 1	Semester of Delivery		1
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics	
Module Leader	Nour Abdel Sahib Khalil		e-mail	nawras_h@uomustansiriyah.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	PhD	
Module Tutor	Abdul Redha Latif Jassim		e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Nour Abdel Sahib Khalil		e-mail	nawras_h@uomustansiriyah.edu.iq
Scientific Committee Approval Date	/ /2024	Version Number	1.0	

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1. Providing students with knowledge of the fundamentals of management and its role, as it is a specialized subject in the field of business administration. 2. .Providing first-year students with a general foundation in management science, which will serve as a foundation upon which to build upon in advanced stages in

	topics related to finance and banking. 3. Providing students with an understanding of management, its nature, and its evolution over the course of time, as well as clarifying the most important functions of management and its basic and supporting activities.
Module Learning Outcomes	1. Identify the most important management concepts, which are considered fundamental to management science. 2. Prepare students for advanced management topics in later academic years. 3. Identify the nature of management, the duties of managers, and the most important challenges facing contemporary management. 4. Understand the most important functions of managers and the types of managers according to the organizational structure, level, and management levels. 5. Identify the development of management thought, both at the level of Arab-Islamic management thought and other schools. 6. Understand the role of management in a changing environment, addressing the components of the general and specific environment and how management can confront and address changes. 7. Study objectives and strategic planning. 8. Identify the types of organizational strategy components and levels of strategy. 9. Identify planning, types of plans, how managers carry out the planning process, and the obstacles they face in the planning process.
Indicative Contents	Indicative content includes the following. Principles of Business Administration The Fundamentals of Management course focuses on the following topics: 1. The Nature of Management and the Manager, including the following: The Nature of Management - Definition of Management and the Manager - Approaches to the Study of Management - Business Activities - Challenges Facing Contemporary Management 2. The Evolution of Management Thought according to the following topics: The Evolution of Management Thought - Arab and Islamic Management and Administration - Models of Arab and Islamic Management The Traditional School - The Scientific Management School - The Administrative Divisions School - The Bureaucratic School - Common Features of Sub-Schools within the Traditional School - The Humanistic School - The Hawthorne and Walton Mayo Studies - The Folt Study - Chester Barnard - The S&P Theory The Contemporary School - Open Systems Theory - Quantitative Management - Japanese Management - Situational or Contingent Management 3. Management and the Environment, including the following:

	Management in a Changing Environment - Management and its Environment - Environmental Surface Structure - Private Environment - Organizations' Failure to Read Environmental Indicators Components of the Public Environment - Economic Sector - Technology Sector - Government Sector Components of the Private Environment - Customers - Competitors - Suppliers - Groups and Regulators - Related Technology - Human Resources Components of the Private Environment - Customers - Competitors - Suppliers - Groups and Regulators - Related Technology - Human Resources Exploring the Organization's Boundaries - Nature of Environmental Assessment - Dynamic and Stable Environment - Environmental Assessment Procedures - Confronting and Addressing Change 4. Organizational objectives and strategic planning, including the following: Organizational objectives - The organization's purpose or mission - Goals and objectives - Types of organizational objectives - The importance of organizational objectives - Requirements for setting objectives - The organization as a coalition - Management by objectives Strategic planning - The concept of strategy - Important factors in determining strategy - Uncertainty and diligence - Components of an organization's strategy - Steps for making strategic decisions - Levels of strategy 5. The planning function, including the following: Organizing the planning function - Planning: the role of each manager - Organizational components and the practice of planning - Centralization and decentralization in the planning process Planning introductions - Situational planning - Planning obstacles - Addressing planning obstacles
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Learning and Teaching Strategies

Strategies	The main strategy for delivering this unit is to encourage student engagement in the exercises while simultaneously honing and expanding their critical thinking skills. This will be achieved through interactive classes and lessons, and by exploring simple experiments that involve some sampling activities of interest to students
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Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	6
Total SWL (h/sem)	150		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 9	1-7
	Assignments	3	15% (5)	4,8 and 12	all
	Projects / Lab.				
	Report	1	5% (5)	13	all
Summative assessment	Midterm Exam	2hr	10% (10)	14	5-9
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	The Nature of Management - Definition of Management and the Manager - Approaches to the Study of Management - Organizational Activities - Challenges Facing Contemporary Management
Week 2	Duties of the Manager - Patterns of Administrative Behavior - Administrative Skills - Sources of Administrative Skills - Types of Managers - Functions of Managers - Types of Managers by Organizational Level
Week 3	The Development of Administrative Thought - Arab and Islamic Management and Administration - Models of Arab-Islamic Management
Week 4	The Traditional School - The Scientific Management School - The School of Administrative Divisions - The Bureaucratic School - Common Features of Sub-Schools Within the Traditional School
Week 5	The Humanistic School - The Studies of Hawthorne and Walton Mayo - The Folt Study - Chester Barnard - The X and Y Theory
Week 6	Contemporary School - Open Systems Theory - Quantitative Management - Japanese Management - Situational Management
Week 7	Management in a Changing Environment - Management and its Environment - Environmental Surface Structure - Private Environment - Organizations' Failure to Read Environmental Indicators
Week 8	Components of the Public Environment - Economic Sector - Technology Sector - Government Sector
Week 9	Components of the Private Environment - Customers - Competitors - Suppliers - Groups and Regulatory Bodies - Related Technology - Human Resources
Week 10	Investigating the Organization's Boundaries - Nature of Environmental Assessment - Dynamic and Stable Environment - Environmental Assessment Procedures - Confronting and Addressing Change
Week 11	Organizational Objectives - Organizational Purpose or Mission - Goals and Objectives - Types of

	Organizational Objectives - Importance of Organizational Objectives - Requirements for Goal Setting - Organization as a Coalition - Management by Objectives
Week 12	Strategic Planning - Concept of Strategy - Important Factors in Determining Strategy - Uncertainty and Diligence - Components of Corporate Strategy - Steps in Making Strategic Decisions - Levels of Strategy
Week 13	Planning Process and Types of Plans - Nature of Planning - Management's Attitudes towards Planning - Types of Operational Activity Plans Types of operational plans - Types of plans according to their effectiveness
Week 14	Organizing the planning function - Planning is the function of each manager - Organizational components and planning practice - Centralization and decentralization in the planning process
Week 15	Planning introductions - Situational planning - Planning obstacles - Dealing with planning obstacles

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	_____
Week 2	_____
Week 3	_____
Week 4	_____
Week 5	_____
Week 6	_____
Week 7	_____

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Principles of Management book by Muhammad Khalil Al-Shamaa, 2007 - Dar Al-Masirah for Printing and Publishing - Amman, Jordan	Yes
Recommended Texts	Diverse skills and methods for dealing with management and business issues	Yes
Websites		

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.			

MODULE DESCRIPTION FORM

Module Information				
Module Title	Financial Accounting Basics		Module Delivery	
Module Type	Core		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar	
Module Code	MBF1102			
ECTS Credits	6			
SWL (hr/sem)	150			
Module Level		UGx11 1	Semester of Delivery	1
Department of Banking and Financial Sciences		Department of Banking and Financial Sciences	College	College of Administration and Economics
Module Leader	Mohammed Karim Hamid		e-mail	momr88@uomustansiriyah.edu.iq

Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	PhD
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Mohammed Karim Hamid	e-mail	momr88@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1.0

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	accounting principles	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1. Study the concept of accounting and its objectives at the economic unit and national level, as well as the entities benefiting from accounting data. 2. Explain single-entry accounting procedures for measuring the results of activity and the financial position of small businesses and sole proprietorships. 3. Explain double-entry accounting procedures and the use of the budget equation to demonstrate the impact of economic operations on the financial position of the economic unit. 4. Explain the stages of the accounting cycle, recording accounting entries in the journal, transferring them to the general ledger, and identifying the most important documents. 5. Explain accounting procedures for capital formation and how to increase it, personal withdrawals, loans and their types, and how to calculate interest. 6. Introduce the elements of financial statements. 7. Explain accounting procedures for expenses, with a focus on purchases and their returns, trade discounts, and cash discounts. 8. Explain accounting procedures for revenues, with a focus on sales and their returns, trade discounts, and cash discounts.
Module Learning Outcomes	1. Familiarity with the concept of accounting and its objectives at the economic unit and national level, and with the entities benefiting from accounting data. 2. Acquire the skill of measuring the results of activity and the financial position

	of small businesses and sole proprietorships using single-entry accounting procedures. 3. Acquire the skill of applying double-entry accounting procedures and using the budget equation to demonstrate the impact of economic operations on the financial position of the economic unit. 4. Familiarity with the stages of the accounting cycle, recording accounting entries in the journal and transferring them to the general ledger, and identifying the most important documents. 5. Knowledge of the elements of financial statements. 6.Acquire knowledge of accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. 7.Acquire knowledge of accounting procedures for expenses, with a focus on purchases and their returns, trade discounts, and cash discounts. 8. Acquire knowledge of accounting procedures for revenues, with a focus on sales and their returns, trade discounts, and cash discounts.
Indicative Contents	<u>Part A - Practical</u> The indicative content includes the following : 1.Study the concept of accounting and its objectives at the economic unit and national level, as well as the entities benefiting from accounting data. Explain single-entry accounting procedures for measuring the results of activity and the financial position of small businesses and sole proprietorships. 2.Study double-entry accounting procedures and the use of the budget equation to demonstrate the impact of economic operations on the financial position of the economic unit. Explain the stages of the accounting cycle, recording accounting entries in the journal and transferring them to the general ledger, and identify the most important documents. [SSWL = 9 hours] 3.Knowledge of the elements of financial statements. Explain accounting procedures for capital formation and how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. [SSWL = 6 hours] 4.Explain accounting procedures for expenses, with a focus on purchases and their returns. [SSWL = 6 hours] 5.Explain accounting procedures for revenues, with a focus on sales and their returns. [SSWL=6 hrs] 6. Explain the accounting procedures for trade discounts and cash discounts. [SSWL=6 hrs] <u>Part B - Practical</u>

	1. Study and apply practical cases on single-entry accounting procedures to measure the results of activity and financial position of small businesses and sole proprietorships [SSWL = 2 hours] 2. Study and apply practical cases on double-entry accounting procedures and the use of the budget equation to demonstrate the impact of economic operations on the financial position of an economic unit. Explain the stages of the accounting cycle, record accounting entries in the journal, and transfer them to the general ledger, identifying the most important documents [SSWL = 5 hours] 3. Study and apply practical cases on accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. [SSWL = 2 hours] 4. Study and apply practical cases on accounting procedures for expenses, with a focus on purchases and their returns. [SSWL = 2 hours] 5. Study and apply practical cases on accounting procedures for revenues, with a focus on sales and their returns. [SSWL = 2 hours] 6. Study and apply practical cases on accounting procedures for trade discounts and cash discounts. [SSWL=2 hrs] Total hrs = 60 = SSWL - (Exam hrs) = 63- 3 = 60 hr (Time table hrs x 15 weeks)
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Learning and Teaching Strategies	
Strategies	The main strategy for delivering this unit is to encourage student participation in exercises while simultaneously honing and expanding their critical thinking skills. This will be achieved through interactive classroom and lesson plans, as well as through the analysis of practical cases involving the application of accounting procedures. These cases involve student activity and participation in the application and analysis of these cases

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	6
Total SWL (h/sem)	150		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5,8	LO 1-3 LO 4-6
	Online Assignments	1	5% (5)	Continuou s	All
	Onsite Assignments	2	10% (5)	Continuou s	All
	Report	1	5% (5)	12	All
Summative assessment	Midterm Exam	2hr	10% (10)	13	LO 7-8
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	Introduction to Financial Accounting (Accounting Concept and Objectives, Accounting Fields and Beneficiaries)
Week 2	Analysis of Financial Transactions According to the Single-Entry Method
Week 3	Balance Sheet Equation Method to Show the Impact of Transactions on Financial Position
Week 4	Double-Entry Accounting - Accounting Documents and Records - Accounting Cycle/Analysis of Financial Transactions
Week 5	The Accounting Cycle: Recording Financial Transactions - Balancing - Trial Balance - Final Accounts - Statement of Financial Position
Week 6	The Accounting Cycle - Recording Accounting Transactions
Week 7	The Accounting Cycle - Recording Accounting Transactions and Examples
Week 8	The Accounting Cycle - Posting to the General Ledger
Week 9	Preparing the Trial Balance and Its Types
Week 10	Accounting for the Formation of Sole Proprietorships (Formation and Increase of Capital, Personal Withdrawals, Loans and Interest)
Week 11	Accounting for Goods (Purchases and Returns)

Week 12	Accounting for Goods (Sales and Returns)
Week 13	Accounting for Purchase Expenses
Week 14	Revenue Expenses and Capital Expenses
Week 15	Discounting and Its Types and Accounting Treatment of Discount Types
Week 16	Final exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Principles of Financial Accounting Fouad Suleiman Zakou Muqdad Ahmed Al-Jalili, Muhammad Taher Al-Shawi	Yes
Recommended Texts	Financial Accounting 2014 / Dr. Diaa Abdul Hussein Al-Qamousi + Adnan Abdul Hamid Principles of Financial Accounting 2018 / Prof. Dr. Safaa Ahmed Al-Ani - Eng. Hakim Al-Saadi	No

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group	FX – Fail	(45-49)	More work required but credit awarded

(0 – 49)	F – Fail	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.			

MODULE DESCRIPTION FORM

Module Information				
Module Title	Principles of Statistics		Module Delivery	
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar	
Module Code	MBF1104			
ECTS Credits				
SWL (hr/sem)	100			
Module Level		Semester of Delivery	1	
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics	
Module Leader	Fadhila Ali Jijan	e-mail	fathala@uomustansiriyah.edu.iq	
Module Leader's Acad. Title	assistant professor	Module Leader's Qualification	PhD	
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq	
Peer Reviewer Name	Fadhila Ali Jijan	e-mail	fathala@uomustansiriyah.edu.iq	
Scientific Committee Approval Date		Version Number	1.0	
Relation with other Modules				
Prerequisite module	None		Semester	
Co-requisites module	None		Semester	

Learning and Teaching Strategies	
Strategies	The main strategy to be adopted in delivering this unit is to encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive classroom and tutorials, and by considering simple experiment types that include some sampling activities that interest students in statistical methods.

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1. Providing the learner with statistical skills that enable them to work in statistical fields and calculate statistical measures. 2. The subject of statistics is a digital language and an art of accurately expressing reality, variables, and numbers. This enables the student to benefit from this subject in statistics and programs that interest them in most areas of life. 3. The statistics course aims to develop methods and means of thinking and how to deal with various problems. 4. Attempting to think in sound ways and methods, specifically in solving problems, and thus improving and developing society.
Module Learning Outcomes	1. Understand the basic concepts and principles of statistics, including data types, measurement scales, and sampling methods. 2. Interpret and analyze data using descriptive statistical measures such as measures of central tendency (mean, median, mode) and measures of variance (range, variance, standard deviation). 3. Apply probability theory to analyze and predict uncertain events, including calculating probabilities and understanding probability laws. 4. Utilize the basic principles of statistical inference to draw conclusions about populations based on sample data, including hypothesis testing and confidence intervals. 5. Apply appropriate statistical methods to analyze relationships between variables, including correlation analysis and simple linear regression. 6. Understand and interpret the results of statistical software outputs and graphical representations. 7. Communicate statistical results and interpretations effectively, both orally and in written form. 8. Develop critical thinking and problem-solving skills in the context of statistical analysis and interpretation.
Indicative Contents	1. Introducing students to the basics of statistics and their areas of application. 2. The statistical approach in scientific research and methods of data collection. 3. Classification and presentation to obtain the necessary information for making appropriate decisions and the possibility of using data for prediction, in addition to developing students' skills. 4. Skills in research design. 5. Educating students to a level where they are able to interpret results and translate them into practical reality.

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	150		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	2, 3, 4, 5 and 6
	Assignments	3	15% (5)	2, 5, 10 and 13	All
	Projects / Lab.				
	Report	1	5% (5)	9	All
Summative assessment	Midterm Exam	2	10% (10)	7	1 - 4
	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	• The concept of statistics, its origins and beginnings, data collection methods
Week 2	• Data collection, methods, presentation methods, and sample specifications
Week 3	• Frequency tables

Week 4	• Methods of creating frequency tables and data types
Week 5	• Types of frequency tables, including proportional and percentage
Week 6	• General concepts about some statistical laws
Week 7	• Measures of central tendency
Week 8	• Types of measures of central tendency and their applications according to data types and tables
Week 9	• Measures of dispersion
Week 10	• Types of dispersion measures and their applications according to data types and tables
Week 11	• Probability theory and the relationship between variables
Week 12	• Variance and standard deviation
Week 13	• Standard score
Week 14	• Simple linear regression with reference to multiple regression
Week 15	• Simple linear correlation with reference to partial and multiple correlation
Week 16	• Final exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	
Lab 1	
Lab 2	
Lab 3	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Introduction to Statistics by Dr. Khasha' Al-Rawi (1979)	Yes
Recommended Texts	Statistics by Dr. Safaa Younis Al-Safawi (2008)	Yes

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.			

MODULE DESCRIPTION FORM

Module Information			
Module Title	English language		Module Delivery
Module Type	s		☒ Theory ☒ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar
Module Code	MBF1106		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	UGx11 1	Semester of Delivery	
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics
Module Leader	Omar Abdullah Saudi	e-mail	alobaidiomar86@uomustansiriyah.edu.iq

Module Leader's Acad. Title	AssistantLecturer	Module Leader's Qualification	Master
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Omar Abdullah Saudi	e-mail	alobaidiomar86@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	1-Learn how to use the principles and concepts of the English language. 2-Learn how to employ English language skills.
Module Learning Outcomes	A-Knowledge and understanding. 1-The student gets to know the concepts of the English language. 2-Acquiring theoretical concepts of the concept of language. B-Subject-specific skills. 1-The student acquires the ability to write in English 2-Flexibility in mastering the English language. C-Thinking skills 1-Acquiring positive values in reading and writing. 2-Adheres to the ethics of the educational institution.
Indicative Contents	1-Preparing the student to identify and evaluate the suitability of international human rights systems applied to the activity of the facility's administrative units 2-Providing recommendations and consultations to address the English problem

Learning and Teaching Strategies	
Strategies	1-Giving lectures (explanation and clarification) 2-Preparing reports 3-Self-education method

Student Workload (SWL)			
Structured SWL (h/sem)	33	Structured SWL (h/w)	2.2
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1.13
Total SWL (h/sem)	50		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5, 10	LO #1, 2, 10 and 11
	Assignments	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	Report	1	10% (10)	13	LO # 5, 8 and 10
Summative assessment	Midterm Exam	2 hr	10% (10)	7	LO # 1-7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	What this in English?
Week 2	Your World?
Week 3	All about you?
Week 4	Family and friends?
Week 5	Every day
Week 6	My favorites
Week 7	Where I live
Week 8	Times past
Week 9	We had a great time
Week 10	I can do that
Week 11	Please and thank you
Week 12	Present continuous
Week 13	Present simple
Week 14	Past simple
Week 15	Past continuous
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	No
Week 2	No
Week 3	No
Week 4	No
Week 5	No
Week 6	No
Week 7	No

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Headway Beginner students book Johan and LIZ Soars Oxford	Yes
Recommended Texts	1-Headway Elementary students book 2- new Headway plus intermediate students book	yes
Websites		

Group	Grade	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C – Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.			

MODULE DESCRIPTION FORM

Module Information			
Module Title	Human Right & Democracy		Module Delivery
Module Type			☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	UOM104		
ECTS Credits			
SWL (hr/sem)	100		
Module Level		Semester of Delivery	
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics
Module Leader	Saad Salem Mashjal	e-mail	sdsalmaldray@gmail.com
Module Leader's Acad. Title	AssistantLecturer	Module Leader's Qualification	
		Master's	
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Saad Salem Mashjal	e-mail	sdsalmaldray@gmail.com
Scientific Committee Approval Date		Version Number	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1. Defending human dignity and guaranteeing human rights. 2. Contributing to changing people's lives for the better by informing them of their rights and duties and spreading legal culture. 3. Promoting the concept of social justice and strengthening the connection between the individual, the community, the state, and its institutions, thus enhancing feelings of solidarity with others. 4. Developing the skills of community members in monitoring violations and dealing with violators. 5. Supporting skills in understanding contemporary human rights issues and problems. 6. Promoting interactive learning methods. 7. Enhancing ways to participate in public affairs - citizenship-

	8. Promoting the concept of democratic governance, its forms, and types, and the close link between human rights and democracy.
Module Learning Outcomes	A. Knowledge and Understanding: 1. Understanding the meaning of human rights 2. Recognizing rights and duties and developing a sense of citizenship among students 3. Learning to compare rights and understand their importance 4. Education in the field of rights and democracy and knowledge of national and international mechanisms for their protection and enforcement B. Subject-Specific Skills: 1. The student's knowledge of the concept of human rights, their characteristics, types, and historical development. 2. The student's knowledge of the gradual international recognition of human rights leading to the adoption of the International Bill of Human Rights. 3. Identifying human rights guarantees at the national and international levels and understanding the means of their enforcement. 4. Understanding the significant role of international organizations in the development and protection of human rights, and monitoring their implementation at the international level. 5. The student's knowledge of the concept of democracy and its characteristics. 6. Understanding the relationship between democracy and human rights. 7. Identifying the role of the United Nations in establishing and spreading the concept of democracy. 8. The student's knowledge and understanding of the forms of democratic systems. 9. Identify the advantages and disadvantages of the democratic system. 10. Familiarize the student with the concept of democracy in the texts of the Iraqi Constitution in force in 2005.
Indicative Contents	1. Introducing students to the nature of human rights and how to exercise

	them legally. 2. Promoting respect for social groups, especially vulnerable and weaker groups such as children, the elderly, and people with disabilities. 3. Educating students to a level of competence that enables them to identify and address violations of rights and freedoms.
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Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Learning and Teaching Strategies	
Strategies	● Delivering face-to-face lectures and utilizing modern technology and learning. ● Collaborative classroom learning, participation, and expression of ideas. ● Interactive learning, dialogue, and discussion. ● Learning through case studies, reviewing library research, and reviewing current information available on the internet related to the course material.

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	3
Unstructured SWL (h/sem)	37	Unstructured SWL (h/w)	2

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	1-8
	Assignments	3	15% (5)	2 and 12	All
	Projects / Lab.	0	--	Continuou s	
	Report	1	5% (5)	13	All
Summative assessment	Midterm Exam	3hr	10% (10)	7	
	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	The nature of human rights (definition, characteristics, types of human rights, historical development)
Week 2	Generations of human rights - International recognition of human rights
Week 3	International Bill of Human Rights, the Universal Declaration and the two International Covenants of 1966
Week 4	Human rights guarantees - national guarantees and international guarantees
Week 5	The role of international organizations in protecting human rights
Week 6	The concept and characteristics of democracy

Week 7	The relationship between democracy and human rights
Week 8	The role of the United Nations in consolidating democracy
Week 9	Forms of the democratic system
Week 10	Advantages of the democratic system
Week 11	Disadvantages of the democratic system
Week 12	Democracy and human rights in the Iraqi Constitution of 2005
Week 13	Discussion of Student Discipline Law No. 160 of 2007
Week 14	Discussion of reports
Week 15	Written test
Week 16	•Final exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	
Lab 1	
Lab 2	
Lab 3	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	1. Islamic Perspectives on the Declaration of Human Rights by Sayyid Muhammad Muhammad Sadiq al-Sadr 2. Human Rights by Dr. Hamid Hanun 3. Democracy and Human Rights by Dr. Muhammad Yunus al-Sayegh	Yes

Recommended Texts	1- International Human Rights Law 2- Dr. Muhammad Yusuf Alwan/Dr. Muhammad Khalil Musa 3- Electronic references, https://www.google.com https://www.amnesty.org https://abd.org/en https://www.ohchr.org https://www.ohchr.org/ar/library	Yes
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Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information			
Module Title	Financial and banking readings		Module Delivery
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar
Module Code	BF1204		
ECTS Credits	2		
SWL (hr/sem)	125		
Module Level		Semester of Delivery	
Department of Banking and Financial	Department of Banking and Financial Sciences	College	College of Administration and Economics

Sciences			
Module Leader	Roaa Qasim Ayal	e-mail	Dr.roaa@uomustansiriyah.edu.iq
Module Leader's Acad. Title	AssistantLecturer	Module Leader's Qualification	Master's
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Roaa Qasim Ayal	e-mail	Dr.roaa@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1.0

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1.Providing students with financial and banking skills that enable them to work in the financial and banking fields. 2.The Financial and Banking Readings course aims to develop methods and means of thinking and how to deal with various problems. 3.Attempting to create a knowledge base within the student that will enable them to deal with problems in a cognitive manner for the coming years of study, thus improving and developing the student's knowledge of English terms directly related to the major.
Module Learning Outcomes	1. Learn the basic concepts and principles of finance and banking, including terminology and concepts. 2. Understand the terminology used in the financial and banking field. 3.Apply these concepts in a practical and applied manner. 4.Benefit from the basic principles of these concepts in subsequent years of study. 5.Apply the practical methods of corporate correspondence in a scientific manner. 6.Develop critical thinking and problem-solving skills in the context of financial and banking analysis.

Indicative Contents	1. Introducing the student to the basics of financial and banking sciences and their fields. 2.The financial and banking approach to understanding and using terminology. 3.Educating the student to a level where he/she is able to understand terminology scientifically and practically.
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Learning and Teaching Strategies	
Strategies	The main strategy adopted in delivering this unit is to encourage student participation in exercises while simultaneously enhancing and expanding their critical thinking skills. This will be achieved through interactive classroom and tutorials, and by exploring simple correspondence types that include activities relevant to students' understanding of financial and banking terminology

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	62	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	125		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	What is Finance, Sources of Finance (Internal Resources), External Sources of Finance
Week 2	Concept of Financial Instruments ,Features of Financial Instruments , Types of Financial Instruments (Debt & Equity)
Week 3	Debt Features ,Debt Instruments ,Equity Instruments
Week 4	Concept of Financial Institutions ,Types of Financial Institutions , Money (Meaning & Functions)

Week 5	Evolution of the Payments Systems ,Concept of Banking Why Banks Exist ,Functions of Banks ,Types of Banks
Week 6	Concept of Financial Markets ,Importance of Financial Markets ,Functions of Financial Markets ,Types of Financial Markets
Week 7	Oral Exam
Week 8	Concept of Financial System ,The payment system ,Functions of financial system
Week 9	The basic elements of a well-functioning financial system ,Bank Management The Bank Balance Sheet (Liabilities and Assets)
Week 10	Liquidity Management ,Assets Management
Week 11	Capital Adequacy Management ,Risk Management in banks
Week 12	Justification of Bank Regulation ,Scope of bank regulation
Week 13	Regulation instruments ,Why do banks need a central bank?
Week 14	Regulation of Financial Markets
Week 15	Oral Exam

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	2, 3, 4, 5 and 6
	Assignments	3	15% (5)	2, 5, 10 and 13	All
	Projects / Lab.				
	Report	1	5% (5)	9	All
Summative assessment	Midterm Exam	2	10% (10)	7	1 - 4
	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Oxford in finance	Yes
Recommended Texts	Internet Resources	Yes

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information				
Module Title	Principles of business Administration		Module Delivery	
Module Type	Core		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code	MBF1102			
ECTS Credits	6			
SWL (hr/sem)	150			
Module Level	UGx11 1	Semester of Delivery	2	
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics	

Module Leader	Nour Abdel Sahib Khalil	e-mail	nawras_h@uomustansiriyah.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	PhD
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Nour Abdel Sahib Khalil	e-mail	nawras_h@uomustansiriyah.edu.iq
Scientific Committee Approval Date	/ /2025	Version Number	1.0

Relation with other Modules

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1 . Providing students with knowledge of management principles and their role, as they are specialized subjects in the field of business administration. 2.Providing first-year students with general principles of management science, which will serve as a foundation upon which to base their studies in advanced stages of business administration. 3.Providing students with an understanding of management, its nature, and its evolution over the course of time, as well as clarifying the most important functions of management and its basic and supporting activities.
Module Learning Outcomes	1.Identify the most important management concepts, which are considered fundamental to management science. 2.Prepare students for advanced management topics in later academic years. 3.Identify the most important functions of a manager, including planning, organizing, leadership, motivation, and control. 4.Understand the most important messages and objectives of an organization, what planning is, and whether there is a difference between operational and strategic planning. 5.Understand the concept of decision-making, the types of decisions, and the steps involved in decision-making. 6.Provide students with skills in building an organizational structure and how to allocate powers and responsibilities between management and its human resources. 7.Acquire leadership, control, communication, critical, and analytical thinking

	skills. 8. Identify the concepts of efficiency, effectiveness, creativity, and innovation and their role in organizations. 9. Identify the most important functions of an organization, namely operations management, marketing management, human resources management, and financial management.
Indicative Contents	Indicative content includes the following. Principles of Business Administration Principles of Business Administration focuses on the following topics: 1. The nature of planning, including: Management's approaches to planning - Types of plans according to their action: Definition of decision-making - Types of decisions - Administrative decision-making patterns - Basic models of the decision-making process - Management information systems - Computer-based information systems - Decision-making steps. 2. Organization, including job design and organizational structure according to the following topics: The concept of job design - Job design methods - The importance of the organizational function - The basic forces influencing the organization - Organizational design patterns: network model - Product model - Location or geographic model - Market model - Matrix model - Network model - Nature of authority - Determinants of acceptance of authority - Forms of resistance to authority - The concept of chain of command - Span of control or supervision. 3. Leadership and Motivation, which includes the following: The nature of motivation - Components of the motivational system - Motivational theories - The leadership function of the manager - Leadership traits - The nature of the path (goal) in leadership and its patterns - The nature of communication - Methods of communication - Communication channels - Informal channels of communication. 4. Control, which includes the following: The importance of control in the organization - The basic steps in the control process - The effective control system. 5. Management of the organization's activities, which includes the following: Operations management, marketing management, human resources management, financial management

Learning and Teaching Strategies	
Strategies	The main strategy for delivering this unit is to encourage student engagement in the exercises while simultaneously honing and expanding their critical thinking skills. This will be achieved through interactive classes and lessons, and by exploring simple experiments that involve some sampling activities of interest to students

Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	87	Unstructured SWL (h/w)	6
Total SWL (h/sem)	150		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 9	1-7
	Assignments	3	15% (5)	4,8 and 12	all
	Projects / Lab.				
	Report	1	5% (5)	13	all
Summative assessment	Midterm Exam	2hr	10% (10)	14	5-9
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	The Nature of Planning - Management's Attitudes toward Planning - Types of Plans According to Their Action
Week 2	Definition of Decision-Making - Types of Decisions - Administrative Decision-Making Patterns - Basic Models of the Decision-Making Process
Week 3	Management Information Systems - Computer-Based Information Systems - Decision-Making Steps
Week 4	Test 1
Week 5	The Concept of Job Design - Job Design Methods - The Importance of the Organizational Function - The Basic Forces Influencing Organizational Function
Week 6	Organizational Design Patterns: Network Pattern - Product Pattern - Location or Geographic Pattern - Market Pattern - Matrix Pattern - Network Pattern
Week 7	The Nature of Authority - Determinants of Accepting Authority - Forms of Resistance to Authority - The Concept of the Chain of Command - The Span of Control or Supervision
Week 8	Mid-Course Exam
Week 9	The Nature of Motivation - Components of the Motivation System - Theories of Motivation
Week 10	The Leadership Function of the Manager - Leadership Traits - The Nature of the Path (Goal) in Leadership and its Patterns
Week 11	The Nature of Communication - Methods of Communication - Channels of Communication - Informal Channels of Communication
Week 12	The Importance of Control in the Organization - The Basic Steps in the Control Process - An Effective Control System
Week 13	Test 2
Week 14	The Concept of Operations Management - Planning and Organization Operations, the modern concept of marketing - Marketing activities
Week 15	Human resource management - Human resource planning - Selection and orientation - Performance evaluation and promotion

Delivery Plan (Weekly Lab. Syllabus)

Week	Material Covered
Week 1	_____
Week 2	_____
Week 3	_____
Week 4	_____
Week 5	_____
Week 6	_____
Week 7	_____

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Principles of Management book by Muhammad Khalil Al-Shamaa, 2007 - Dar Al-Masirah for Printing and Publishing - Amman, Jordan	Yes
Recommended Texts	Diverse skills and methods for dealing with management and business issues	Yes
Websites		

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information				
Module Title	Accounting principles		Module Delivery	
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar	
Module Code	BF1202			
ECTS Credits				
SWL (hr/sem)	175			
Module Level		Semester of Delivery		2
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences		College	College of Administration and Economics
Module Leader	Mohammed Karim Hamid		e-mail	momr88@uomustansiriyah.edu.iq
Module Leader's Acad. Title	Lecturer		Module Leader's Qualification	PhD
Module Tutor	Abdul Redha Latif Jassim		e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Mohammed Karim Hamid		e-mail	momr88@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1.0	

Relation with other Modules				
Prerequisite module	None		Semester	
Co-requisites module	None		Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	1. Study the concept of accounting and its objectives at the economic unit and national level, as well as the entities benefiting from accounting data. 2. Explain accounting procedures based on the activity and financial position of small businesses and individual projects. 3. Explain accounting procedures to demonstrate the impact of economic operations on the financial position of the economic unit. 4. Explain accounting procedures for capital formation and how to increase it, personal withdrawals, loans and their types, and how to calculate interest. 5. Identify the elements of financial statements. 6. Explain accounting procedures for expenses, with a focus on purchases and their returns, trade discounts, and cash discounts.
Module Learning Outcomes	1. Familiarity with the concept of accounting and its objectives at the economic unit and national level, and with the stakeholders using accounting data. 2. Acquire the skill of measuring the results of activity and the financial position of small businesses and individual projects using accounting procedures. 3. Acquire the skill of applying accounting procedures according to the budget to demonstrate the impact of economic operations on the financial position of the economic unit. 4. Knowledge of the elements of financial statements. 5. Acquire knowledge of accounting procedures for capital formation and how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. 6. Acquire knowledge of accounting procedures for expenses, with a focus on purchases and their returns, trade discounts, and cash discounts.
Indicative Contents	The guiding content includes the following: 1. Study the concept of accounting and its objectives at the economic unit and national level, as well as the entities benefiting from accounting data. 2. Study accounting procedures to demonstrate the impact of economic operations on the financial position of the economic unit. Explain and identify the most important documents. 3. Knowledge of the elements of financial statements. Explain accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. 4. Explain accounting procedures for expenses, with a focus on purchases and their returns. 5. Explain accounting procedures for revenues, with a focus on sales and their returns. 6. Explain accounting procedures for trade discounts and cash discounts. 1. Study and apply practical cases of accounting procedures for measuring the results of operations and financial position of small enterprises and individual projects. 2. Study and apply practical cases of accounting procedures and the use of the budget equation to demonstrate the impact of economic operations on the financial position of the economic unit.

	3. Study and apply practical cases on accounting procedures for capital formation, how to increase and decrease it, types of personal withdrawals, loans, and how to calculate interest. 4. Study and apply practical cases on accounting procedures for expenses, with a focus on purchases and their returns. 5. Study and apply practical cases on accounting procedures for revenues, with a focus on sales and their returns. 6. Study and apply practical cases on accounting procedures for trade discounts and cash discounts.
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Student Workload (SWL)			
Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	112	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	175		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5,8	LO 1-3 LO 4-6
	Online Assignments	1	5% (5)	Continuous	All
	Onsite Assignments	2	10% (5)	Continuous	All
	Report	1	5% (5)	12	All
Summative assessment	Midterm Exam	2hr	10% (10)	13	LO 7-8
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	Trial Balance
Week 2	Trade Account and Closing Entries
Week 3	Profit and Loss Account and Closing Entries
Week 4	Balance Sheet
Week 5	Financing Transactions
Week 6	Capital Transactions
Week 7	Purchases
Week 8	Sales Transactions
Week 9	Accounting Processing of Checks
Week 10	Commercial Papers and How to Dispose of Them
Week 11	Correcting Accounting Errors
Week 12	Accounting Principles Governing Record Adjustments
Week 13	Straight-Line Depreciation
Week 14	Transactions Related to the Sale and Replacement of Fixed Assets
Week 15	Monthly Exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	
Lab 1	
Lab 2	
Lab 3	

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Principles of Financial Accounting: Fouad Suleiman Zakou Muqdad Ahmed Al-Jalili, Muhammad Tahir Al-Shawi	Yes
Recommended Texts	Financial Accounting 2014 / Dr. Diao Abdul-Hussein Al-Qamousi + Adnan Abdul-Hamid	No

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information			
Module Title	Principles of Economics		Module Delivery
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar
Module Code	BF1201		
ECTS Credits			
SWL (hr/sem)	175		
Module Level		Semester of Delivery	2
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics
Module Leader	Hamza Hussein Abdel Moneim	e-mail	hamza_halhakeem@uomustansiriya h.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	PhD
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Hamza Hussein Abdel Moneim	e-mail	hamza_halhakeem@uomustansiriya h.edu.iq
Scientific Committee Approval Date		Version Number	1.0

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	Explaining the foundations of economics at the micro level (at the level of the sub-units of the economy), represented by the consumer, producer, markets, and economic projects.
Module Learning Outcomes	In this course, students learn the principles of microeconomic theory by studying consumer and producer behavior and economic projects to achieve economic logic, which is represented by maximizing benefit and revenue and minimizing costs
Indicative Contents	The student acquires basic skills in microeconomic analysis.

Student Workload (SWL)

Structured SWL (h/sem)	63	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	112	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	175		

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	4,8,10	10% (15)	LO:1,2,10,11
	Online Assignments	2	5,9	10% (10)	LO:3,4,6,7
	Onsite Assignments	-	-	-	-
	Report	1	12	10% (15)	LO:5,8,10
Summative assessment	Midterm Exam	1hr	7	10% (10)	LO:1-7
	Final Exam	2hr	16	50% (50)	ALL
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Week	Material Covered
Week 1	The concept of economics in capitalist and socialist thought, methods of scientific research in economics, the relationship of economics to other sciences, and economic laws..
Week 2	The relationship between production and productive forces, needs and their characteristics, the concept of goods and services and how to distinguish between material goods and services, the nature and elements of economic problems.
Week 3	Demand theory, the economic concept of demand, the law, demand curve, and schedule, the determinants of demand and its exceptions, individual and aggregate demand for a commodity.
Week 4	Elasticity of demand, its types, and methods of measuring it. Factors determining elasticity of demand, the importance of elasticity of demand.
Week 5	Explaining consumer behavior, defining utility, total utility and marginal utility, and consumer equilibrium according to: 1. The theory of computed utility, 2. The theory of ordinal utility.
Week 6	Supply theory, law, supply curve, and supply schedule, factors determining supply, elasticity of supply, factors affecting elasticity of supply, and methods of measuring it.
Week 7	Midterm Exam.
Week 8	Partial economic equilibrium in a commodity market, equilibrium price, equilibrium quantity, and changes in supply and demand.
Week 9	Production theory, factors of production, short-run production with only the labor variable and the law of diminishing marginal returns, long-run production based on the analysis of production curves.
Week 10	Production Cost Theory: (Meaning of Costs, Types of Costs, Cost Curves)
Week 11	Production Cost Theory: (Meaning of Costs, Types of Costs, Cost Curves)
Week 12	The theory of production revenue, profit, and loss, types of revenue, the concept of profit and its types.
Week 13	The theory of economic markets or production and pricing, the economic concept of the market, the perfectly competitive market.
Week 14	Perfect monopoly market, monopolistic competition market
Week 15	oligopoly market.

Delivery Plan (Weekly Lab. Syllabus)		
Week		
Lab 1		
Lab 2		
Lab 3		
Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Principles of economics/Prof. Kamel Allawi Al-Fatlawi, Hassan Latif Al-Zubaidi	Yes
Recommended Texts	Economics / Paul A. Samuelson is an Arabic translator	No

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

MODULE DESCRIPTION FORM

Module Information				
Module Title	Arabic language		Module Delivery	
Module Type	s		☒ Theory ☒ Lecture ☐ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code	UN126			
ECTS Credits	2			
SWL (hr/sem)	33			
Module Level		Semester of Delivery		2
Scientific Department	Department of Banking and Financial Sciences		College	College of Administration and Economics
Module Leader	Mahmoud Hussein Kazim		e-mail	dr_mahmood_kadhum@uomustansiriyah.edu.iq
Module Leader's Acad. Title	Lecturer		Module Leader's Qualification	PhD
Module Tutor	Abdul Redha Latif Jassim		e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Mahmoud Hussein Kazim		e-mail	dr_mahmood_kadhum@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1.0	

Relation with other Modules				
Prerequisite module	None		Semester	
Co-requisites module	None		Semester	

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	This course aims to provide the most important vocabulary (in spelling and expression matters) in general. It also introduces students to writing numbers in the Arabic language and learn how to write the hamza in its various forms. It also teaches students to differentiate between the closed taa and the open taa, as well as the difference between the letters dad and thaa, and to recognize punctuation marks and the most common mistakes in the Arabic language.
Module Learning Outcomes	1. Preparing students to acquire knowledge and understanding of the intellectual framework underlying the foundations and applications of Arabic language sciences. 2. Preparing students to acquire knowledge and understanding of grammar. 3. Preparing students to acquire knowledge and understanding of morphology. 4. Preparing students to acquire knowledge and understanding of spelling and expression. 5. Preparing students to acquire knowledge and understanding of literature. 6. Preparing students to acquire knowledge and understanding of the basic standards of Arabic language sciences.
Indicative Contents	1. Teach the student to receive and accept. 2. Develop the student's ability to respond. 3. Enable the student to evaluate and assign value. 4. Improve the student's ability to organize values. 5. Integrate values into individual behavior and give character.

Student Workload (SWL)

Structured SWL (h/sem)	33	Structured SWL (h/w)	1
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1.8
Total SWL (h/sem)	50		

Module Evaluation

As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (15)	10% (15)	LO:1,2,10,11
	Online Assignments	2	10% (10)	10% (10)	LO:3,4,6,7
	Onsite Assignments	-	10% (15)	10% (15)	LO:5,8,10

	Report	1	10% (10)	10% (10)	LO:1-7
Summative assessment	Midterm Exam	1hr	10% (10)	50% (50)	3hr
	Final Exam	2hr	50% (50)	16	ALL
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	Original Diacritical Marks
Week 2	Writing the Hamza (initial, intermediate, and final)
Week 3	Writing the letters (Ḍād and Ḍād) and the shortened and extended alif
Week 4	Nominal Sentences
Week 5	Defective Verbs
Week 6	Verb-Like Letters
Week 7	Exam
Week 8	Diacritical Verbs
Week 9	Subject and Subject Nouns
Week 10	Accusative Nouns
Week 11	Writing and Diacritical Numbers
Week 12	Quranic Text - Text Analysis
Week 13	A Poetic Text from Islamic Literature
Week 14	A Text from Contemporary and Modern Literature
Week 15	Final Exam

Delivery Plan (Weekly Lab. Syllabus)		
Week		
Lab 1		
Lab 2		
Lab 3		
Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	1.The Sunnah Masterpiece, an Explanation of the Ajurrumiyyah Introduction by Muhammad Muhyi al-Din Abd al-Hamid. 2. The Compendium of Arabic Lessons by Sheikh Mustafa al-Ghalayini.	Yes
Recommended Texts	3.How to Master Grammar by Ahmed Iskandar	No

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
	B - Very Good	80 - 89	Above average with some errors
	C - Good	70 - 79	Sound work with notable errors
	D - Satisfactory	60 - 69	Fair but with major shortcomings
	E - Sufficient	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required
Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.			

MODULE DESCRIPTION FORM

Module Information			
Module Title	Computer Science Basics		Module Delivery
Module Type	Basic		☒ Theory ☐ Lecture ☐ Lab ☐ Tutorial ☒ Practical ☐ Seminar
Module Code	UN125		
ECTS Credits			
SWL (hr/sem)	75		
Module Level		Semester of Delivery	2
Department of Banking and Financial Sciences	Department of Banking and Financial Sciences	College	College of Administration and Economics
Module Leader	Fadhila Ali Jijan	e-mail	fathala@uomustansiriyah.edu.iq
Module Leader's Acad. Title	assistant professor	Module Leader's Qualification	PhD
Module Tutor	Abdul Redha Latif Jassim	e-mail	ridhaj69@uomustansiriyah.edu.iq
Peer Reviewer Name	Fadhila Ali Jijan	e-mail	fathala@uomustansiriyah.edu.iq
Scientific Committee Approval Date		Version Number	1.0

Relation with other Modules			
Prerequisite module	None		Semester
Co-requisites module	None		Semester

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	1. Equip the learner with computer skills that enable them to work in computer fields and use computers. 2. Benefit from this subject and programs that interest them in most areas of life. 3. The computer course aims to develop methods and means of thinking and how to deal with various problems. 4. Attempt to think of sound methods and approaches, specifically in solving problems, and thus improve and develop society.
Module Learning Outcomes	1. Understand the basic concepts and principles of computers, including types of computers. 2. Enter and analyze data using available input tools and metrics. 3. Utilize the basic principles of programming. 4. Develop critical thinking and problem-solving skills in computer use.
Indicative Contents	1. Introducing the student to the basics of computers and their application areas. 2. Skills in design and usage. 3. Educating the student to a level where he/she is able to use a computer, enter results, and translate them into practical applications.

Learning and Teaching Strategies	
Strategies	The main strategy to be adopted in delivering this unit is to encourage student participation in exercises, while simultaneously improving and expanding their critical thinking skills. This will be achieved through interactive classroom and tutorials, and by considering simple experiments that include some of the computer-related sampling activities that interest students, such as input, processing, and output.

Student Workload (SWL)			
Structured SWL (h/sem)	48	Structured SWL (h/w)	4
Unstructured SWL (h/sem)	27	Unstructured SWL (h/w)	5.8
Total SWL (h/sem)	75		

Module Evaluation					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	20% (10)	5 and 10	2, 3, 4, 5 and 6
	Assignments	3	15% (5)	2, 5, 10 and 13	All
	Projects / Lab.				
	Report	1	5% (5)	9	All
Summative assessment	Midterm Exam	2	10% (10)	7	1 - 4
	Final Exam	3	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Week	Material Covered
Week 1	Introduction to Computers Uses of computers, types of computers, internal computer components, central processing unit, memory and its types, input and output devices, computer security
Week 2	WINDOWS XP Operating System What's new in Windows XP? Windows XP features? Desktop? Icons? Taskbar? Start key? Showing and hiding desktop icons? Ways to arrange windows? Creating folders? Creating a shortcut? Deleting files? Recovering deleted files? Control panel? Installing and uninstalling programs? Progress ADD/Remove? Understanding basic and detailed firewall specifications using four methods? Paint? Manipulating the Start menu
Week 3	Program menu, Program in the Folder menu, Configuring adding an application or file to the Startup menu, Working with networks, Working with audio files, How to run programs compatible with previous versions, Speeding up the work of the most used programs in Windows XP, What is Windows Product Activation, Identifying the Windows version using the Winver command, Windows XP versions and the differences between them
Week 4	Microsoft Word 2007 Introduction, Microsoft Word 2007 What's New, Main Interface Elements, What is the Ribbon, Creating a New Document, Opening an Existing Workspace, Saving a Workspace Using Save and Save As, Saving a Workspace with a Password, Writing Basics, Explaining All the Features of the Home Section

Week 5	Head and Folder Page numbering, creating tables using a set of methods, Design and Layout capabilities, performing calculations on tables (Formula Insert), inserting pictures, inserting clip art, and inserting shapes
Week 6	Insert Smart Art Insert a Text Box, Create a Hyperlink and Bookmark Chart, Write an Equation, Insert a Symbol, Create a Watermark, and Create Page Borders
Week 7	Specifying Margins References, Insert Footnote, Index Creation, Print Operations
Week 8	Internet Introduction, What is the Internet, What is the World Wide Web, What is a website, Types of websites, Types of website services, Web pages, Search engines, Internet services
Week 9	Searching for information and browsing Internet features: Setting a home page, deleting visited sites, storing favorite pages, email, steps for configuring email, sending an email, opening and reading messages, replying to a message (reply), attaching a file
Week 10	Microsoft Excel 2007 Introduction, What's new in Microsoft Excel 2007, Define a workspace, Define a sheet, Select pages within a sheet
Week 11	Data Entry Methods Direct Method, Automatic Method, Arithmetic Equation Method, Steps for Performing a Calculation (Adding Two Numbers), Performing a Calculation on Multiple Sheets, Performing a Calculation Using Functions, Using the Sum Function, Using the Average Function, Using the Max Function, Using the Min Function, Using the If Function
Week 12	Writing a mathematical equation containing a condition Formatting cells using Format Cell, creating a form containing a mathematical equation and formatting, the Summit function, the Count if function, the Lookup function, the Vlookup function, the ROW function, the Rows function, the Match function, the Index function, the Areas function Now function, the Type function
Week 13	Create a chart Create a template
Week 14	^Presentation Basics: Creating a Presentation, Preparing Slides, Printing Slides, Showing Slides, Inserting Animations and Sound
Week 15	Midterm exam

Delivery Plan (Weekly Lab. Syllabus)	
Week	
Lab 1	
Lab 2	
Lab 3	

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts	Introduction to Computer Science	Yes
Recommended Texts	Introduction to the study of programming languages	Yes

Group	Grade	Marks %	Definition
Success Group (50 - 100)	A - Excellent	90 - 100	Outstanding Performance
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