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**Department of banking and finance**

**College of business & economic**

**University of sallahadden**

**Subject: Banking operation Course Book – (Year 3)**

**Lecturer's name: kawaalikhorsheed, MSc**

**Academic Year: 2018/2019**

**Course Book**

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| **1. Course name** | **Banking operation** | |
| **2. Lecturer in charge** | **Kawa alikhorsheed** | |
| **3. Department/ College** | **Banking & finance** | |
| **4. Contact** | **e-mail:[kawa\_mba@yahoo.com](mailto:kawa_mba@yahoo.com)**  **Tel: 00964 750 464 5063** | |
| **5. Time (in hours) per week** | **For example Theory: 3** | |
| **6. Office hours** | **Availability of the lecturer to the student during the week** | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | **Education**  **\*2006-2007 college of administration & economic**  **Sallahaddenuniversity- hawller – Iraq**  **\*2011 master of business management , lfu university ( upjv )**  **\* academic titles: lecturer assistance**  **\* published research**  **1- ( the impact of product price and quality on choice in supermarkets in erbil)**  **2- العوامل المؤثرة على الرضا الوظيفي لاعضاءالهيئة التدريسية لاساتذة جامعة صلاح الدين**  **دراسة استطلاعية لأراء عينة من أساتذة كليات جامعة صلاح الدين** | |
| **9. Keywords** | **Central bank, commercial bank, advance Leon, current account, fixed account, unit bank, branch bank, creation of credit,credit creation ,credit control, teller, safety box, settlement, cheques, endorsement, letter of credit, warrantee.** | |
| **10. Course overview:**  **The importance of this study student must know the operations that will appear in bank and the bank how work or deals with customer, this topics also importance for servicing customers, with knowing the all operation of all the word banking due to all the system of banking have a different working with same working of some banking.** | | |
| **11. Course objective:**  **At the end of the year student will able to knowing all banking operation, identify all type of working banks, also understanding must of the operation of different banks. Also knowing working with most of the departments of bank.** | | |
| **12. Student's obligation**  **Studentsattendees to the lecture is primary function of lecturer and students participate in class will develop the lecture, also student must represent a lecture for more knowledge's,** | | |
| **13. Forms of teaching**  **\* using theoretical lecture with communication of all topic that will appear in the banking days.**  **\*using power point with the headline of topics.**  **\* using white board for same of the misunderstanding things.**  **\* Discussion of all idea that will creating of students.**  **\* making quiz in addition to the quarterly exams.** | | |
| **14. Assessment scheme**  **\* During the years student must make 2 exam and several quiz's, and the total marks will be 40%, and the final marks on 60% according to the college system** | | |
| **15. Student learning outcome:**  **Banking operation the most common types of all banks student must knowing all of them. Also understanding the importance of banking operation, and how to deals with this operation, and how deals with the some problem, and how deal with development of services.** | | |
| **16. Course Reading List and References‌:**  **\* banking (Ne. Thi. Somashekar new- age publisher 2009)**  **\* web-site of banks** | | |
| **17. The Topics:** | | **Lecturer's name** |
| Chapter 1  \*Commercial bank  \*Commercial bank  \*Commercial bank  \*quiz  Chapter 2  \*central bank  \*central bank  \*central bank  \*central bank  \*quiz  \*exam  Chapter 3  \*Teller or cashier section  \*Safety box section  \*clearing section  \*quiz  Chapter 4  \*open and operating bank accounts  \*open and operating bank accounts  \*open and operating bank accounts  \*quiz  Chapter 5  \*letter of credit  \*quiz  Chapter 6  \*guarantee  \*guarantee  \*quiz  \*exam  \*review chapter 1  Review chapter 1  \*review chapter 2  Review chapter 2  Review chapter 3  Review chapter 4  Review chapter 5 | | (1 hrs)02/10/2017  (2 hrs) 06/10/2017  (1 hrs)09/10/2017  (2 hrs) 13/10/2016  (1 hrs)16/10/2017  (2 hrs) 20/10/2017  (1 hrs) 23/10/2017  (2 hrs)27/10/2017  (1 hrs) 30/10/2017  (2 hrs)03/11/2017  (1 hrs) 06/11/2017  (2 hrs)10/11/2017  (1 hrs) 13/11/2017  (2 hrs) 17/11/2017  (1 hrs) 20/11/2017  (2 hrs) 24/11/2017  (1 hrs) 27/11/2017  (2 hrs) 01/12/2017  (1 hrs) 04/12/2017  (2 hrs) 08/12/2017  (1 hrs) 11/12/2017  (2 hrs) 15/12/2017  (1 hrs) 18/12/2017  (2 hrs) 22/12/2017  (1 hrs) 25/12/2017  (2 hrs) 29/12/2017  (1 hrs) 03/01/2018  (2 hrs) 05/01/2018  (1 hrs) 01/01/2018  (2 hrs) 12/01/2018  (1 hrs) 08/01/2018  (2 hrs) 19/01/2018  (1 hrs) 15/01/2018  (2 hrs) 26/01/2018  (1 hrs) 22/01/2018  (2 hrs) 02/02/2018  (1 hrs) 29/01/2018  (2 hrs) 09/02/2018  (1hrs) 05/02/2018  (2hrs) 16/02/2018  (1hrs) |
| **18. Practical Topics (If there is any)** | |  |
| **19. Examinations:**  ***1. Compositional:*** In this type of exam the questions usually starts with Explain how, What are the reasons for…?, Why…?, How….?  With their typical answers  Examples should be provided  ***2.True or false type of exams:***  In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence. Examples should be provided  ***3. Multiple choices:***  In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase.Examples should be provided.  ***4. definition:***  In this type student knows the meaning of terms. | | |
| **20. Extra notes:**  Here the lecturer shall write any note or comment that is not covered in this template and he/she wishes to enrich the course book with his/her valuable remarks. | | |
| **21. Peer reviewپێداچوونه‌وه‌ی هاوه‌ڵ**  This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.  *(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be a professor, assistant professor, a lecturer or an expert in the field of your subject).*  ئه‌م کۆرسبووکه‌ ده‌بێت له‌لایه‌ن هاوه‌ڵێکی ئه‌کادیمیه‌وه‌ سه‌یر بکرێت و ناوه‌ڕۆکی بابه‌ته‌کانی کۆرسه‌که‌ په‌سه‌ند بکات و جه‌ند ووشه‌یه‌ک بنووسێت له‌سه‌ر شیاوی ناوه‌ڕۆکی کۆرسه‌که و واژووی له‌سه‌ر بکات.  هاوه‌ڵ ئه‌و که‌سه‌یه‌ که‌ زانیاری هه‌بێت له‌سه‌ر کۆرسه‌که‌ و ده‌بیت پله‌ی زانستی له‌ مامۆستا که‌متر نه‌بێت.‌‌ | | |