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| Approved Date:  |  | Philadelphia University |
| Issue:2022-2023 | Faculty: Business |
| Credit Hours:3 | Department: Accounting |
| Bachler:  | Course Syllabus | Academic Year:2022/2023 |

Course Information

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| Prerequisite  | Course Title | Course No.  |
| 0311103 | Bank and Insurance Accounting | 031124500 |
| Room No. | Class Time | Course Type |
| 314 | 13:10-14-Sunday Tuesday22:10-23Sunday | University Requirement  Faculty Requirement* Major Requirement  Elective  Compulsory
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| E-mail | Office Hours | Phone No. | Office No. | Name |
| asamara@philadelphia.edu.jo | 11-12--------12-13 | 2342 | 31317 | Dr-Abeer.I.Samara |

Instructure Information

Course Delivery Method

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|  Blended Online Physical  |
| Learning Model |
| Physical | Asynchronous | Synchronous | Percentage |
| 66% | 33% |  |

Course Description

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| This course reviews the definition of commercial banks and insurance companies, as it deals with banking and insurance operations and related accounting systems, methods of proof, and registration for all banking and insurance operations, leading to the preparation of financial statements and final accounts with the inclusion of illustrative examples with unresolved exercises for training. |

Course Learning Outcomes

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| --- | --- | --- |
| Corresponding Program Outcomes  | Outcome | Number |
| Knowledge |
| KP1 | Identify the concept of functions and activities of commercial banks insurance companies. | K1 |
| KP1KP3 | Recording of accounting entries related to current accounts, deposits, and documentary credits in accordance with international financial reporting standards IFRS. | K2 |
| KP3KP5 | Preparing the financial statements of commercial banks and insurance companies. | K3 |
| KP5 | Evaluating the Accounting operations on treatments for life insurance | K4 |
| Skills |
|  |  |  |
| Sp1 | Communicate with others effectively and efficiently by employing working groups | S1 |
| Sp2 | Using computer systems to find solutions to given problems | S2 |
|  | Competencies |  |
| Cp3 | Using critical thinking skills in making administrative decisions and solving problems and issues of individuals and work | C1 |

Learning Resources

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| --- | --- |
| Accounting for financial institutions, Ahmed Al-Zaher, Youssef Saadeh, Tariq Office Services, 2021 | Course Textbook |
| Banking Meliat Modern Accounting Methods, authored by Khaled Amin Abdullah, 2016, Dar Wael for Publishing and PrintingAccounting for Banks and Insurance Companies, Abdul Razzaq Qassem Al Shehadeh, Ghaleb Awad Al Rifai, Publisher: Dar Wael for Printing, Publishing and Distribution, 2020 | Supporting References |
| [www.wegant.edu.com](http://www.wegant.edu.com) | Supporting Websites  |
|  Classroom laboratory Learning Platform Other  | Teaching Environment  |

Meetings and Subjects Timetable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learning Material | Task | Learning Method\* | Topic | Week |
| Textbook (chapter one) | Watch a recorded lesson and answer questions | lecture and discussions by students (2 Hours / Physical)Video (1 Hour / Moodle) | A-Explanation of the college's vision and mission, the plan, objectives and outcomes of subject learning, the application of quality assurance standards and accreditation policies, and the college's participation in the national accreditation program. (1 Hour/ Physical)B-Banks-Definition of banks, types of banks, functions of commercial and specialized banks and the central bank. (1 Hour/ Moodle)the importance of banks from an economic point of view -The banking system in Jordan (1 Hour/ Physical) | 1 |
| Textbook (Chapter Two) |  | lecture and discussions by students (2 Hours / Physical)Video (1 Hour / Moodle) | -The corporal of commercial banks, the job of the commercial bank-Commercial Bank Sections-Elements of the accounting system in a commercial bank (1 Hour/ Physical) Characteristics and features of the accounting system in a commercial bank (1 Hour/ Moodle) | 2 |
| Textbook (chapter three) | Homework: exercises and problems for debit and current accounts and clearingP(63) | lecture and discussions by students (2 Hours / Physical)Video (1 Hour / Moodle) | Current accountsThe concept of current accounts, types of current accounts (1 Hour/ Moodle) Accounting treatment of debit and credit current accounts, and clearing. (2 Hour/ Physical) | 3 |
| Textbook (chapter three)Additional Practical Examples from Supported References | SHORT EXAM | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | DepositTerm Deposits (1 Hour/ Physical) Notes Deposits Savings Benefits (1 Hour/ Physical)The problem-solving of the textbook and additional practical examples from supported reference (1 Hour/Model) | 4 |
| Textbook(Chapter four) | reviewing professional banking certificates | lecture and discussions by students (2 Hours / Physical)Self-learning(1 Hour/ Moodle) | Bank draftsThe concept of Bank drafts, their types, and the d parties who deal with bank draftsAccounting texts for internal bank drafts (2 Hour/ Physical) | 5 |
| Textbook (Chapter five) |  | lecture and discussions by students (2 Hours / Physical)solving some problem (1 Hour/Model) | 1-Accounting treatment of foreign bank drafts outgoing, incoming1. Hour/ Physical)

2-BillsFunctions and definitions of the bills department(1 Hour/ Physical)Bills Collection (1 Hour/Model) | 6 |
| Textbook (chapter six) |  | lecture and discussions by students (2 Hours / Physical)solving some problem (1 Hour/Model) | Bill of exchange discount (1 Hour/ Physical)Granting credit facilities against bills of exchange (1 Hour/ Physical) and (1 Hour/Model) | 7 |
| Textbook (chapter seven) | Homework exercises related to bills of exchange and guaranteesP193 | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | Bank Guaranty-Definition of Bank GuarantyThe elements and types-Issuance of Bank Guaranty (1 Hour/ Physical)-Modification of Bank Guaranty (1 Hour/ Physical)-Paying the guarantee (1 Hour/Model) | 8 |
| Supporting References (Chapter Six) | **Mid Exam** | lecture and discussions by students (2 Hours / Physical)solving some problem (1 Hour/Model)  | Documentary creditDefinition of documentary credit and its partiesTypes of documentary credit (1 Hour/ Physical) Documents required to open a documentary creditOutgoing / Incoming Documentary CreditAccounting treatment of incoming and outgoing credit and its amendments (1 Hour/Model) | 9 |
|  | Short exam | Model Short exam | Accounting treatment of incoming and outgoing credit and its amendments (2 Hours/ Physical)Short exam (1 Hour/Model) | 10 |
| Textbook book (chapter seven)course bookChapter 9 |  | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | The financial statements of the commercial bank (1 Hours / Physical)Its components, the criteria that govern the methods of its preparationSupervising and controlling commercial banks (1 Hour / Physical)solving some problems (1 Hour/Model) | 11 |
| Textbook book (chapter seven)course bookChapter 9 |  | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | Insurance companiesOrigin and definition of insurance (1 Hours / Physical)Types of insurance and its benefitsLegal principles of insurance (1 Hour / Physical) and (1 Hour/Model) | 12 |
| Textbook Chapter 9 | case study | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | Accounting characteristics of insurance companies (1 Hours / Physical)Technical concepts in the insurance process (1 Hours / Physical) and(1 Hour/Model) | 13 |
| Textbook (chapter twelfth)And the second topic from Supported References | Hosting an employee in a bank | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | Types of life insurance policiesAccounts of insurance companies, final accounts, and financial statements (1 Hour / Physical)life insuranceTypes of life insurance | 14 |
| Textbook (chapter twelfth)The second topic form Supported References  |  | lecture and discussions by students (2 Hours / Physical)solving some problems (1 Hour/Model) | Accounting treatments for life insurance (1 Hour / Physical) and (1 Hour/Model) | 15 |
|  |  |  | Final Exam | 16 |

\*Includes lecture, flipped Class, project-based learning, problem-solving-based learning, and collaborative learning.

Course Contributing to Learner Skill Development

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| --- |
| Using Technology |
| Using the electronic library to obtain up-to-date information on various topics related to case study |
| Communication Skills |
| Through discussions during lectures and asking students’ opinions, asking questions and consulting specialists to obtain information on various topics, discussing practical cases, and providing examples and solutions extracted from the Internet or through presentation papers in front of colleagues |
| Application of Concept Learnt |
| Solving accounts and clearing issues, solving bills and guarantees process issues |

Assessment Methods and Grade Distribution

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| --- | --- | --- | --- |
| Course Outcomes to be Assessed | Assessment Time(Week No.) | Grade | Assessment Methods |
| K1,k2 K3 | Ninth week | 30 % | Mid Term Exam |
| S1, S2C1 | Assessment WEEK(3)(8) (10 mark)QuizWeek(10)(10 mark)Week(13)case study |  |  |
| K2,k3,k4 | Sixteenth week | 40 % | Final Exam |
|  |  | 100% | Total |

 \* Include quizzes, in-class and out-of-class assignments, presentations, reports,

 Videotaped assignment, group, or individual project.

Alignment of Course Outcomes with Learning and Assessment Methods

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| --- | --- | --- | --- |
| Assessment Method\*\* | Learning Method\* | Learning Outcomes | Number  |
| Knowledge |
| assignments, semester exams, and final exam | Interactive lectures and discussions by students | Demonstrate knowledge of basic accounting frameworks and concepts in banks and insurance companies, account classification, debit and credit rules, classification of income and expenses, and financial reporting of banks and insurance companies in accordance with IFRS. | K1 |
| assignments semester exams, and final exam | Interactive lectures and discussions by studentsproblem-solving-based learning | Demonstrate knowledge of practice and procedures related to deposit, credit, documentation, functions, and types of activities in banking and insurance companies’ departments and control them in accordance with international auditing standards | K2 |
| assignments, semester exams, and final exam | Interactive lectures and discussions by students | Assessment of business functional areas and their impact on the sustainable performance of regulators and take note of the relationship Between work organizations and their external environments | K3 |
|  |
| case studyfinal exam | Interactive lectures and discussions by students | Evaluating the Accounting operations on treatments for life insurance | K4 |
| Skills |
| case study | case studypresentationsreports | To communicate with others effectively and efficiently through participatory learning using working groups to make the best decision for administrative cases | S1 |
| case study | Learning by solving problems | Employing computers to obtain information about banks and insurance companies, and the ability to work collectively in the distribution of tasks | S2 |
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| Competencies |
| case study | case studypresentationsreports | Work collaboratively with others and demonstrate leadership ability at the individual and team levels. Effective goals and projects | C1 |

 \*Include lecture, flipped class, project-based learning, problem-solving-based learning, and collaborative learning.

\*\* Include quizzes, in-class and out-of-class assignments, presentations, reports, videotaped assignments, and group or individual projects.

**Course Policies**

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|  Policy Requirements | Policy |
| The minimum pass for the course is (50%) and the minimum final mark is (35%). | Passing Grade |
| * Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark.
* Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse’s disappearance, and in this case, the subject teacher must hold a compensation exam for the student.
* Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam.
 |  Missing Exams |
| The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it. | Attendance |
| Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights. | Academic Integrity |

Program Learning Outcomes to be Assessed in this Course

 Learning Outcomes Assessment Method Description of Program

Assessment Rubric of the Program Learning Outcomes