

College of Administrative Sciences

Bachelor in Accounting and Finance

Course Description

University Compulsory Courses

ARB 101 - Arabic Language

This course deals with issues related to Arabic grammar and literature. It studies some basic linguistic issues in the vocabulary, morphology, syntax, and semantics of Arabic. It also studies stylistic and literary features through analysing and discussing some selected texts from the holy Quran and other literary masterpieces.

(Prerequisite: None)

ENG 101 - English Language (I)

ENG101 is a credit course that runs for one semester of 15 weeks for 3 or 6 hours per week during the summer semester. It is required for students of Law, Political Science, Business Administration, and Art and Design Bachelor Programmes delivered in Arabic. This course is for learners whose achievement in the Oxford Online Placement Test (OOPT) is 41 or higher. The course provides practice in reading, writing, and note-taking at the Intermediate level. It includes academic English, study skills and various reading texts and text types. The course is intended to improve the students' skills in English language to undertake a further English credit course, ENG102, and use English in their studies as needed (Prerequisite: None)

ENG 102 - English Language (II)

ENG102 is a credit course that runs for one semester of 15 weeks for 3 or 6 hours per week during the summer semester. It is required for students of Law, Political Science, Business Administration, and Art and Design Bachelor Programmes delivered in Arabic. This course is for learners who have completed ENG101. The course provides practice in reading, writing, and note-taking at Upper Intermediate level. It includes academic English, study skills and various reading texts and text types. The course is intended to improve the students' English language skills to undertake various credit courses and use English in their studies as needed.

(Prerequisite: ENG 101)

CS 104 -Computer Skills

This course covers the following topics: basic information technology concepts, using the computer to manage files, word processing, spreadsheets, presentation and database.

(Prerequisite: None)

BA 161 - Introduction to Entrepreneurship

This course aims to study the concept of entrepreneurship, explain its implications and significance, and provide students with the knowledge and skills necessary to transform ideas into applied entrepreneurial projects in accordance with the rules of founding entrepreneurial projects. Moreover, the course aims to provide the students with the core skills of an entrepreneur, starting from establishing the project, choosing the legal formula for it, planning, organising, marketing, and financing until the whole process is fully managed while enabling the students to submit proposals to establish a commercial project and discuss it at the end of the semester. Finally, the course aims to study practical cases for pioneering projects in the Kingdom of Bahrain.

(Prerequisite: None)

HBH 105 - Bahrain Civilization & History

This course deals with the history of Bahrain from 1500-1800. It studies the stages of the Portuguese invasion of this part of the world and the international power struggle that erupted after the invasion. It also deals with the ruling of Al-Utuub Tribe of Bahrain and the reign of Al Khalifa thereafter.

(Prerequisite: None)

HR 106 - Human Rights

This course discusses the basic principles of human rights. It acquaints students with the nature of human rights; their realms and sources, paying special attention to the international legal provisions concerning human rights included in the following documents: United Nations Charter, International Declaration of Human Rights, International Accord on Civil and Political Rights, International Accord on Social and Economic Rights, International agreement against torture and inhumane, disrespectful punishment, and Protection mechanisms and constitutional organisation of public rights and freedoms in the Kingdom of Bahrain. (Prerequisite: None)

University Elective Courses

ISL 101 - Islamic Culture

The course deals with the concept of "Culture" in general and the concept of "Islamic Culture" in particular, and other related concepts. Thus, the course studies the characteristics of the Islamic culture, its sources, fields of study, and its role in creating the "Islamic character". It also deals with the so-called "cultural invasion", its types, methodologies, and other related issues.

(Prerequisite: None)

ISL 103 - Islam & Contemporary Issues

This course deals with the way Islam deals with contemporary issues such as the phenomenon of fanaticism, determination of the Islamic calendar, alms tax (Zakat) on money and jewellery, democracy and government system, and other scientific and cultural developments.

(Prerequisite: None)

ISL 102 - Islamic Ethics

This course is an Elective University Requirement. It stresses the importance of ethics in Islam and the value Islam gives to ethics in general and work ethics in particular. The course draws general comparisons of the treatment of ethics along different ages in the history of Islam. According to Islam, it offers insights into the possible tools to enhance work ethics.

(Prerequisite: None)

SPT 101 - Special Topics

This course is an Elective University Requirement. It deals with special contemporary topics that are important to university students, and the topics dealt with may be economic, social, historical, or political.

(Prerequisite: None)

LFS 102 - Thinking and communications skills development

This course is a University Requirement. It introduces the concept of thinking, its characteristics, its forms and its importance in the educational process. The course also deals with applying modern strategies and theories interpreted for different kinds of thinking. The course deals in detail with aspects of communication skills to improve the students' skills in overcoming communicative barriers when communicating in various situations and for various purposes.

(Prerequisite: None)

SOC 101 - Introduction to Sociology

The course introduces Sociology; the scientific study of society. Thus, the course stresses social interaction processes and their impact on the members of any society. The course provides the students with knowledge of the main social phenomena and the components of social structure.

(Prerequisite: None)

MAN 101 - Man and Environment

This course deals with issues related to the relationship between human beings and the environment they live in, with special attention to the environment of the students at the University. The course draws the students' attention to the environmental significance and the necessity of regulating our behaviour to avoid harming it.

(Prerequisite- None)

LIB 101 - Introduction to Library Science

This course introduces the library sciences. It gives a general historical review of the development of libraries through the ages and sheds light on the importance of libraries in the development of knowledge and sciences. The course reviews the services the libraries introduce to those who may want to benefit.

(Prerequisite- None)

CS 205 - Computer Applications

This course includes the following topics: using a word processing programme to write reports, using a spreadsheet software programme to create an elementary accounting programme, using a database software programme to design an elementary information system.

(Prerequisite-CS104)

College Compulsory Courses

ACF 101 - Principles of Accounting I

This course concentrates on basic accounting concepts, principles and assumptions, basic accounting equations, the accounting cycle (journalising, posting, preparation of a trial balance, financial statement), adjusting entries, the accounting cycle for a merchandising company, and computing inventory cost under periodic and perpetual inventory systems.

(Prerequisite: None)

BA 108 - Principles of Management I

This course is market structures: pure competition, introductory for studying management and its role in organisations. It introduces the ideas of managerial levels, skills and management concepts, and develops their understanding of how successful employees and managers operate. The course begins with a historical overview of the Management field and the evolution of management thought. Additionally, the course focuses on the management process/ managerial functions such as planning, organising, leading, and controlling.

(Prerequisite: None)

BA 218 – Principles of Marketing

This course provides a broad background to the marketing concept, the role of marketing in an organisation and the external environment. It also introduces some basic and advanced marketing tools. During the course, the student will learn to think like a marketer and understand how marketing managers use marketing elements to enable their business organisation to gain a competitive advantage.

(Prerequisite- BA108)

BA 307 - Methods of Scientific Research

The course studies the scope and significance of business research. It introduces the various aspects of business research, its types, tools and methods and students will learn how to apply business research techniques to real-world situations. The course covers topics such as identifying a topic by the student, proposition of hypothesis, formulation of research inquiries, literature review development, and select research design and methodologies. Additionally, students will learn data collection techniques; primary and secondary data with application to specific problems, scaling and research instrument design and sampling design.

(Prerequisite: STA101)

ECO 102 - Principles of Microeconomics

This course is designed to provide students with detailed knowledge and basic practical skills to apply economic concepts and theories at the consumer and producer levels. The course includes the market systems, demand and supply, market equilibrium, elasticity, consumer behaviour, public goods and externalities, and market structures: pure competition, monopoly, oligopoly, marginal cost, and marginal revenue.

(Prerequisite: None)

ECO 103 - Principles of Macroeconomics

This course is designed to provide students with advanced knowledge and practical skills to apply economic concepts and theories to real-world problems. The course includes economic growth, inflation and unemployment, money and banking, fiscal and monetary policy, national trade, aggregate demand, aggregate supply, and the market system.

(Prerequisite: ECO102)

MATH 102 - Business Mathematics

This course focuses on business mathematics topics such as set theory, distance formula, line equations, matrices, integration and derivation. During this course, the student will learn the various types of functions and be able to solve and sketch functions. The course will also generally increase the student's ability and mathematics skills.

(Prerequisite: None)

POL110 - Introduction to Political Sciences

The course introduces the basic concepts and ideas of Political Science. It teaches students the relationship between political science and other specialisations and develops their understanding of key concepts such as 'the state', 'government', 'political parties' and 'interest and pressure groups'. The course stresses important topics such as the political system, political socialisation and public opinion, and international relations. It introduces the evolution of the international system, foreign policy and international organisations.

(Prerequisite: None)

STA 101 - Principles of Statistics

Principle of Statistics (STAT 101) is the capstone, integrative course for all students for two colleges (Administrative and Arts and Science). This exciting, challenging course focuses on presenting and describing statistical data related to students' practical life. As well as Principle of Statistics taught inferential statistics as correlation and regression to employ it practically. Students use all the knowledge acquired from prior business courses together with this course.

(Prerequisite: MATH102)

Programme Compulsory Courses

ACF102 - Principles of Accounting (II) E

This course is designed to provide students with general knowledge and basic practical skills in financial accounting. The course includes measuring and disclosing cash, receivables, deferrals and accruals, tangible assets, current liabilities, partnerships and corporations, capital formation, and dividends and retained earnings.

(Prerequisite: ACF101)

ACF 151 - Financial Management I

This course is designed to provide students with detailed knowledge and basic practical skills to apply decision-making in a financial context. The course includes an introduction to financial management, financial statement interpretations, time value of money, risk and return, capital budgeting, valuing stocks and bonds, and long-term financing.

(Prerequisite: ACF101)

ACF 203 - Intermediate Accounting 1

This course is designed to provide students with advanced knowledge and practical skills to apply the International Accounting and Financial Reporting Standards. The course covers the international accounting standards, international financial reporting standards, a conceptual framework for financial reporting, financial statements, receivables, inventory valuation, property, plant and equipment, natural resources, and intangible assets.

(Prerequisite: ACF102)

ACF 204 - Intermediate Accounting 2

This course is designed to provide students with advanced knowledge and practical skills to apply the conceptual framework of financial accounting and its relevance to the modern business environment. The course covers contingent liabilities, non-current liabilities, stockholder's equity, investments, revenue recognition, accounting for lease, accounting changes and errors, and statement of cash flows.

(Prerequisite: ACF203)

ACF 221 - Cost Accounting E

This course aims at equipping students with detailed knowledge and understanding of cost accounting. The main topics covered are nature, source and purpose of management information, job costing, activity-based costing, process costing, variable and absorption costing, master budget and responsibility accounting, flexible budgets, and standard costing and variance analysis.

(Prerequisite: ACF101)

ACF 231 - Taxation Accounting

This course is designed to provide students with detailed knowledge and understanding and basic practical skills in taxation accounting. This course includes the function and purpose of taxation, the scope of income tax, income from employment and self-employment, property and investment income, computation of taxable income and income tax liability, taxation on capital gains, compliance checks, appeals, disputes, and penalties, value-added tax (VAT) in Bahrain and GCC Region.

(Prerequisite: ACF102)

ACF 252 - Financial Management (2) E

The course is designed to provide students with advanced knowledge and skills in financial management. The course includes the cost of equity, debt and capital, capital structure theories, leverage, dividend policy, working capital management, and long-term financing decision.

(Prerequisite: ACF151)

ACF 280 - Corporate & Business Law

This course is designed to provide students with detailed knowledge and understanding of the general legal framework and specific legal areas relating to business. Topics include elements of the legal system, contract formation, content, breach, remedies, professional negligence, employment law, companies' formation, types, capital financing and maintenance, dividends, management and administration, insolvency and liquidation, corporate fraudulent and criminal behaviour.

(Prerequisite: ACF151)

ACF 305 - Advanced Financial Accounting E

This course is designed to provide students with advanced knowledge and understanding related to the accounting of intra-entity and inter-entity transactions. The course covers the equity method of accounting for investments, consolidation of financial information, subsequent acquisition date, outside ownership, intra-entity asset transactions, variable interest entities, intra-entity debt, consolidated cash flows, and other issues, foreign currency transactions and financial statements, partnership operations. (Prerequisite: ACF204)

ACF 310 - Islamic Banking & Finance

This course is designed to provide students with advanced knowledge and understanding of Islamic Banking and finance. Topics covered include Islamic finance and banking system foundations, functions, and objectives, regulatory and institutional frameworks, Principles of Islamic Financial Transactions, Types of deposits and investment tools in Islamic banks, Murabaha, Mudaraba, Musharakha, Ijara, Salam, and Istisna'a, Islamic banking services, Governance in Islamic Banks and Finance Institutions.

(Prerequisite: ACF252)

ACF 322 - Managerial Accounting E

This course is designed to provide students with advanced knowledge and skills in applying management accounting techniques for planning, decision making, performance evaluation, and control. The course covers the cost–volume–profit analysis and sales mix, cost estimation and cost behaviour, measuring relevant costs and revenues for decision-making, decision-making under conditions of risk and uncertainty, pricing decision and profitability analysis, divisional financial performance measures, transfer pricing in divisionalised companies, strategic performance management, strategic cost management and value creation, capital budgeting.

(Prerequisite: ACF221)

ACF 351 - Financial Markets & Institutions

This course is designed to provide students with advanced knowledge and advanced-level skills in the financial markets and institutions. The course includes an introduction to financial markets, money market, stock market, bond market, mortgage market, foreign market, exchange rate in the short and long run, and valuation of securities and derivatives markets.

(Prerequisite: ACF252)

ACF 353 - Investment Management

This course is designed to provide students with Advance knowledge and advanced-level skills in Investment Management. This course covers an introduction to investment management and the history of financial markets,

securities markets and financial Instruments, portfolio theory, asset allocation, portfolio optimisation, market efficiency hypotheses, Diversification and investment strategies, Principles of asset valuation, Stock valuation, Bond valuation, Convertibles and warrants valuation, Risk management and performance evaluation, Mutual funds and hedge funds, and finally Contemporary issues in investment management.

(Prerequisite: ACF351)

ACF 360 - Auditing & Assurance Services

This course is designed to provide students with advanced knowledge, skills, and professional values in auditing and assurance services. The course covers the audit framework and regulation, audit planning and risk assessment, internal control system, audit evidence, procedures, and sampling, auditing revenue and collection cycle, auditing acquisition and expenditure cycle, auditing production, finance, and investment cycle, subsequent events and going concern, written representation and audit finalisation the auditor's report.

(Prerequisite: ACF204)

ACF 370 - Data Analytics for Accounting & Finance

This course is designed to provide students with advanced knowledge and practical skills in data analytics for accounting and finance aspects. The course includes data preparation, cleaning, modelling, evaluation, and visualisation, audit data analytics, managerial accounting analytics, financial statement analytics, and tax analytics.

(Prerequisite: ACF221 + ACF252)

ACF 401 - Financial Reporting

This course is designed to provide students with critical knowledge and specialised skills to apply international accounting and reporting standards. Topics covered include first-time adoption of international financial reporting standards, events after the reporting period, borrowing costs, earnings per share, interim financial reporting, impairment of assets, share-based payment, non-current assets held for sale and discontinued operations, operating segments, revenue from contracts with customers, accounting for government grants and disclosure of government assistance, employee benefits, biological assets.

(Prerequisite: ACF305)

ACF 411- Financial Accounting & Reporting for Islamic Institutions

This course is designed to provide students with Critical knowledge and understanding and specialised skills related to financial accounting and reporting Islamic Institutions. This course includes a conceptual framework for financial reporting in Islamic financial institutions, the latest issues of Islamic Accounting Standards such as Murabaha, Mudarabah, Musharakah, Salam, Istisnaa, Ijarah, Zakah, Investments and General presentation and disclosure in the financial statements of Islamic banks and financial institutions, and Foreign Operations Reporting in Islamic Institutions.

(Prerequisite: ACF310)

ACF 450 - Entrepreneurial Finance

This course is designed to provide students with critical knowledge and understanding and specialised-level skills in entrepreneurial finance. The course includes an introduction to entrepreneurial finance, valuation of entrepreneurial ventures, financing strategies, capitalisation tables, financing decisions, innovative business models using blockchain, analysis of blockchain technologies, and the future of entrepreneurial finance in the kingdom of Bahrain.

(Prerequisite: BA161 + ACF 351)

ACF 453 - Portfolio Management

This course is designed to provide students with critical and detailed knowledge that enables them to form, analyse and manage a portfolio. The course contains an introduction to portfolio management, equity portfolio management strategies, portfolio risk and returns measures, Markowitz portfolio theory, models of capital market: capital asset pricing model (CAPM), arbitrage pricing model (APT), evaluation of portfolio performance, constructing a portfolio, portfolio management and derivatives, portfolio monitoring and rebalancing professional asset management, and bond portfolio management strategies.

(Prerequisite: ACF353)

ACF 456 - Financial Analysis & Valuation

This course is designed to provide students with critical and detailed knowledge that enables them to conduct in-depth financial analyses. The course includes an introduction to financial analysis, financial statements, operating activities, investing activities, financing activities, financial ratios, cash flow analysis, profitability analysis, credit analysis and equity analysis and valuation. (Prerequisite: ACF305 + ACF353)

ACF 457 - Financial Risk Management

This course is designed to provide students with critical knowledge and understanding of financial risk management. The course includes the types of financial risk, managing assets risk, credit portfolio, interest rate, exchange rate, credit, derivatives, operational, cash flow, and budget exposures risks, hedging, the interrelationship between risk and return, managing risks in capital investment decisions, the value of common stock and debt in the capital structure risks, capital asset pricing model and a weighted average cost of capital, and international financial risk management.

(Prerequisite: ACF353)

ACF464 - Corporate Governance & Professional Ethics

This course is designed to cover a range of advanced topics related to governance and professional ethics. Corporate governance objectives, relevance and importance, OECD principles corporate governance, theories underlying

corporate governance, corporate governance code of the Kingdom of Bahrain, and board of directors: structure, roles and responsibility, board of director's committees, corporate social responsibility, accounting ethics and professional conduct: principles, rules, and threats, ethics applied to accounting firms, and ethics applied to tax and managerial accounting.

(Prerequisite: ACF360)

ACF 471 - Accounting Information Systems

This course is designed to cover a group of critical knowledge and specialised skills in accounting information systems. Topics covered include accounting information system components, development, and documentation, relational databases, fraud, computer misuse and cybercrime, systems security and protection, and business cycles.

(Prerequisite: ACF370)

ACF 491 - Internship

The internship is a pre-arranged, credit-bearing work experience that allows a student to achieve personal goals aligned with the goals of a supervising professional organisation or agency. Internships provide opportunities to explore career options, test career choices, and encourage the development of skills within a chosen field. An internship allows students to relate theory with practical job experience and develop new skills that will be transferable to future employers.

(Prerequisite: 90 Credit Hours)

ACF 499 - Applied Research in Accounting & Finance Science

In this course, students critically apply appropriate research methodologies to conduct applied research with a comprehensive research report. Typically, the research undertaken will be oriented to real-life business problems or situations selected by the student and validated by the tutor. This allows the individual student to take the responsibility of executing applied research with guidance from a supervisor. The student will use knowledge and skills gained in earlier studied courses and implement them in the research. Students will be required to plan their work and meet deadlines, and they also need to demonstrate the outcome of the investigation and write a comprehensive report.

(Prerequisite: BA307)

Programme Elective Courses: (6 Credit hours/2 courses to be chosen from this group)

ACF 431 - Advanced Taxation

This course is designed to provide students with critical knowledge and understanding of advanced taxation. This course covers the comparative tax systems internationally, national insurance contribution of taxable income and income tax liability, taxation for corporate group structure, the effect of tax at a business level, advanced taxation issues

in capital gains and inheritance, tax planning, avoidance and minimisation, tax fraud and penalties for non-compliance, tax havens, double taxation, and sustainability.

(Prerequisite: ACF231 + 100 credit hours)

ACF 440 - Public Sector Accounting

This course is designed to provide students with critical knowledge and understanding of public sector accounting, particularly concerning the Kingdom of Bahrain. Topics covered include public sector accounting: Nature and characteristics, budgeting: accounting and reporting, state budget and final accounts: Kingdom of Bahrain, accounting for governmental operating activities, capital assets and capital projects, general long-term liabilities and debt service, business-type activities, fiduciary activities - agency and trust funds, Analysis of Governmental Financial, performance budgeting and performance measurement and international public sector accounting standards (IPSAS).

(Prerequisite: ACF305)

ACF 458 - Insurance & Takaful

This course is designed to provide students with critical knowledge and understanding of insurance and takaful. The course includes the risk types, causes, and elements, conventional insurance: pillars, types of contracts, their effects and expiration, technical and legal principles of insurance, the concept of takaful, the differences between takaful and commercial insurance, takaful companies, takaful and conventional reinsurance, Sharia standard related to insurance.

(Prerequisite: ACF310)

ACF 459 - International Finance

This course is designed to provide students with critical knowledge and understanding and specialised-level skills in international finance. This course covers the following subjects: understanding of finance in the international context, the historical perspectives and foundations of international finance, opportunities and risks associated with international finance, international financial markets, financial operations of multinational corporations within the international environment, management of currency risk within the foreign exchange markets and exchange rate determination, the political risk of multinational companies, financial globalisation and international financial crises transmission, developments in the world of finance and their implications for business strategies, and contemporary issues in international finance.

(Prerequisite: ACF351)

ACF 460 - Advanced Auditing

This course is designed to provide students with critical knowledge to analyse, evaluate and conclude on the audit and assurance engagements and issues in the context of best practice and current developments. Topics include money laundering, laws and regulations compliance: the responsibilities of management and auditors, code of ethics and

control, fraud and error, professional liability, quality control and practice management, auditing historical financial statements, analytical procedures, group audit, audit-related and assurance services, specific assignments, social, environmental, and integrated reporting.

(Prerequisite: ACF360)

ACF 465 - Internal Audit

This course is designed to cover a range of advanced topics related to internal audits. The course covered: the introduction to internal audit, the international professional practices framework, risk management, the business processes and risks, internal control, Information technology risks and control, risk of fraud and illegal acts, audit evidence and working papers, audit planning and engagement, and communicating outcomes and follow up procedures.

(Prerequisite: ACF360)

ACF 470 - Quantitative Analysis in Accounting & Finance

This course is designed to provide students with critical knowledge and specialised skills in utilising statistical and quantitative analyses of issues in finance and accounting. Students will get exposure to a number of quantitative models proven to be effectively applicable to accounting and financial management problems, including decision trees, linear programming, inventory control, time series analysis, forecasting, volatility models, panel data models and networking models.

(Prerequisite: ACF370)

ACF 473 - Artificial Intelligence Applications in Accounting & Finance

This course is designed to provide students with critical knowledge and practical skills to utilise Artificial Intelligence approaches and applications to accounting and finance data. Topics covered an introduction to business and finance, big data analysis and infrastructure, extracting intelligence from big data, artificial intelligence and machine learning, business applications of machine learning, machine learning applications in accounting and finance, artificial intelligence simulation, risk, governance, and driven business.

(Prerequisite: ACF370)

ACF 485 - Contemporary Issues in Accounting & Finance

This course is designed to provide students with specialised skills and detailed knowledge of contemporary issues in accounting and finance. This course will cover emerging topics in accounting and finance that will vary as conditions change.

(Prerequisite: ACF305 + ACF353)

