

## Academic program description form

**University name: Northern Technical University.**

**College/Institute: Technical Management Institute - Nineveh.**

**Scientific Department: Department of Financial and Banking Technologies.**

**Name of the academic or professional program: Technical Diploma - Financial and Banking Technologies.**

**Name of final certificate: Technical Diploma in Financial and Banking Technologies.**

**Study system: Courses - first level - first course - internal banking operations.**

**Description preparation date: 4/8/2024**

**Date of filling the file: 4/8/2024**

the signature:-

the signature:-

Name of scientific assistant:-M. Muhammad Osama Ahmed

Name of department head:-M.D. Loyalty Hazem Sultan

the date:-

the date:-

**Check the file before**

**Division of Quality Assurance and University Performance**

**Name of the Director of the Quality Assurance and University Performance Division:**

**the date**

**the signature**

**Authentication of the Dean**

**See the program** .١

**Seeking** Northern Technical University - Technical Management Institute - Nineveh - Department of Financial and Banking Technologies to prepare graduates in the field of finance and banking to work in government departments and governmental and private banks and to benefit from specialization in the practical and applied field.

**Program message** .٢

**The Department of Banking and Financial Technologies at the Institute of Management Technology aims to...-Nineveh to teach students Banking applications, enhancing awareness of the importance of sustainability and transparency, and ensuring compliance with financial standards and laws And develop skills and knowledge in this field, To be able to analyze, evaluate and improve internal banking operations continuously and effectively, with an emphasis on ethics Professional and reliable.**

**Program Goals** .٣

- A1- Understanding the basics of internal banking operations, their importance, and types of accounts**
- 2- Introducing students to internal policies and procedures that include the safety and effectiveness of bank operations**
- 3- Enhancing analysis and evaluation skills to ensure the effectiveness of internal banking operations**

**Program accreditation** .٤**Other external influences** .٥

nFace the difficulty In adapting the material to include the latest technological developments • related to internal banks, such as artificial intelligence, and big data analysis techniques, as well as including new legal and regulatory changes that affect internal banking operations, such as new legislation related to combating money laundering and combating terrorism.

**Program structure** .٦

comments *	percentage	Study unit	Number of	Program structure
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			<b>courses</b>	
Core course + elective		98	98	<b>Enterprise requirements</b>
			Yes	<b>College requirements</b>
			Yes	<b>Department requirements</b>
			There is	<b>summer training</b>
				<b>Other</b>

\* Notes may include whether the course is core or elective.

<b>Program description</b>				
<b>Credit hours</b>		<b>Name of the course or course</b>	<b>Course or course code</b>	<b>Year/level</b>
7	<b>Theoretical + practical</b>	<b>Internal banking operations</b>	<b>FBT101</b>	<b>2023-2024/first</b>

**Expected learning outcomes of the programme**

**Knowledge**

	<p><b>A.1 A deep understanding of the internal operations and procedures of banks and financial institutions</b></p> <p><b>A,2 Knowledge of banking risk management principles and techniques</b></p> <p><b>A.3 Knowledge of technology applications in improving internal banking operations</b></p> <p><b>A.4 Analyze and evaluate internal banking management and identify opportunities and possible improvements</b></p>
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<b>Skills</b>	
	<p>B1 Ability to apply risk management concepts and make appropriate decisions in the context of internal banking work</p> <p>B2 Planning and organization skills to ensure the effective flow of internal banking operations and the ability to use modern technology and tools to improve the performance of internal banking operations.</p>
<b>Value</b>	
	<p>C1- Accuracy in implementation and analysis: Students are expected to acquire high skills in implementing internal banking operations accurately. They should learn how to accurately process and validate banking data to ensure accurate and reliable financial operations. In addition, they must acquire analytical skills that enable them to evaluate the financial performance of financial institutions and identify areas that need improvement.</p> <p>C 2- Transparency in Banking Information: Students should learn the importance of transparency in banking information and effective communication with customers and other interested parties. The values</p>

	<p>of transparency and the dissemination of correct and reliable information to customers, the public and regulators should be enhanced. Internal banking processes must be understandable, reliable and auditable.</p> <p>C3</p> <p>Banking sustainability Encouraging innovation The program should include the concept of sustainability in internal banking operations. Students should understand the environmental, social and institutional challenges facing the banking sector and how financial institutions adapt their business to balance financial, social and environmental dimensions. They must learn how to implement sustainable banking practices and evaluate their impact on society and the environment.</p> <p>The program should encourage students to think innovatively in the field of internal banking operations. They should have the space to develop new ideas and innovations to improve banking operations and develop innovative solutions to modern banking challenges. Students should be encouraged to seek opportunities to improve efficiency, cost and customer experience in financial institutions.</p>
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Using brainstorming and its various methods

Using the method of field visits to banking and financial institutions

Use deductive and inductive

**Evaluation methods**

**Written tests at multiple levels, including the upper level, the intermediate level, and the weak level**

-Direct questions, preparing reports, research, and class discussions

- An assessment of the student's personality in presenting the topic and the method of discussing it

**Daily, monthly and end-of-semester exams**

-Feedback from students

-How to express faces

-Learning matrix

**education institution**

Faculty members: - Dr. Zahida Ali Yassin Al-Barzanji

Preparing the teaching staff		Special requirements/skills (if any)		Specialization		Scientific rank
lecturer	angel			private	general	
	angel			Financial management	Banking and Financial Sciences	Teacher

**Professional development**

**Orienting new faculty members**

Attending workshops and courses in various fields in order to acquire additional skills.

**Professional development for faculty members**

Attending workshops and courses in various fields in order to acquire additional skills.

**Acceptance standard .١٢**

the average. -١

the desire. -٢

Admission plan. -٣

**The most important sources of information about the program .١٣**

Banking Operations Management, Duraid Kamel Al Shabib, Dar Al Masirah for Printing and Publishing, 2015 -١

**Program development plan .١٤**

Updating scientific content

Involving students in scientific discussions

Introducing observation and brainstorming tests

Please check the boxes corresponding to the individual learning outcomes from the program subject to evaluation •

Program skills chart												
Learning outcomes required from the programme												
Value			Skills		Knowledge				Essential or optional?	Course Name	Course Code	Year/level
C3	C2	C1	B2	B 1	A4	A3	A2	A1				
✓ —	✓	✓	✓ —	✓	✓	✓	✓	✓	Basic	Internal banking operations	FBT101	2023-2024



Course description form

Teaching hours (Hours)	Number of weeks (Weeks)	List of topics (Subjects)
7	1	Chapter One:Types of internal banking operations, the concept of the current account  -Advantages of the current account, characteristics of the current account contract
7	1	Chapter II: Types of current account (credit current accounts, civil current accounts)
7	1	Chapter III:The general conditions for contracting a current account and the procedures for opening a current account
7	1	the fourth chapter: :Current account operations, deposit/returned instruments, and modern methods of deposit and withdrawal
7	1	Chapter V:-Accounts available in the Current Accounts Division, accounts for approved instruments, bills of exchange, accounts for amounts withheld by telephone, inactive current accounts (dormant), investigating and announcing unclaimed deposits, and paying unclaimed amounts.
7	1	Chapter six:Clearing, clearing center tasks, electronic network clearing, daily reconciliations and balances for current accounts.
7	1	Chapter VII:Statements, how to send statements, statements of state departments and budgets, current account reservation Its types, practical procedures for

		implementing the reservation.:
7	1	Chapter Eight: Closing the current account, reasons for closure, calculating interest on civil current accounts:
7	1	Chapter Nine: Savings accounts, general conditions for opening a savings account, procedures for opening a savings account, deposit procedures, withdrawal procedures, savings account mortgage
7	1	Chapter Ten: Deposit, withdrawal, and transfer of savings accounts through bank branches, daily reconciliation and preparation of budgets, closing the savings account, reasons for calculating interest.
7	1	Chapter Eleven: Accounting for fixed deposits, their types, conditions, interest calculation, deposit mortgage and withdrawal, and deposit pricing.
7	1	Chapter Twelve: Deposit boxes, definition of safe deposit box management, conditions available to the locker tenant, steps to complete the transaction, tenant obligations, bank responsibility, audit to open the locker, compulsory opening of the locker
7	1	Chapter thirteen: Discounting commercial papers, definition of commercial paper, meaning of discounting commercial papers, types of discount, bank conditions for discounting bills, collecting papers
7	1	Chapter Fourteen: Bank transfers (internal, external), definition of the transfer, parties to the transfer, types of transfers
7	1	Chapter fifteen: Electronic banks, electronic banking services, advantages of electronic means

