

Ebla Private University

Faculty of Administrative Sciences

Description of the subjects of Finance and Banking

ENG 100 English Languages 1: (3H)

This subject aims to training on the conversation and written skills. It adopts methods of communication and conversation in teaching. Through this course, there is a review of principal elements of grammar and vocabulary; in particular that Arabic-Speaker has difficulties in learning them.

ITC 100 Computer Skills 1: (3H)

This subject aims to introduce the principal elements of computer including hardware, programming, operation systems of MS DOS and Windows. Also Word, Excel, PowerPoint and Internet. And the role of Information learning within institutions and its uses in Administrations.

ARB 100 Arabic Languages: (3H)

This subject to ameliorate the student's expression skill and direct him towards the standard Arabic language so that it becomes his essential expression way. This subject has a focus on the skills of writing, grammar, functional competence (Reading & Expression), skills of esthetical appreciation, through the study of some selected literature texts and the analysis of their syntax and language structure, on showing their esthetics of form and substance.

ACI 100 Arabic Cultures: (3H)

This subject aims to provide to the student a historical review on the Arabica society and on the political and cultural system and their evolution. It treats also the change, and the development on the Arabic Society and it discuss about the economic systems in.

ENV 100 Society and Environment: (3H)

This subject aims to focus on the environmental system: conception, components and importance. It talks about the environmental equilibration and the interaction between Man and Environment. It discusses the all pollution problems (pollution of atmosphere, pollution of water and food, radiological pollution, Acoustic pollution). Also this subject discuss about the relation between environment and development and population question, and about the role of international and governmental organizations, and the Environmental protection Organization, to limit the Environment pollution.

ENG 115 English Languages 4: (3H) - (Previous required: ENG 110)

This subject aims to complete all previous courses related with the English teaching for non-specialized students, to transfer them to an advanced level in their English skill, so that students become able at the end of this subject to deal perfectly with specialized English while they will study the specialized courses in English the ulterior years.

BUS 120 Communication Skills: (3H)

This subject aims to develop students communication skills, rehabilitate them to communicate successfully with their self and with the others; perform them to be integrated, to communicate and to make relations with their milieu respectfully. In addition to get knowledge and information quantity appropriate to the communication and to its different subjects, so that contributes to success both their private and practical life.

PIR 130 Introductions to Law: (3H)

This subject deals with the vocabulary in related to the general definition of law, showing its function, birth and origin, the properties of juridical rule, parts of law, resources of law rule, apply the law and the provisions controlling it, and the general theory of right. It treats the definition of right, show its types, resources, place of right and using the right.

ECN 200 Microeconomics: (3H)

This subject deals with the principal concepts of micro-economics, their functions and purposes, cycle of income and expense, theory of value and its development, theory of customer behaviour, Production theory, Distribution theory, total rival market, total monopoly market, rival monopoly market, binary monopoly market, oligarchy monopoly market.

SOI 200 Political Sociology: (3H)

This subject deals with the study of the politico-sociological problems and concepts, the State relations with society, authority, supremacy, social classes and elites; the role taken by the social institution on the process of making political decision, the trends of public opinion and the factors influencing it. In addition to the study of social movements, political Parties, pressure and interest groups, political culture in society, bureaucracy, technocracy, educational systems and political authority.

ACC 105 Principles of Accounting 1: (3H)

This subject deals with the financial transaction of individual project through the concept of Accounting and its purposes, Accounting system, fiscal year, accounting books, procedures related to the proving financial transaction, to note them on the daily account books, and transfer them to the Ledger, settling the accounts, marking review balances, and final accounts.

BUS 105 Principles of Management 1: (3H)

This subject aims to define the Marketing concept, its importance in the business facilities, and principles concepts of this science, in addition to the marketing environment, the detailing of market, the marketing link with the behaviour customer and the marketing researches, and also with marketing mixture (Article, Price, Distribution, Promotion) and the marketing environment.

MTH 100 Principles of Mathematics 1: (3H)

This subject deals with basis, radicals, logarithms, poly-term, equations, functions, data drawing, system of linear equations and sequences, their definition and types, the derived and their administrative applications, the calculus and its applications, and types of arithmetic progressions.

BUS 200 Principles of Management 2: (3H) - (Previous required: BUS 105)

This subject aims to complete the Principles of management 1, and to study the administrative functions, including the planning function: its concept, types, methods, ways; and the function of organization as concept and organizational structure, place of authority, responsibilities, function and methods of orientation (Communication, promotion and leadership). Also, the control function and the making of administrative decisions.

ACC 200 Principles of Accounting 2: (3H) - (Previous required :ACC 105)

This subject deals with the basis of measurement and settlement of assets, liabilities, expenses and revenues, and especially: cash , debtor , inventory , stock, banknotes, account statement , the measurement basis of fixed assets, and the methods of their consumption and their impact on the financial statements, and the measurement and settlement of obligation, property rights and the preparation of financial statements.

FIB 200 Principles of Finance and Investment 2: (3H) - (Previous required: ACC 105)

The course aims to introduce students to the basic concepts of investment with a focus on the financial investment and the way of the investment making-decision, and the main obstacles of the process of investment also the concept of financial markets and their tools, and the return, the risk and the time value of money, with dealing as well as the technical analysis and its tools to determine the required return for the investment tool and especially the stock and shares assessment models.

FIB 201 Principles of Insurance 2: 3H (Previous required: Bus 105)

This course aims of study and understand the relationship between risk and insurance; to the analysis and management of risk in the life insurance contracts, property insurance contract; and the types of risk and how to manage them; the factors affecting the supply and the demand in the insurance market; the types of insurance companies, the re-insurance, the types of used contracts, and the mechanism of used marketing.

PSY 100 Introductions to the Psychology: (3H)

This subject aims to present the Psychology and its relation with the social sciences and Humanities. It treats essential themes in Psychology like the development, learning, intelligence, conception, personality, behaviour, including motives and emotions.

ECN 100 Principles of Economics: (3H)

This subject studies the economic problem by their two sides: needs and resources. Then it treats the methods for resolving the said economical problem on using the theories of limit, proportional quality and scarcity. Also it studies the economical concepts like the production, income, consummation, in addition to the role of money in economics.

ENG 105 English Language 2: 3H - (Previous required: ENG 100)

This subject completes the previous one, it aims to training students on the conversation skills including: Conversation about themes related with the ordinary daily life, exchange opinions about different subjects, giving information, short public speaking; giving and taking notes; comprehension and comment of news and reports(written and oral).

ITC 105 Computer Skills 2: 3H) - (Previous required: ITC 100)

This subject aims to introduce the conceptions of management and financial calculation of projects into the computer skills that student started in the previous course of computer skills, so that he will continue them in this one. This subjects the necessary software like the use of mathematical functions, and makes knowledge with other software like SPSS and Ms Projects.

STA 105 Principles of Statistics: (3H)

This subject aims to introduce the principal elements of Statistics: purposes, functions, data statistic measurements, data statistic description, probabilities, connections, descending, distribution of random changes, some discrete probability distributions, normal distribution, theory of samples with a focus for reading and analysing the their tables and results.

ENG 110 English language 3: 3H) - (Previous required: ENG 105)

This subject aims to transfer students to superior level in their English skill, on continuing with the previous courses and adopting any English Learning Methods, Known and reputed by the word, like Cutting Head Way, Edge, for example, integrated so that they focus on the four language skills: Hearing, Speaking, Reading and writing. And applying the adopted modern methods and programs of English learning. This is taken place on treating some general and global subjects of school and practical life, for giving students the possibility to get more skills, vocabulary, idioms, and grammar that they need on practicing English language.

STA 202 Applied Statistics: 3H) (Previous required: STA105)

This course aims to acquaint student with the probability distribution in terms of the discrete quantitative variables and the indiscrete quantitative variables, the quantity and probability function,

and function of probability discovery, function of regrouping probability, the change and the variability. Also its deals with the statistical distributions, the previewed distributions, the statistical report, the hypothesis testing, the regression analysis, and multiple correlation and regression, variance analysis of mono-classification and variance of multi-classification.

ACC 205 Accounting Costs: (3H) - (Previous required: ACC 200)

This course deal with the costs accounting concept, its purposes and principles, measuring of costs elements, acquainting with the costs centres, controlling all elements of costs, their classification and preparation of costs statements; studying of costs theories, basics of common costs distribution, and determining the average of additional charges.

FIB 205 Financial and Administrative Mathematics: (3H) (Previous required: MTH 100)

This course aims to acquaint student with the use of financial mathematics, their ways in the fields of banking and other financial institutions, how calculate the simple and compound interests, actual value of money, calculating of bonds interests, and using the financial statement related to the bank and financial institutions.

ECN 210 Macro-Economics: (3H)

This course is an introduction to the basic principles of macro-economics, the national income and its measuring methods, equilibrium of national income and the total consumption, the function of consumption, the total investment, the investment, the investment expenses and their impact on the national economy, demand of money, determining the interest price, and the equilibrium theories of national economy.

FIB 210 Money and Banks: (3H)

This course aims to acquaint with the money functions and the bank and their types, the role of financial markets in the saving and investment operation, issue, supply and demand of money. It deal also with monetary policy, its price and roles in the fixing the monetary and economic stability, the economic theories, the role of banks in the economic development, in addition of the interest rate and its determinants.

FIB 215 International Monetary System: (3H) (Previous required: ENG210)

This course aims to study the International Monetary System in the past and in the present, averages of actual and future expenses, correlate the expenses average with the interest prices and with the inflation average, risk of foreign exchange, efficiency of money markets. It deals also with the word investment, influence of capitals, trading balance, and balance of payments.

BUS 300 Methodology of Scientific Research: (3H) - (Previous required: STA 105)

This course deals with presentation of the methods of scientific research and their development, study of the ways of collecting data and their different resources, the different methods to expose

the data, to analyze it statistically using the statistic ways to reach to certain results, also how to use the computer in the scientific research and in the writing of the scientific research report as per the form and the content.

BUS 301 Research operations: (3H) - (Previous required :STA105)

This course aims to acquaint student with the basic principle of research operations, with a focus on the administrative sides in the question, for giving student the way of calculating the quantitative data and introduce it as main element in the making-decision, that realize the maiming of benefit with minimizing of possible costs.

BUS 301 Management of Bank: (3H) - (Previous required :BUS 105)

This course aims to acquaint student with the framework of banking system, the individual politics, the benefit indexes, different revenues, for privatizing money and planning the bank activity, in addition to the administrative and organizational framework in the bank.

FIB 303 Financial and Banking Legislations: (3H) - (Previous required: PIR 130)

This course aims to acquaint student with the laws of banking and financial companies, the law of investment promotion, and other Syrian financial and banking laws.

MRT 304 Electronic Trading: (3H) - (Previous required: MRT 100)

This course aims to acquaint student with the concept of electronic trading, its function mechanism via Internet, and with juridical sides regulating this electronic trading. In addition to define its types, in respecting the two parties of trading operation.

BUS 306 Economic Feasibility Studies: (3H) - (Previous required: BUS 300)

This course includes a specialized study of the models used in the projects evaluation, and determine their field of feasibility. Some of the important models, there are network analysis, analysis of path, benefit, time, excess and its relation with time and cost; in addition to the way of productive resources distribution. It includes also some practical applications as real examples.

BUS 307 Financial Management: (3H) - (Previous required: BUS 200)

This course deals with the importance of finance function and the subjects that it includes in link with the investment, benefits distribution, financial analysis using financial proportions, specially the management of active capital and determining the financial costs, the financing resources and the financial control basics.

FIB 311 Financial Analysis and forecasting: (3H) (Previous required: ACC 200)

This course aims to acquaint with the importance of the financial analysis, the beneficiary parties, specifications and qualities of the financial analyzer, the role of information in the financial analysis, types of financial analysis, review of final financial statements, how prepare the financial statements for the partnerships companies and the importance of their use, financial analysis of

financing resources and uses; financial rates of the analysis of financial center list; the financial rates of income list analysis; the common financial rates; Do-point System; Canonical System in the financial analysis and some computer applications of the financial analysis.

FIB 312 Islamic Banks: (3H) - (Previous required: ECN 210)

This course aims to acquaint student with the origin and development of Islamic banks, to organize the relation between depositors and investors; fixed and moved deposits in Islamic Bank. It deals also with the concept of speculation in the Islamic legislation and its use in the Islamic Bank. It deals also with the principle function of banks like the banking services, loans, facilities, discount of trading papers and bills of exchange.

FIB 315 Management of Financial Institutions: (3H) - (Previous required: FIB302)

This course aims to acquaint student with the concepts of establishments and financial markets; the basics of Banks management; the management of cash money, deposits, loans, capitals at the commercial banks; it deals also with the evaluation of commercial banks competence.

FIB 317 Financial Studies in English: (3H) (Previous required: ENG100)

This course deals with the importance of investment function and its subjects of investment, finance, gain distribution and financial analysis using financial rate, all in English language to develop the linguistic and administrative competence of student.

BUS 322 Management of Insurance Institutions: (3H) - (Previous required: FIB201)

This course aims to acquaint student with the management of Insurance Institutions; the study of public insurance, its specifications and technical and juridical principles regulating it; the Study of its different types like the Fire, Cars Insurance, marine and air insurance, engineering insurance, accidents insurance, and civil responsibility; the study of ways and types of re-insurance, calculating of the costs, primes, technical allowances of public insurance; the role of State for supervising and controlling the insurance facilities. It aims also to develop the student ability to make difference between different types of public insurances and their uses in practical life, and applying the technical and juridical laws on them; and knowing the types and ways of re-insurance and calculating the premiums and the technical allowances of public insurances.

FIB 322 Management of Risks and Credits: (3H) (Previous required: FIB205)

This course aims to study the banking financing operations, the management of credit analysis, management of credit under the influence of Foreign relations scarcity: management of cash money and monetary affluent, evaluating of credit customer position, basics and Operation of debts recovery. In addition to provide knowledge about insurance and how use it for the management of risk planning for persons and small companies. It aims specially to:

- Knowing the Insurance and the Insurance Industry.
- Knowing how use the insurance for risk management.

FIB 333 Banking marketing: (3H) (Previous required: MRT100)

This course aims to acquaint student with the banking marketing, the evolution of its concept; life-cycle of banking service. It focus also on the behaviour sides in the purchase of the banking service; marketing environment of banks; in addition to the focus on the pricing sides, and the distribution and promotion of banking services, systems of banking marketing information.

FIB 400 Field Training : (3H) - (Previous required :BUS 300)

This course aims to develop the abilities student and to provide him the required competences, as well as organizationally coordination, through the practical link between theoretical knowledge that he obtained in the specialized courses and their actual application in the Banks works fields and the other financial institutions, so that this training require certain time to spent in this institution under the supervising of Scientific teaching Staff for that the student after his training prepare and submit a report of the fields of his training, and discuss it before a board appointed by the Department.

FIB 401 Financial markets: (3H) - (Previous required : FIB 311)

This course aims to acquaint student with the financial markets, how manage them, their role in the financial system, how result the financial markets, acquaint him the markets of banknote, their functions and how pricing the banknotes and dealing with in the Stock markets.

FIB 403 International Financing: (3H) - (Previous required: FIB200)

This course studies the market of foreign exchange and its function, its participants and customers, management of foreign exchange risk, measuring and management and showing the foreign exchange, operations of foreign exchange and its productions, future market, choices, contemporary questions in the international financing.

FIB 404 Investment Analyses and Management of Investment Portfolios: (3H)

(Previous required: FIB 401)

This course aims to acquaint student with the general concept of Investment portfolios, revenues, risk, classification of investment portfolios, evaluation of investment portfolios management, and variation of due date, and variation of loan portfolios, hypothesis of market competence.

FIB 408 Financial and Banking Information Systems: (3H) - (Previous required: FIB 328)

This course aims to acquaint student with the basic principles of the system of Financial and banking Information, its applied importance. It deals also with components of system of Financial and banking Information and the necessary requirements for the management of the system of Financial and marketing Information, and its function, and the ways of information collecting, its treatment, analysis and preparing of reports.

FIB 409 Management of International Banking Operation: (3H) - (Previous required: FIB302)

This course aims to study the essence of international banking work and functions, and the basis controlling this through of the dealing approval with the banks, and correspondences with, how manage the relations with this banks. It deals also with banking operations serving the international exchange operations of articles, services, credits and how manage them, Recovery Polices, guarantee of foreign contacts.

ACC 411 Administrative Accounting: (3H) - (Previous required: ACC 205)

This course deals with definitions related with administrative accounting, its specifications, purposes, and relation with others sciences; and its importance for provide to the higher Administration the required information to make decision, in addition to preparation of planning and capitals budgets, evaluation of competence and responsibility accounting.

FIB 412 Monetary and Banking policies: (3H) (Previous required : FIB 210)

This course aims to acquaint student with the tools, processes, and systems used the central bank to influencing the cash money in the economics for maintaining the stability of prices, employment, stability of exchange rate, stability of financial and banking money, and realizing the economic development.

FIB 413 Financing and Investment: (3H) (Previous required: FIB 311)

This course aims to acquaint student with the contemporary financing theory and its different subjects including the obligations pricing; the impact of financing theories on the value of business companies, also the impact of loan on the making of financing structure and the choice of optimal financing alternative and the philosophical sides related to financing costs and the basis of their measurements and determination; the impact of the politics and the theories of benefits distribution on the business companies, rent financing, development through integration and reorganization and other ways.

FIB 416 International Trading: (3H) - (Previous required: FIB 304)

This course aims to study the concept of export, import, balance of payments, trading balance, custom tariff, and custom protection, price of foreign exchange, trading approvals between export and import countries.

FIB 417 Public Fiscal: (3H) (Previous required: ECN210)

This course aims to acquaint student with the concept of public, fiscal, define the different dimensions of fiscal function, studying the public budget, analyzing it as fiscal conception of the economic government activities, components of governmental expenses, their importance to reach to the national objectives, the ways of getting financial resources for recovering this expenses.

FIB 420 Graduation Project:

It is required for each student at the fourth level, before his graduation, to submit a scientific project prepared under the supervising of one of specialization teachers. The subject will be agreed by his supervising teacher and will deal a problem to be analyzed and he will propose treatment for, through the results and deductions he will reach by one or more of scientific research methods which he studied in the course of scientific research methods.