

Kingdom of Saudi Arabia
Ministry of Higher Education
King Saud University
College of Applied Studies and Community
Service
Program of Administration & Human
Sciences



المملكة العربية السعودية
وزارة التعليم العالي
جامعة الملك سعود
كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

Diploma
In
Banking

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Program Objectives of Diploma in Banking

First: Basic Information

Program Title: Diploma in Banking Transactions

Targeted Category of Students: GCSE (holders of General certificate of Secondary Education)

Second: Course Objectives:

١. General Objectives:

- Preparing Saudi staff in the field of banking and business to meet the increasing demand for personnel with banking as their major field
- Meeting the needs of the Saudi banking job market
- Keeping abreast with international and home banking developments

٢. Educational Objectives:

- Studying the basic courses in banking, economic and administrative sciences, and banking business-related courses and ancillary courses

- Studying the legal, economic, financial and operational principles of banking transactions
- Developing the students' abilities to be familiar with banking transactions and their importance to various economic sectors
- Studying the general frameworks and the foreign terminology used in banking to meet globalization and internationalization of banking transactions

۳. Skill Objectives:

- Improving the student's skills in the English language in general, and in the financial and economic, in particular
- Improving the students' skills in using computer applications in banking business
- Enhancing the students' abilities to deal with clients and to market banking services
- Improving the students' abilities to write reports and to conduct presentations in the presence of clients and specialists

۴. Professional Objectives:

- Developing the students' abilities to understand operational banking tasks

- Enhancing the students' abilities to look into credit applications
- Familiarizing the student with the risks that may arise from money laundering and similar suspicious transactions
- Participating in designing new products and services compatible with market needs
- Raising the student's ability to explore and interpret financial reports
- Raising the student's ability to deal with the public
- Raising the student's abilities in applied transactions

Third: Reference Criteria

- World universities
- Arab universities
- Saudi Arabian Monetary Agency (SAMA)
- Saudi Institute of Banking
- Committee of Islamic Accounting and Auditing

Fourth: Time Schedule of the Program:

Program Duration: ٤ academic semesters

Hours of Theoretical Instruction: ٧٠

Hours of Practical Instruction: 16

Field Training: 20

Total: 36

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Fifth: Academic Plan:

In order to obtain a Diploma in Banking transactions, students are required to successfully pass ٩٠ academic units, as follows;

First Level

| Course Number and Code | Course Title | Number of Hours (Theoretical) | Number of Hours (Practical) |
|--------------------------------------|--|-------------------------------|-----------------------------|
| Acct ١١٠١ | Principles of Accounting | ٣ | ١ |
| BA ١١٠١ | Principles of Business Administration | ٢ | |
| Econ ١١٠٣ | Principles of Economics | ٣ | ١ |
| Eng ١١٠١ | Intensive English-١ | ٩ | ٢ |
| Qua ١١٠١ | Principles of Financial Mathematics and Statistics | ٣ | ١ |
| Total | | ٢٠ | ٥ |
| Total number of Hours of Instruction | | ٢٥ | |

Second Level

| Code & Course No. | Course Title | Number of Hours (Theoretical) | Number of Hours (Practical) |
|-------------------|--------------|-------------------------------|-----------------------------|
|-------------------|--------------|-------------------------------|-----------------------------|

| | | | |
|---|----------------------------------|-----------|---|
| BA 1201 | Communication Skills | 2 | |
| Com 1100 | Computer Applications in Banking | 3 | 1 |
| Econ 1211 | Economics of Money and Banking | 3 | 1 |
| Eng 1102 | Intensive English-2 | 9 | 2 |
| Mon 1101 | Principles of Finance | 3 | 1 |
| Total | | 20 | 5 |
| Total number of Hours of Instruction | | 25 | |

Third Level

| Code & Course No. | Course Title | Number of Hours (Theoretical | Number of Hours (Practical) |
|---|---|------------------------------------|-----------------------------------|
| Ban ۱۱۰۱ | Banking Transactions (۱) | ۳ | ۱ |
| Ban ۱۲۱۱ | Marketing of Banking Services and Products | ۳ | |
| Ban ۱۲۱۵ | Credits and Financing | ۳ | ۱ |
| BA ۱۳۰۱ | Organizational Frame and Branch Operations | ۳ | |
| Ban ۱۲۲۰ | Banking Terminology (E) | ۳ | |
| Total | | ۱۵ | ۲ |
| Total number of Hours of Instruction | | ۱۷ | |

Fourth Level

| Code & Course No. | Course Title | Number of Hours (Theoretical | Number of Hours (Practical) |
|----------------------|--------------------------------------|------------------------------------|-----------------------------------|
| Acct ۱۲۲۰ | Analysis of Financial Reports | ۳ | ۱ |
| Ban ۱۲۰۱ | Banking Transactions (۲) | ۳ | ۱ |
| Ban ۱۳۰۱ | Islamic Banking Services | ۳ | ۱ |
| Ban ۱۴۱۰ | The Legal System of Banking | ۳ | |
| Mon ۱۳۰۱ | Financial Markets and Establishments | ۳ | ۱ |

| | | |
|---|----|---|
| Total | ١٥ | ٤ |
| Total number of Hours of Instruction | ١٩ | |

Fifth Level

| Code & Course No. | Course Title | Number of Hours (Theoretical) | Number of Hours (Practical) |
|---|-------------------------------------|--------------------------------------|------------------------------------|
| Ban ١٥.١ | Field training | | |
| | Training in a financial institution | | |
| | - Banks | ٢٠ | - |
| | - Specialized funds | | |
| | - SAMA | | |
| Total | | ٢٠ | - |
| Total number of Hours of Instruction | | ٢٠ | |

Sixth: Program Courses according to academic year and semester

| Course Number | Course Code | Course Title | Number of Units | Number of Hours | | Level |
|----------------------|--------------------|--|------------------------|------------------------|------------------|--------------|
| | | | | Theoretical | Practical | |
| ١١.١ | Qua | Principles of Financial Mathematics and Statistics | ٣ | ٣ | ١ | ١ |

| | | | | | | |
|------|------|--|---|---|---|---|
| ١١٠٣ | Econ | Principles of Economics | ٣ | ٣ | ١ | ١ |
| ١١٠١ | BA | Principles of Business Administration | ٢ | ٢ | - | ١ |
| ١١٠١ | Acct | Principles of Accounting | ٣ | ٣ | ١ | ١ |
| ١١٠١ | Eng | Intensive English-١ | ٩ | ٩ | ٢ | ١ |
| ١١٠٥ | Com | Computer Applications in Banking | ٣ | ٣ | ١ | ٢ |
| ١١٠١ | Mon | Principles of Finance | ٣ | ٣ | ١ | ٢ |
| ١٢١١ | Econ | Economics of Money and Banking | ٣ | ٣ | ١ | ٢ |
| ١٢٠١ | BA | Communication Skills | ٢ | ٢ | - | ٢ |
| ١١٠٢ | Eng | Intensive English-٢ | ٩ | ٩ | ٢ | ٢ |
| ١١٠١ | Ban | Banking Transactions (١) | ٣ | ٣ | ١ | ٣ |
| ١٢١١ | Ban | Marketing of Banking Services and Products | ٣ | ٣ | | ٣ |
| ١٢١٥ | Ban | Credits and Financing | ٣ | ٣ | ١ | ٣ |
| ١٣٠١ | BA | Organizational Frame and Branch Operations | ٣ | ٣ | | ٣ |
| ١٢٢٠ | Ban | Banking Terminology (E) | ٣ | ٣ | | ٣ |
| ١٢٢٠ | Acct | Analysis of Financial Reports | ٣ | ٣ | ١ | ٤ |
| ١٢٠١ | Ban | Banking Transactions (٢) | ٣ | ٣ | ١ | ٤ |
| ١٣٠١ | Ban | Islamic Banking Services | ٣ | ٣ | ١ | ٤ |
| ١٤١٠ | Ban | The Legal System of Banking | ٣ | ٣ | | ٤ |

| | | | | | | |
|--------------------------|-----|--------------------------------------|-----------|-----------|-----------|---|
| ١٣.١ | Mon | Financial Markets and Establishments | ٣ | ٣ | ١ | ٤ |
| Total | | | ٧. | ٧. | ١٦ | |
| Summer Training Semester | | | ٢. | ٢. | - | |
| Total | | | ٩. | ٩. | ١٦ | |

Seventh: Course Contents

The content of each course will be given in detail with course description in the following pages

Eighth: Program Requirements:

GSCE

Ninth: Methods of Student Assessment

| Serial | Method | Reason |
|---------------|---------------|---|
| ١ | Tests | To test Student's ability to learn and gain knowledge in area of specialization |
| ٢ | Applications | To test student's skills acquired from the program |
| ٣ | Research | To test student's ability to analyze, explain, and deduce |
| ٤ | English | To test student's ability to use English in general and banking terminology in particular |
| ٥ | Computer | To test student's skill to use computers in banking |

Tenth: Methods of Annual Program Assessment

| Study Community | Tools | Size and Type of Sample |
|-----------------------|---------------|---|
| Level-five students | Questionnaire | ٢٠٪ random specimen |
| Program Graduates | Questionnaire | ٢٠ % random specimen |
| Faculty Members | Questionnaire | All program faculty members |
| Banking Sector in KSA | Questionnaire | All banking corporations and establishments |

Eleventh: Teaching Methods

١. Lecture Method
٢. Seminars
٣. Exercises and applications
٤. Cooperative Learning
٥. Brainstorming
٦. Guided Exploration
٧. Laboratory and Field Experiments
٨. Field visits: Professional Projects / offices

Twelfth: Teaching aids

١. Overhead projector
٢. Computers
٣. PowerPoint templates
٤. tape recorders
٥. Audio language programs
٦. Computer programs

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Part Three

Description of Course Content

| Level –One Courses | | | |
|--------------------|------|---|-----------|
| ١١٠١ | Qua | Principles of Financial Mathematics and Statistics | ٣ |
| ١١٠٣ | Econ | Principles of Economics | ٣ |
| ١١٠١ | BA | Principles of Business Administration | ٢ |
| ١١٠١ | Acct | Principles of Accounting | ٣ |
| ١١٠١ | Eng | Intensive English - ١ | ٩ |
| Total | | | ٢٠ |

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| | | | |
|-------------------------|--------------|--------------|--|
| Courses Code and Number | Acct ١١٠١ | Course Title | Principles of Financial Mathematics and Statistics |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ١ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

This course aims to:

١. Study the technical aspects of Interest Accounting
٢. Differentiate between investment channels to achieve the best revenues on savings
٣. Apply the basics of financial mathematics to financial dealings of individuals and establishments

Study the principles of statistics necessary for analysis of economic, administrative, and financial problems

Courses Description (major topics):

Part One: Simple Interest

- Interest and Wholesale
- Current Value and Discount
- Discount of Commercial Banknotes
- Compromise of Short-Term Debts
- Future Current Value
- Consumption of Short-Term Loans

Part Two: Compound Interest

- Interest and Accumulative Value
- Current Value and Discount
- Compromise of Long-Term Loans
- Future Value of Equal Annual Payments
- Current Value of Equal Annual Payments
- Applications to Equal Annual Payments
- Consumption of Ordinary Long-Term Loans
- Consumption of Bill Long-Term Loans

Part Three: Principles of Statistics

- Criteria of Central Tendency, and Criteria of Stampede and of World Records

Method of Instruction and training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills

- Active participation and self-expression and opinion-expression
- Understanding the course
- Ability to study and analyze

Tentative Books and References:

- Saad Assaeed Abdurrazzak. *The Mathematics of Financing and investment*. College of Commerce. Cairo University, 7th Edition, ٢٠٠٣
- Ali Assayed Abdu Deeb. *The Mathematics of Financing and Investment*. College of Commerce, Cairo University, ٢٠٠٤
- Ibrahim Ahmed Hammoda. *Financial Mathematics*. College of Commerce, Alexandria University, ٢٠٠٤
- Omar Mohammed Hallak and Ahmed Salem. *Statistics in Administrative* Riyadh, ٢٠٠٣

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|-------------------------|--------------|--------------|-------------------------|
| Courses Code and Number | Econ ١١٠٣ | Course Title | Principles of Economics |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ١ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

This course aims to:

- Theoretical basics and principles of partial economics
- Theoretical basics and principles of full-scale economics

Courses Description (major topics):

- Introduction: Definition - Economics Methodology – Analysis Tools – The Economic Problem
- Price System: The Market, Display and Demand
- Consumer Conduct Theory: Consumer Balance – Traditional School - Modern School – Consumer demand Curve
- Market Demand: Flexibilities and Applications
- Establishment Theory (Producer Conduct): Production and costs: Production and Product Decrease - Cost Types
- Market Frameworks and Balance: Absolute competition – Monopoly
- Distribution Economics
- Definition of National Income components
- Definition of balance income of closed and open economy
- An Introduction to Consumption hypotheses
- An Introduction to Investment theories
- Financial and Fiscal Politics
- An Introduction to Total Demand – Total Display Pattern

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills

- Active participation and self-expression and opinion-expression
- Understanding the course
- Ability to study and analyze

Tentative Books and References:



- Abdurrahman Al-Khalaf. *Principles of Economy*. ٢nd Edition. Riyadh, ٢٠٠٧
- Saif Assuwaidi, *An Introduction to Basics in Economy*. ٣rd. edition, ١٩٩٨
- Ismail Abdurrahman and Harbi Uraikat. *Economic Concepts and Systems (Partial and Entire Economy analysis)*, Dar Wael, ٢٠٠٤

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|-------------------------|------------|--------------|---------------------------------------|
| Courses Code and Number | BA ١١٠١ | Course Title | Principles of Business Administration |
| Credit Hours | ٣ | Prerequisite | |

| | | | |
|----------------------|---|--------------|---|
| Hours of Instruction | ٣ | Course Level | ١ |
|----------------------|---|--------------|---|

Course Objectives (Student's knowledge and skills to be enhanced in this course):

- Provide students with theoretical principles and basics.
- Management and Administration of planning, organization, leadership, control and Performance assessment.
- Functions of Organization of production works, purchase, stores, marketing, personnel, and human resources with their applications on banking
- Modern trends in management (Constructing team work, time management, Objective management)

Courses Description (major topics):

١. Nature and function of Management
٢. Types of work organizations and management levels
٣. Planning and its major problems
٤. Organization and building organizational framework
٥. Leadership, instruction and encouragement
٦. Supervision and performance assessment
٧. Legal and organizational forms in organizations
٨. Marketing and sales management
٩. Production and operations management
١٠. Storage and materials management
١١. Purchase management
١٢. Financial management
١٣. project management
١٤. New approaches of management

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self-expression and opinion-expression
- Understanding the course
- Ability to study and analyze

Tentative Books and References:

- Dr. Saddiq Afifi. *An Introduction to Business Administration*. Ein Shams Bookshop, ٢٠٠٠
- Dr. Ali As-salami. *Business Administration*. Dar An-Nahdha Al-Arabiya Bookshop, ٢٠٠٢

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|-------------------------|--------------|--------------|------------------------------------|
| Courses Code and Number | Acct ١١٠١ | Course Title | Principles of Financial Accounting |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ١ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

١. Study the intellectual framework of financial accounting
٢. Deal with the accounting problems of revenues and expenditure, etc.
٣. Study the concept of preparing the common budget as a report on the financial centre of the project
٤. Accounting on ownership rights in various establishments
٥. Accounting on lists of monetary flows as one of the tools of monetary lists analysis and investigation

Courses Description (major topics):

١. The intellectual framework of financial accounting
٢. Accounting problems of achieve and measure revenues
٣. Accounting problems to achieve and quantify expenditure
٤. Accounting on juxtaposing revenue and expenditure and photocopy income lists
٥. The public budget as a report on the establishments' financial center
٦. Taking inventory and assessing currency assets in accordance with the Arabic and international accounting criteria
٧. Taking inventory and assessing long-term assets in accordance with Arabic and international accounting criteria
٨. Materialization of revenues on the basis production and accountings of long-term construction contracts
٩. Materialization and collection of revenue and selling by instalments
١٠. Preparing monetary lists in light Arabic and International criteria
١١. Lists of monetary flows as one of the financial list analysis tools

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge

Tentative Books and References:

- Dr. Ahmed Noor. *Financial Accounting (Accounting Measurement, Estimation, and Announcement in Accordance with Arabic and International Criteria)*. Ad-Dar Aj-Jami'iyah, Alexandria, ٢٠٠٤
- Dr. Abdul Wahab Nasr Ali. *Financial Accounting*. Ad-Dar Aj-Jami'iyah, Alexandria, ٢٠٠٤
- Dr. Sameer Hilal. *Financial Accounting*. Maktabat Aj-Jami'a. Tanta, ٢٠٠٥



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|-------------------------|-------------|--------------|-----------------------|
| Courses Code and Number | Eng ١١٠١ | Course Title | Intensive English – ١ |
| Credit Hours | ٩ | Prerequisite | |
| Hours of Instruction | ٩ | Course Level | ١ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to develop students' skills in:

١. Mastering English skills (both written and spoken)
٢. Mastering English grammar
٣. Mastering letter- and report-writing in English

Courses Description (major topics):

- Know how to use English in all kinds of situations
- Know how to build vocabulary
- Know how to discover grammar and put it into practice
- Know how to listen actively and respond with confidence
- Know how to discuss a variety of topics in English
- Know how to read for meaning

- Know how to communicate in writing
- Know how to speak clearly, with natural pronunciation

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Skills in English ٢٠٠٦
- Writing Book
- Listening Book
- Speaking Book
- Reading Book

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Description of Course Content

| Level-Two Courses | | | |
|-------------------|-------|----------------------------------|-----------|
| ١١٠٥ | Com. | Computer Applications in Banking | ٣ |
| ١١٠١ | Mon. | Principles of Finance | ٣ |
| ١٢١١ | Econ. | Economics of Money and Banking | ٣ |
| ١٢٠١ | BA | Communication Skills | ٢ |
| ١١٠٢ | Eng. | Intensive English -٢ | ٩ |
| Total | | | ٢٠ |

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|-------------------------|--------------|--------------|----------------------------------|
| Courses Code and Number | Com. ١١٠٥ | Course Title | Computer Applications in Banking |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

Develop students' skills in each of the following:

- Information technology
- Using computers in solving administrative problems
- Communication and network technology and its uses in economic and administrative transactions
- Development of production activities, resources treatment and production management using computer technologies
- Using computers in electronic trade and electronic government
- Database programs, email, and the internet in file transfer

Courses Description (major topics):

- An Introduction to data treatment
- Databases
- Automated offices
- Technological resources and their uses in administrative problem solving
- Database communication
- Computer security
- Information and Communication technologies and their effect on the development of production processes
- Human resource management
- Production management I computer technology
- Internet, Email, Voicemail, remote meeting technology, electronic government, electronic trade, electronic libraries
- Other Applications:
 - Automated Teller Machine
 - Credit and debit card
 - Mobile Banking
 - Internet Banking
 - Virtual Bank

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Copren “*Computers: Tools for an Information Age*” addition Wisely, ١٩٨٨
- Nancy Stern and Robert Stern. “*Computing in Information Age*”, John iloy and Soas, ١٩٦٦
- Mohammed Bilal Az-Zoghbi *et al.* *Computers and Ready Programmes*, ١٩٩٩

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|-------------------------|--------------|--------------|-----------------------|
| Courses Code and Number | Mon. ١١٠١ | Course Title | Principles of Finance |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to:

١. Familiarize students with the financial function and its aims
٢. Discuss the topics of financial analysis, of planning tools and of financial follow up

Courses Description (major topics):

١. Introduction
٢. Revision
٣. Revenue and risks
٤. Financial analysis
٥. Financial planning
٦. Evaluation of capitalist investments
٧. Capital Management

- ٨. Sources of financing
- ٩. use of Monetary ratios in money list analysis and exploration

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Muneer Ibrahim Hindi. *Financial Management: A Contemporary Analytic Entry*
- Mohammed Ayman Al-Meedani. *Financial Management in Companies*
- Ahmed zakariya Siyam. *Principles of Investment*

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|-------------------------|--------------|--------------|-----------------------|
| Courses Code and Number | Mon. ١١٠١ | Course Title | Principles of Finance |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to:

٣. Familiarize students with the financial function and its aims
٤. Discuss the topics of financial analysis, of planning tools and of financial follow up

Courses Description (major topics):

١٠. Introduction
١١. Revision
١٢. Revenue and risks
١٣. Financial analysis
١٤. Financial planning
١٥. Evaluation of capitalist investments
١٦. Capital Management
١٧. Sources of financing
١٨. use of Monetary ratios in money list analysis and exploration

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Muneer Ibrahim Hindi. *Financial Management: A Contemporary Analytic Entry*
- Mohammed Ayman Al-Meedani. *Financial Management in Companies*
- Ahmed zakariya Siyam. *Principles of Investment*

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|-------------------------|---------------|--------------|--------------------------------|
| Courses Code and Number | Econ. ١٢١١ | Course Title | Economics of Money and Banking |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to:

- Give students a comprehensive idea about money, banking and financial markets, both theoretically and practically.
- Linking money and banking and adopted monetary systems

Courses Description (major topics):

- Introduction
- Monetary Systems and interest rate
- Functions of money, money demand, money display
- Financial intermediation
- Commercial Banks, monetaryl politics, Central banks, bank management, monetary theory
- Monetary theory and Monetary politics and their effects on economic activity
- Financial Markets and the role of information, Non-parallel information
- Loan policies in KSA;

- Monetary System in KSA
- International banking (representative bureaux, Foreign branches,)

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Abdurrahman Al-Humeidi and Abdurrahman Al-Khalaf. *Money, Banks and Financial Markets*
- Yousef Az-Zamel, *Money, Banks and Financial Markets (Comprehensive View)*

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|-------------------------|----------|--------------|----------------------|
| Courses Code and Number | BA. ١٢٠١ | Course Title | Communication Skills |
| Credit Hours | ٢ | Prerequisite | |
| Hours of Instruction | ٢ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

١. Self-readiness and individual abilities
٢. Mass communication: Meetings, Negotiations, and dispute-settling
٣. Presentations and speech communication
٤. Mass communication and dealing with the media

Courses Description (major topics):

١. An introduction to the Concept of Communication
٢. Communication Components: sender, message, and receiver
٣. Types of communication: verbal and non-verbal
٤. Individual skills
٥. Personal Perception
٦. Credibility Building
٧. Mass Communication
٨. Listening, negotiating, disputes and ways of settlement

٩. Mediating between adversaries, offering and accepting constructive criticism, information giving
١٠. Dealing with personal, social and cultural differences
١١. Making and answering questions
١٢. Making demonstrations and giving presentations: Concept of persuasion, Presentation skills, demonstration tools
١٣. Mass communication: dealing with the media, making media reports

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation

Academic Lectures

Knowledge and Skills:

- Active participation and self-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge

Ability to study and analyze

Tentative Books and References:

- Ahmed Mukhtar Omar. *Language Exercises*
- Abdussalam Haroun. *Dictionary of Spelling Rules*
- Mohammed Al-Adadani. *Dictionary of Common Mistakes.*
- Emil badee' Ya'koub. *Dictionary of Right and Wrong in Language.*

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|-------------------------|---------------|--------------|-----------------------|
| Courses Code and Number | Eng.. ١١٠٢ | Course Title | Intensive English (٢) |
| Credit Hours | ٩ | Prerequisite | |
| Hours of Instruction | ٩ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to develop students' skills in:

١. Mastering English skills (both written and spoken)
٢. Mastering English grammar
٣. Mastering letter- and report-writing in English

Courses Description (major topics):

- Know how to use English in all kinds of situations
- Know how to build vocabulary
- Know how to discover grammar and put it into practice
- Know how to listen actively and respond with confidence
- Know how to discuss a variety of topics in English
- Know how to read for meaning
- Know how to communicate in writing
- Know how to speak clearly, with natural pronunciation

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Skills in English ٢٠٠٦
- Writing Book
- Listening Book
- Speaking Book
- Reading Book

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Description of Course content

| Level-Three Courses | | | |
|---------------------|------|--|----|
| ١١٠١ | Ban. | Banking Transactions (٢) | ٣ |
| ١٢١١ | Ban. | Marketing Banking Products and Services | ٣ |
| ١٢١٥ | Ban. | Financing and Banking Credit | ٣ |
| ١٣٠١ | BA | Organizational Framework and Branch Operations | ٣ |
| ١٢٢٠ | Ban. | Banking Terminology (E) | ٣ |
| Total | | | ١٥ |

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|-------------------------|----------|--------------|----------------------|
| Courses Code and Number | BA. ١٢٠١ | Course Title | Communication Skills |
| Credit Hours | ٢ | Prerequisite | |
| Hours of Instruction | ٢ | Course Level | ٢ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

٥. Self-readiness and individual abilities
٦. Mass communication: Meetings, Negotiations, and dispute-settling
٧. Presentations and speech communication
٨. Mass communication and dealing with the media

Courses Description (major topics):

١٤. An introduction to the Concept of Communication
١٥. Communication Components: sender, message, and receiver
١٦. Types of communication: verbal and non-verbal
١٧. Individual skills
١٨. Personal Perception
١٩. Credibility Building
٢٠. Mass Communication
٢١. Listening, negotiating, disputes and ways of settlement
٢٢. Mediating between adversaries, offering and accepting constructive criticism,

information giving

٢٣. Dealing with personal, social and cultural differences

٢٤. Making and answering questions

٢٥. Making demonstrations and giving presentations: Concept of persuasion,
Presentation skills, demonstration tools

٢٦. Mass communication: dealing with the media, making media reports

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation

Academic Lectures

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Ahmed Mukhtar Omar. *Language Exercises*
- Abdussalam Haroun. *Dictionary of Spelling Rules*
- Mohammed Al-Adadani. *Dictionary of Common Mistakes.*
- Emil badee' Ya'koub. *Dictionary of Right and Wrong in Language.*

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|-------------------------|-----------|--------------|---------------------------------|
| Courses Code and Number | Ban. ١١٠١ | Course Title | Banking Transactions (١) |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٣ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to train students to:

- Manage the banking and administrative processes, directed at the following technical skills:
 - Structure and prepare administrative operation evidence
 - Design and monitor the flow of administrative operations
 - Organise workforce to serve the flow of administrative operations
 - Understand risks and how to control them
 - Assign roles and responsibilities
 - Develop administrative operations
 - Understand authorities of different administration levels
 - Follow up the system of administrative information in banking transactions
 -

Courses Description (major topics):

- The basics in banking transactions
- Bank Financing
- Personal credit
- Project financing
- Specialised banks
- Customers' accounts and deposits
- Bank Teller's skills
- Know your customer
- Bank Transference (three levels)
- Banking Collaterals and Bank Accounts
- Payment system
- Banks as investment advisors (Company management)

Method of Instruction and Training (Applied mechanism during the course):

- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self-expression and opinion-expression
- Understanding the course
- Thinking: critical / Creative
- Ability to study and analyze

Tentative Books and References:

- Ya'koub Elias As-Safri, *Theory and Practice in Traditions* ٦٠٠. Union of Arab Banks, Beiry, ٢٠٠٧.
- Akasha Mohammed Abdul 'Al. Law of International Banking Transactions, First Edition, Dar Al-Jami'a Al-Jadeed for Publishing, Damascus, ٢٠٠٦
- Publications of Saudi Arab Monetary Agency
- Anti Money Laundering List - Financial Market Association

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|-------------------------|-----------|--------------|-----------------------------------|
| Courses Code and Number | Ban. ١٢١١ | Course Title | Marketing Banking Services |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٣ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

This course focuses on the following

- The marketing skills required in banking agents, brokers and representatives
- Training on methods of selling, and promoting banking products and services

Courses Description (major topics):

- The concept, areas, and skills of Marketing
- Marketing management in the in the organizational framework of organizations
- Functions of marketing
- Elements of marketing mix
- An Introduction on the differences between product marketing and service marketing
- Marketing strategies
- Role of Marketing Management in the establishment
- Marketing Research
- Electronic marketing of banking services

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation and self-expression and opinion-expression and opinion-expression and opinion-expression and opinion-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

Abdo Naji. *Marketing Banking Services: basics and Practical Applications in Banks*. Union of Arab Banks, Beirut, ٢٠٠٣

Zaki Khalil Al-Mosa'ed. *Service Marketing and its Applications*. Dar Almanahj for Publication and Distribution, ٢٠٠٥

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|-------------------------|-----------|--------------|-------------------------------------|
| Courses Code and Number | Ban. ١٢١٥ | Course Title | Financing and Banking Credit |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٣ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to train students to:

- Analyse financing channels in the financing sector in general, with a focus on banks.
- Read and understand budgets and financial reports.
- Study and assess risks in various areas of credit.
- Prepare the credit memorandum which includes the analysis required to make the right credit decision.
- Prepare and assess credit cases, prepare the credit decision, and suggest sound finance methods suitable to each case.
- Assess the credit facilities and put related conditions and mechanisms to control them
- Understand debt and bank classifications

Courses Description (major topics):

- A view at credit facilities
- Short-term bank finance
- Middle-term bank finance
- Long-term bank finance
- Capital market finance
- Modern trends in company finance
- Private banking
- Company Banking
- Individual Banking
- Evaluating financial Applications
- Banking Loan management
- Suspicious banking debts
- Practical cases in in customer assessment
- Joint bank loans

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures
- Computer applications

Knowledge and Skills:

- Active participation and self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

Hamza Mahmud Az-Zubeidi. *Banking reidt Management and Credit Analysis* Al-Warrak establishment for Publicatiion and distribution, ٢٠٠٢

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|-------------------------|------------|--------------|---|
| Courses Code and Number | BA ١٣.١ | Course Title | Organizational Frame and Branch Opertaions |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٣ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course seeks to:

- Provide students with skills required by branch employees
- Develop skills, behavioral , administrative and organizational, needed for banking careers
- Build special capabilities of dealing with customers to make banking a success

Courses Decription (major topics):

- Internal banking organizational frame
- Management and organization in banks
- Types and categories of bank branches: small branch / middle/ large
- Level of services provided in bank branches
- Performance Evaluation of branch staff
- Branch administrative jobs: Planning, supervision, organization, and leadership
- Administrative skills
- Time management

- Good time planning and dealing with time loss
- Training programs
- Analysis of internal branch environment and opportunity and risk diagnosis
- Circumstances of seasonal competition
- Display and demand of banking services
- Marketing in banking branch
- Market dividing and Types of customers
- Dealing with customers
- Marketing interviews and other marketing methods
- The variety of banking services offered by the branch
- Budget: Definition, types, and importance
- Preparing and following up branch budget
- Methods of budget preparation
- Flexible budgets
- Follow up (Monthly, seasonal, and annual)
- Analysis of branch financial performance
- Analysis of headquarter requirements

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic lectures
- Computer applications/ programs

Knowledge and Skills:

- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

Publications and programs of Saudi Institute of Banking

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|-------------------------|-----------|--------------|----------------------------|
| Courses Code and Number | Ban. ١٢٢٠ | Course Title | Banking Terminology |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٣ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to train students to:

- Enhance the use of the English Language in the terminology of finance and monetary markets
- Increase the linguistic wealth of terminology and language idioms in area of specialization
- Make students familiar with the average language and printed terminology used in banking

Courses Description (major topics):

Terminology is approached objectively through the topic titles in "Money and banks" course, such as: monetary systems, interest rates, functions of money, money display, money demand, financing mediation, commercial banks, monetary politics central banks, bank management, monetary Theory, financial markets, and role of information.

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation, self-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Ahmed Zaki Badawi, *Dictionary of Banking and Monetary Terminology, with Definitions*, Dar Al-Kitab Alulbnani
- Scores of internet Websilres, such as Yahoo Finance, etc.

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Description of Course Content

| Level-Four Courses | | | |
|--------------------|-------|--------------------------------------|-----------|
| ١٢٢٠ | Acct. | Analysis of Financial Reports | ٣ |
| ١٢٠١ | Ban. | Banking Transactions (٢) | ٣ |
| ١٣٠١ | Ban. | Islamic Banking services | ٣ |
| ١٤١٠ | Ban. | The Legal System of Banking | ٣ |
| ١٣٠١ | Mon. | Financial Markets and Establishments | ٣ |
| Total | | | ١٥ |

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| Courses Code and Number | Acct. | Course Title | Analysis of Financial Reports |
|-------------------------|-------|--------------|-------------------------------|
| | ١٢٢٠ | | |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٤ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course seeks to familiarize students with the theoretical and practical principles of the methods of financial list analysis, as well as methods of prediction and evaluation. The course also discusses the various uses of basic analysis with special focuses on profit analysis and the role of financial analysis in decision making operations, especially those that relate to financial bill investment, merging and credit-giving.

Courses Description (major topics):

- An introduction on commercial and financial analysis
- Components of commercial analysis
- Financial Report Analysis
- Market Indicators
- Role of information in money market
- Market Competency
- Basic Analysis (Economic and industrial circumstances)
- Basic Analysis (the establishment)



- Profit analysis
- Operational Competency analysis
- Credit analysis for finance purposes
- Analysis for merging purposes
- Future Money lists

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Ability to find information
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

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| Courses Code and Number | Ban. ١٢٠١ | Course Title | Banking Transactions (٢) |
|-------------------------|-----------|--------------|--------------------------|
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|----------------------|---|--------------|---|
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٤ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

- Understanding risks and types of control
- Assigning Role and identifying responsibility
- Development of Administrative Operations
- Authorities and power of various administration levels
- Following up administration information system in Banking Operations

Courses Description (major topics):

- International trade Contracts (INCOTERMS)
- External Trade Operations (swift trade letters)
- External Operation Risks Management
- Credit Risks Analysis
- Market Risks and operation Risks Management
- Internal Examination system
- Analysis of Financial lists
- Investment Funds and Mutual Funds
- Credit Rating and Credit Worthiness

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- How to get information
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

- Ya'koub Elias As-Safri. *Theory and Practice in Traditions* ٧٠٠. Union of Arab Banks, Beirut, ٢٠٠٧
- Akasha Mohammed Abdul 'Al. *Law of International Banking Transactions*, First Edition, Dar Al-Jami'a Al-Jadeed for Publishing, Damascus, ٢٠٠٦
- Saeed Saif An-Nasr. *The Role of Commercial Banks in Customers' Money Investment*, Shabab Al-Jame'a establishment, ٢٠٠٠

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|-------------------------|-----------|--------------|---------------------------------|
| Courses Code and Number | Ban. ١٣٠١ | Course Title | Islamic Banking Services |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٤ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

The course aims to:

- Enhance students' consciousness of the nature of Islamic finance and banking in KSA and the differences between Islamic and non-Islamic forms
- Identify the various forms of Islamic banking and finance products
- Deal with Accounting and administrative patterns and systems the correspond with Islamic Law

Courses Description (major topics):

- Differences between traditional and Islamic banking
- The relation of Islamic Bank with the ruling Monetary government
- The Islamic Bank as an Investment Company
- Principles of agreement with Islamic Shariah /Law
- Forms of Banking Finance in agreement with Islamic Shariah / Law
- Mutual Funds in agreement with Islamic Shariah /Law
- Accounting System in agreement with Islamic Shariah /law
- Internal Examination System in agreement with Islamic Shariah /Law
- Lease / Rental contracts in agreement with Islamic Shariah / Law

- Murabaha (Purchase and resale in Islamic terms)
- Insurance Collateralees in light of Murabaha and Islamic Participation
- Credit cards in agreement with Islamic Shariah / Law
- Investment bonds
- Banking product in agreement with Islamic Shariah / Law

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation, self-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Ability to study and analyze

Tentative Books and References:

The Role of Islamic banking in the Mobilization of Modern Islamic Financial resources and Tools. Union of Arab Banks, Beirut, ۲۰۰۵

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كلية الدراسات التطبيقية وخدمة المجتمع
برنامج العلوم الإدارية والإنسانية

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|-------------------------|--------------|--------------|------------------------------------|
| Courses Code and Number | Bank ١٤١٠ | Course Title | The Legal System of Banking |
| Credit Hours | ٢ | Prerequisite | |
| Hours of Instruction | ٢ | Course Level | ٤ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

- Be familiar with the legal system of banking in KSA and with the legal aspects of banking transactions.
- Challenge the rights and responsibilities of the various banking jobs
- Challenge the authorities and responsibilities towards Management and customers decrease legal mistakes of possible high cost on banks or banking systems.
- Challenge the concept of violations and crimes in the frame of banking transactions.

Courses Description (major topics):

- An Introduction to the legal system of Banking in KSA.
- Ruling regulations with Saudi Arabian Monetary Agency and the other banks
- Rules of Bank supervision system
- Power and requirements of attorney

- Legal rules of notes of Hand and Chques
- Legal rules of Loans
- Cases of death and inability to repay loans and bankruptcy
- Dealing with Loan collaterals
- Dealing with Forgery Cases
- Legal Responsibilities of bank Employees
- Forgery of Banknotes and Foreign currency
- Tracing and discovering forgery of documents, signatures and stamps
- Chegue forgery
- Forgery of Legal commissions
- Money Laundering and contrary measures

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures

Knowledge and Skills:

- Active participation, self –expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Thinking: critical / creative
- Ability to study and analyze

Tentative Books and References:

Monetary Agency: a Booklet of Monetary and Banking Isystems and Information,
Riyadh, ٢٠٠٧

Monetary Agency: Procedures and Circulars, Riyadh, ٢٠٠٧

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|-------------------------|----------|--------------|---|
| Courses Code and Number | Mon ١٣٠١ | Course Title | Financial Markets and Establishments |
| Credit Hours | ٣ | Prerequisite | |
| Hours of Instruction | ٣ | Course Level | ٤ |

Course Objectives (Student's knowledge and skills to be enhanced in this course):

This course seeks to:

- Enhance student's knowledge of English used in the financial market in general and in banks in particular
- Familiarize students with financial market environment in which banks operate
- Highlight organizational restrictions on banks compared with other financial establishments

Courses Description (major topics):

- Financial market
- Monetary Bills of Companies
- Investment Fundes
- Insurance companies
- Salary Funds
- cash and pseudo-cash investment
- Investemnt Bag Planning
- Commercial Banks

Method of Instruction and Training (Applied mechanism during the course):

- Exercises and applications
- Student Reaction and Positive Participation
- Academic Lectures
- Computer applications / programs

Knowledge and Skills:

- Active participation, self-expression and opinion-expression
- Understanding the course
- Ability to apply acquired knowledge
- Thinking: Critical / creative
- Ability to study and analyze

Tentative Books and References:

- Jane Cowdell. *Investment*. ۲۰۰۰, ISBN: ۰۸۰۲۹۷۰۰۳۸
- Academic References Dictiming (One in France and Banbing)
- Muneer Ibrahim Hindi and Sameeha Qorbas. *Financial Establishments*

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Description of Course Content

| Level-Five Course | | | |
|-------------------|------|----------------|----|
| ١٥٠١ | Ban. | Field Training | ٢٠ |
| Total | | | ٢٠ |

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| Courses Code and Number | Ban. ١٥٠١ | Course Title | Field Training |
|-------------------------|-----------|--------------|----------------|
| Credit Hours | ٢٠ | Prerequisite | |
| Hours of Instruction | ٢٠ | Course Level | ٥ |

Course Objectives (Student's knowledge and skills to be enhanced in this course) :

- Students will be trained in Saudi banks for a period of ١٢ weeks, with an average of ٨ hours a day for ٤ days a week. Students will be assessed by the bank in accordance with the student's regular attendance and academic progress he achieves with relation to the basic skills, while the student will be followed up and academically supervised by the College. The formed committee will also present an overall report that will be thoroughly discussed.

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Assessment process of the Trainee (The mechanisms applied during the course):

- The academic committee will assess the trainee in accordance with the following:
 - A report submitted by the student showing the sections and field elements trained on
 - A presentation of a topic in a section he was trained in during the period of his training and practice
- Grades given by the student's academic supervisor during the student's period of training concerning his attendance and academic progress
- Grades given by the bank training the student concerning his attendance, his his efforts initiatives and academic progress and the skills he will have acquired.