



**Syrian Arab Republic**  
**Damascus University**  
**Faculty of Economics**

**Academic syllabus of faculty of economics**

The following pages contain the syllabus Items studied by student:

During his study at the faculty of economics starting from the academic years

up to academic year

<b>Name &amp; surname :</b>	
<b>DATE OF BIRTH &amp; PLACE</b>	
<b>FATHER'S NAME :</b>	
<b>MOTHER'S NAME :</b>	
<b>NATIONALITY :</b>	<b>SYRIAN</b>
<b>YEARS OF STUDY:</b>	<b>TO</b>

**First year:**

**First semester**

	Weekly hours		
	Theoretical	Practical	Total
Management principles & functions	4		4
Accounting principles 1	2	2	4
Economical mathematics	2	2	4
Computer and operating systems	2	2	4
Introduction to economics	2		2
Introduction to legal science	2		2
Foreign language 1	4		4
<b>Total</b>	<b>18</b>	<b>6</b>	<b>24</b>

## Second semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Accounting principles 2	2	2	4
Marketing basics	2	2	4
Statistics principles	4		4
Foreign language 2	4		4
National socialist education	2		2
Arabic	2		2
<b>Total</b>	<b>16</b>	<b>4</b>	<b>20</b>

## Second year:

### First semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Microeconomics analysis	2	2	4
Company Accounting	2	2	4
Foreign language 3	4		4
Informatics 2	2	2	4
Commercial law-contracts & companies	4		4
Principles of financing	2	2	4
<b>Total</b>	<b>16</b>	<b>8</b>	<b>24</b>

### Second semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Foreign language 4	4		4
Production & operations management	2	2	4
Money & banks	2	2	4
Macroeconomics analysis	2	2	4
Economic of general finance & tax legislation	2	2	4
Applicable statistics	2	2	4
<b>Total</b>	<b>14</b>	<b>10</b>	<b>24</b>

## Third year:

### First semester

Course title	Weekly hours		
	Theoretical	Practical	Total
Principles of Insurance	2	2	4
Financial Institution Accounting	2	2	4
Banking Operations	2	2	4
Small & Medium Enterprises Financing	2	2	4
Financial & Credit Analysis in Foreign Language	2	2	4
Financial Markets	2	2	4
<b>Total</b>	<b>12</b>	<b>12</b>	<b>24</b>

**Second semester**

Course title	Weekly hours		
	Theoretical	Practical	Total
Financial Management	2	2	4
Bank Management	2	2	4
Computer Applications in Banks	2	2	4
Financial Economy	2	2	4
Feasibility Study	2	2	4
Insurance Mathematics	2	2	4
<b>Total</b>	<b>12</b>	<b>12</b>	<b>24</b>

**Fourth Year:****First semester**

Course title	Weekly hours		
	Theoretical	Practical	Total
Risk Management	2	2	4
Investment Management & Portfolios	2	2	4
Bank Marketing	2	2	4
Monetary Economy	2	2	4
System of Supporting Bank Decisions	2	2	4
Islamic Banks	2	2	4
<b>Total</b>	<b>12</b>	<b>12</b>	<b>24</b>

**Second semester**

Course title	Weekly hours		
	Theoretical	Practical	Total
Managerial & Financial Control	2	2	4
International Finance in Foreign Language	2	2	4
Disclosure Standards	2	2	4
Reinsurance	2	2	4
Internal Auditing	4	-	4
Bank Information Systems	2	2	4
<b>Total</b>	<b>14</b>	<b>10</b>	<b>24</b>

**Courses Description****First year course:****1- Accounting Principles (1):**

it includes the accounting and business structures- introduction to balance & operations analysis- accounting books- accounting processing of financing and capital operations, as well as accounting processing of commodity stocks in accordance with the systems of stocking, besides accounting processing of obligations operations, methods of payment, and finally preparing financial statements and closing the books .

**2- Accounting Principles (2):**

it includes introduction to stocking, and accounting of circulated, cash, and semi-cash assets, receivables, commodity stocks; and accounting of un-circulated assets, obligations, and preparing final statements and its related settlements.

### **3- Management Principles & functions:**

it aims to providing the students with necessary theoretical and practical knowledge following its graduation in order to satisfy labor market needs. The course focuses on the basic management principles and its developing. Then it concentrates on the management basic functions such as: planning, organization, orientation, and organization activities control including: production, finance, marketing, storage, human resources, R&D etc..

### **4- Marketing Basics:**

it aims to providing the student with the most vital management science regarding continuous developing and modernization, besides practical applications of such knowledge. Also the skills of transferring theoretical principles to practical steps in order to perceive marketing principles realistically. So, this course aims to informing the student of the marketing conception, and its role in presenting the client value through marketing the relationship, the environment, ethics, and social responsibility of marketing. Also, to describe the conduct of the buyer of consumables, industrial user, and to define the concept of breakdown market, and its factors .In addition , to clarify the significance of marketing information ,and how to make marketing researches , and defining the elements of marketing mixture (product-pricing- marketing communication- distribution ) . Also, to identify specialized applications in the field of marketing such as direct marketing, inventive marketing etc.

### **5- Computer and operating systems:**

General concepts of information technology - computer components - units of inputs & outputs- central processing unit- units of secondary saving and influential elements of computer performance - computer digital components- software - operation system (Windows XP professional) - viruses -information networks - web explorers.

### **6- Statistics Principles:**

basic definitions of statistics – statements kinds and methods of collection- ways of describing the statements chart & quantities – table & chart presentation – measurements of central tendency & dispersal - probabilities & applications – distribution of binomial & Bdasoun , normal-regular and index distribution – liner decline (simple & connection) – introduction to standard figures .

### **7- Economical Mathematics:**

Matrix & its economical applications – economical functions for income, cost, profit, benefit, and marginal ends of economical functions.

### **8- Introduction to Economics:**

details of this course : 1- definition of economic science 2- styles of social production 3- industrial production 4- value theories 5- capital & capital profits 6- capital turnover 7- commercial school/Mercantile 8- applicable school /physio-cratic 9- traditional school 10- Adam Smith economical ideas 11- David Ricardo economical ideas 12- socialist school 13- Maltose school 14- Marginal school 15- Kenze school 16- economic globalization 17- International economic organization.

**9- Arabic:** Arabic Language.

**10-National socialist education:** History of Syria.

**11-Foreign language (1):** General English information.

**12-Foreign language (2):** General English information.

## **13-Introduction to legal science: The Syrian Civil Law.**

### **Second year course:**

#### **1- Production & Operations Management:**

it aims to provide the student with theoretical and practical knowledge, which is necessary to deal with the requirements of labor market. This course is very close to practical reality because it includes important topics related to movement, time, production planning, production capacity planning, maintenance management, kinds of production systems, planning of raw materials needs for production operation such as planning and management of stocks, and finally production control.

#### **2- Company accounting:**

it informs about Person Company accounting regarding incorporation, accounting processing, merger, current accounts, and liquidation. Also, it identifies Money Company regarding incorporation, profits distribution, preparing financial statements and company liquidation.

#### **3- Informatics (2):**

Informatics concept and its relation with programming – steps of accomplishing computer software – programming in Turbo Pascal language (Windows) – languages of visual programming – Delve as type language of visual programming languages – introduction to advanced programming languages regarding processing scientific problems – techniques of comprehensive automation & artificial intelligence.

#### **4- Applied Statistics:**

Samples and inspection distribution- statistical conclusion of big and small samples – analyzing simple time serials – quality statistical control.

#### **5- Money & Banks:**

It studies the essence and nature of money, its functions and its historical developing – Study of international cash system – different kinds of commercial & Islamic banks – Central bank and cash policy.

#### **6- Financing Principles:**

It identifies financial theories and principles, basics of preparing financial statements, money time value, methods of transferring the investments, defining the sources of basic financing: short, medium and long term, and how to choose the optimum form thereto, and finally policy of distributing revenues to shareholders.

#### **7- Microeconomics analysis:**

It consists of five chapters, and fifteen sections:

First chapter: basics of analysis / value concept and theories.

Second chapter : theory of consumer conduct / concept and function of total & marginal benefits / analyzing consumer conduct and its balance mechanism within traditional quantity theory , and usage of equality curves , consequential benefit functions / price effect in changing consumer balance position /

demand theory and flexibility.

Third chapter: production and costs theories / production elements composition and optimum conformity of premises balance / production costs in short and long term and volume savings.

Fourth chapter: premises balance / revenues functions / premise balance within different market systems.

Fifth chapter: presentation theory, market balance and functions theory.

## **8- Macroeconomics analysis:**

1- economic problem 2- production elements 3- active demand 4-National income & national growth 5- consumption & saving 6-investment 7- unemployment & inflation 8- economic policy 9- other topics.

**9- Economics of General Financing:** 1- tax kinds 2- Syrian custom duties.

**10-Foreign language (3):** specialized English information in economy.

**11-Foreign language (4):** specialized English information in business.

**12-Commercial law-contracts & companies:** Syrian Commercial Law.

## **Third year course:**

### **1. Principles of Insurance:**

- The reasons and the evolution of Insurance.
- The types of the commercial insurance.
- Insurance contract and its resulting effects.
- Examination of the relationship between the insurance companies and Re-insurance.

### **2. Financial Institution Accounting:**

- The principles of banking business and insurance
- Banking Operations.
- The nature of the accounts that banks and insurance companies deal with
- Detailed study for the banking operations, especially “letter of credit” “guarantee” and the financial statements of banks.

### **3. Bank Operations:**

- The essence of the nature of banking business.
- In detail: the collaterals, letter of credit, guarantee, giving the loans to customers and the rest of the bank operations.
- The risk arising from every banking process.

### **4. Small & medium Business Financing:**

- The study of the small and medium business.
- The bases used for the classifications of the small business.
- The foundation used to study the decision for giving credit.
- The effects of funding and developing the small business and its role in the national economy.

### **5. Financial & Credit Analysis in Foreign languages “English or French”:**

- The principles of financial analysis.
- The position of the company that ask for credit.
- The mechanism used by banks before deciding whether to give credit or not.
- The ratios of the financial analysis in order to show the real position of the bank’s operations.

### **6. Financial Markets:**

- The principles of financial markets.
- The definition and the characteristics of financial markets.
- The traded securities in the market.
- Brokers and dealers and all the institutions that work in this market.

- The shareholding companies.
- Examine the mechanism of speculations, efficiency, and the indicators used in stock market.
- The ways used to adjust the fraud and manipulation in the financial market.

#### **7. Financial Management:**

- The decision of investment in terms of the level of investment and the structure of the investment.
- The decision of funding in terms of how to funding and what is the most appropriate source to finance investment.
- The distribution of returns on the shareholders.

#### **8. Bank Management:**

- The administrative structure of banks.
- Studying the following department: Corporate Finance, Credit Management, Accounting, Management, HR and Training, Strategic management, Control, and the rest of the Bank's departments.

#### **9. Computer Applications in Banks:**

- The possibility of using computer software in the banking business.
- Reporting the possibility and the mechanism of using the databases in designing the banking information business.
- The mechanism to ensure the safety, confidentiality, and the completeness of the system; in light of using the system of the database management.

#### **10. Financial Economy:**

- GDP and its distribution.
- Tax Capacity of national income.
- The tax and its economical, social, and political effects.
- Transmission and distribution of the burden tax.
- Public loans and its economical and social effects.
- The effects of the government expenditure.
- The fiscal theory and its impact on macroeconomic variables.
- The interaction between fiscal policy and monetary policy.

#### **11. Feasibility Study:**

- The essence and the nature of the economical study.
- Studying the project's structure, the market, costs, prices, profitability, the expected period of Capital recovery, expected returns, and the national feasibility study for each and every individual project or company.

#### **12. Insurance Mathematics:**

- The actuarial foundations and the aspects of the life's insurance.
- The definition of the death and life tables and its odds.
- Accounting the net premiums, the commercial premiums, the reserves, and contract's clearing for both the life insurance and the mixed insurance.

### **Fourth year course:**

#### **1. Risk Management:**

- The definition of the different types of financial risks that financial institutions exposed to.
- Interest Rate risk, credit risk, liquidity risk, operating risk, market risk, foreign exchange risk.
- The measurement and the prediction of the formal risks, and how to manage it in an appropriate manner.
- Basel 2 and its most important contents and how to apply it.
- The importance of committing Basel 2, and compare it to other systems which used in the U.S Banks.

#### **2. Investment Management & Investment Portfolios:**

- How to invest in the financial markets.
- The types of the securities.
- Calculate the historical and the future returns and risk.

- The types of portfolios.
  - How to choose the optimal portfolio through a group of models.
  - CAP-M model, Arbitrage model, and the short selling.
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- 3. Bank Marketing:**
- Market research.
  - The characteristics of the market and customers.
  - The competition between the banks and its role in improving the quality of service and improving the performance of the banks.
- 4. Monetary Economy:**
- The development of monetary system, the monetary theories, exchange rate, interest rate.
  - The tools of the monetary policy.
  - The relationship between the monetary policy and the macroeconomics variables.
- 5. Systems of Supporting Bank Decisions:**
- The theories of the administration in the banking business.
  - The methods of testing the appropriate decision based on the matrices and the mathematics variables.
  - The mathematical foundations that we can through it choose the appropriate decision which supports the financial position of banks.
- 6. Islamic Banks:**
- Introduction to the principles of the Islamic economics and the finance in the Islam.
  - The forms of the Islamic Finance, Arbitrage, Speculation, Farming contracts, and the rest operations in the Islamic economics.
  - The Control on the formal operations, and its accordance with the Islamic Law “Sharia”.
  - The relationship between the Islamic banks and the central bank.
- 7. Managerial Control:**
- The foundations of the principles of the control in the financial thought.
  - The types of control.
  - The theories of control.
- 8. International Finance in Foreign languages “English or French”:**
- The systems of exchange rate.
  - The markets of the foreign currency.
  - Balance payment and its components, and its relationship with the Government Budgeting.
  - The relationship between the international finance with the financial crisis that occur in the international economy.
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- 9. Disclosure Standards:**
- The financial statements prepared by banks and insurance companies.
  - The international standards and the possibility of applying it in the banks and financial institutions.
  - The control and its role in the banking business.
  - The mechanism of using these standards in the correction of the mechanism of the banking business and the early detection of errors and the processing it.
- 10. Reinsurance:**
- The definition of Re-insurance activity.
  - The importance and the functions of the Re-insurance.
  - The role of the Re-insurance in the insurance markets.
  - The methods of the Re-insurance.
  - The reserves associated with the Re-insurance markets.
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## **11. Internal Auditing:**

- The concept of the internal audit.
- The importance of the internal audit.
- The types of the internal audit.
- The functions of the internal audit.
- The standard of the international internal audit community.
- The procedures of the internal audit according to the Operating cycle in banks.
- The role of the internal audit in the governance of the bank.

## **12. Bank Information Systems:**

- The deference levels in designing, analyzing, and implementing the Bank Information Systems.
- The techniques used in the e-banking business.
- The development of the e-banking.
- How these systems contribute in the improving the services in the commercial banks.

**Vice Dean of Economics' Faculty  
for scientific and research issues**

**prof .Dr. Ibrahim AI-adi**

**Dean Of Economics Faculty  
prof. Dr. Hussein Dahdouh**