Syllabus of BBA Banking and Financial Services
(Effective from academic session 2020-21)

Semester-III

Name of the Course: Bachelors in Banking and Financial Services	
Subject: Retail Banking Technology and Operations	
Course Code: BBABFS301	**Semester:** 3
Duration:30	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam**: 70
Tutorial: 1	**Teacher's Assessment**: 10
Practical:	**Internal Assessment**: 20
Credit: 3	**Practical Sessional internal continuous evaluation**:
	Practical Sessional external examination:

Aim:	
Sl. No.	
1.	Build a foundational understanding of Banking, its concepts and customer relations
2.	Understanding the banking sector, business structures and core banking solutions

Objective:	
Sl. No.	
1.	To gain an insight into understanding the functioning of banking and its operations

Pre-Requisite:	
Sl. No.	
1.	NA

Contents		Hrs./week	
Chapter	**Name of the Topic**	**Hours**	**Marks**
01 Introduction to Banking	• Banks and Evolution of Banking • Importance of Banks in an Economy • Structure of Indian Banking System • Cooperative Banks • Apex Banking Institutions	1	6
02 Introduction to	• Commercial Banking and Services Offered • Retail Banking • Wholesale Banking	2	6

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Commercial Banking	• Branch Banking • BC and BF • International Banking • Universal Banking • Differentiated Banking and Draft Guidelines • Notable Trends in Banking Sector		
03 Basic Banking Concepts	• Bank Rate, CRR, SLR, Repo Rate, Reverse Repo Rate • Marginal Standing Facility • Negotiable Instruments • Cheque and Drafts • NEFT and RTGS • CYU	2	6
04 Types of Customers	• Types of Customers	2	6
05 Banker Customer Relationships	• Bank-Customer Relationships • Banker's Special Relationships	2	6
06 KYC	• KYC and its Objectives • Application and Advantages of KYC • KYC Process • Small Deposit Account • Risk Management and Monitoring	3	6
07 Deposit Products and Services	• Bank Services • Deposit Products • General Factors • Para - Banking Services	3	6
08 Principles of Lending	• The principles of Good lending • 5Cs Model • External Factors Affecting Lending • Term Lending and Credit Analysis	3	6
09 Retail Lending Products	• Retail Banking Definition, Characteristics and Features • Retail Banking Products • Losses, Opportunities and Challenges • CIBIL	3	6
10 Corporate Lending Products	• Corporate Banking and Corporate Lending • Corporate Lending Products • LC, BG, Consortium and Multiple Lending • Raising Loans abroad • Issues and Challenges	3	6
11 Banking Sector & Technology Business	• Need for Technology • Recent Technology Developments • General Business Structure & I.T • I.T Framework	3	6

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Structure & I.T. Framework	• Regulatory Framework		
12 Core Banking Solution & Transaction Cycles	• Core Banking - Channels • Core Banking Solution Framework • Branch Banking I.T Infrastructure & Process Flow • Transaction Cycle - Credit Cards & Trade Finance • SME Lending Solutions • Foreign Exchange & Treasury Solutions	3	4
	Sub Total:	**30**	**70**
	Internal Assessment Examination & Preparation of Semester Examination		**30**
	Total:		**100**

Practical:
Skills to be developed:
Intellectual skills:
1. Communication skills. ...
2. Problem solving. ...
3. Numeracy skills. ...
4. Teamwork. ...
5. Organisation and time management. ...
6. Leadership

Motor Skills:
    1.Customer service

List of Practical: Sl. No. 1& 2 compulsory & at least three from the rest)
1. Communication skills. ...
2. Problem solving. ...
3. Customer service. ...
4. Numeracy skills. ...
5. Teamwork. ...
6. Organisation and time management

List of Books
Text Books:

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Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Suresh Samudrala	Retail Banking Technology	2015/ B00SZT7LGY	Jaico Publishing House;

Reference Books:

Tim Walker and Lucian Morris	The Handbook of Banking Technology	2020/ 978-1119328018	John Wiley & Sons

End Semester Examination Scheme.   Maximum Marks-70.   Time allotted-3hrs.

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

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Name of the Course: Bachelors in Banking and Financial Services	
Subject: Introduction to Derivatives	
Course Code: BBABFS302	Semester: 3
Duration: 30	Maximum Marks: 100
Teaching Scheme	Examination Scheme
Theory: 4 hours per week	End Semester Exam: 70
Tutorial:	Teacher's Assessment: 10
Practical:	Internal Assessment: 20
Credit: 3	Practical Sessional internal continuous evaluation:
	Practical Sessional external examination:

Aim:	
Sl. No.	
1	Basic understanding of the Derivatives and its product.
2	Introduction to different terms related to the Derivatives.

Objective:	
Sl. No.	
1	Learning different terms and methodologies of the Derivatives.

Pre-Requisite:	
Sl. No.	
1	Basic knowledge of finance and communication skills.

Contents		Hrs./week	
Chapter	Name of the Topic	Hours	Marks
01 Introduction to Derivatives	- Definition of derivatives - Elements of derivatives - Characteristics of derivatives - Participants in the derivatives market - Hedgers - Speculators - Arbitrageurs - Underlying assets - Origin and development of derivatives - Derivative market in India - Benefits of derivatives - Factors driving growth of derivatives / need for derivatives	2	9

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	• Risk in derivatives • Pitfalls of derivatives		
02 Derivative Products	• Derivative products • OTC Derivatives • Forwards • Swaps • Warrants • Exchange Traded Derivatives • Futures	4	9
03 Introduction to Futures	• Introduction to futures • Features of futures • Futures & Future terminology • Example of a future contract • Payoff for buyer of futures: Long & Short futures • Forwards v/s futures • How to calculate open interest? • Revise – difference between position of future buyer and seller	4	9
04 Types of Margin	• Types of Margin • Types of Orders • Speculating with Futures • Hedging Strategies – Index Futures • Types of Hedging Strategies • Types of Arbitrage	4	9
05 Pricing of Future	• Pricing of Futures • Convergence of futures to spot • Calculation of profit/loss on a Futures position • Understanding Leverage in a Futures contract • Payoff diagrams of a Future contract	4	9
06 Introduction to options- Call options	• Difference between Call option Buyer and Writer • Options premium • Intrinsic value • Time value • Relationship of call option value with time • Behavior of Time value • Option Premium for Calls • Call buyer position – payoff • Call seller position – payoff	4	9
07 Options/ Put Options	• Put option • Premiums for put options • Put buyer position – payoff • Put seller position – payoff • Difference between put buyer and seller • Break-even point for options • Factors affecting the value of options premium	4	9

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	• Trading screen		
08 Introduction to clearing and settlement system	• Participants in the derivatives market • Introduction • 1. Clearing Members • 2. Clearing Mechanism • Illustration • 3. Settlement Mechanism • Types of Settlement • Settlement Price - a. Daily premium settlement • b. Final settlement • c. Settlement of Custodial Participant (CP) Deals	4	7
	Sub Total:	**30**	**70**
	Internal Assessment Examination & Preparation of Semester Examination		**30**
	Total:		**100**

Practical:
Skills to be developed:
Intellectual skills:
1. Knowledge of Derivatives
2. Trading Skills
3. Analytical skills

Motor Skills:
1. Understand the market drivers
2. Disciplined

List of Practical: Sl. No. 1& 2 compulsory & at least three from the rest)
1. Knowledge of Derivatives
2. Trading Skills
3. Analytical skills
4. Understand the market drivers
5. Disciplined

Assignments:

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher

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Ashwini Gujral	How to make money trading Derivatives	2008 /9788170948537	Vision Books

Reference Books:

by John C. Hull and Sankarshan Basu	Options, Future & Other Derivatives	2018 / 978-9352866595	Pearson Education

List of equipment/apparatus for laboratory experiments:

Sl. No.	
1.	**NA**

End Semester Examination Scheme.   Maximum Marks-70.   Time allotted-3hrs.

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

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Name of the Course: Bachelors in Banking and Financial Services

Subject: Fundamental Analysis & Financial Reporting

Course Code: BBABFS303		**Semester:** 3	
Duration:		**Maximum Marks:** 100	
Teaching Scheme		**Examination Scheme**	
Theory: 4 hours per week		**End Semester Exam**: 70	
Tutorial:		**Teacher's Assessment**: 10	
Practical:		**Internal Assessment**: 20	
Credit: 3		**Practical Sessional internal continuous evaluation**:	
		Practical Sessional external examination:	

Aim:

SI. No.	
1	Build a foundational understanding of Fundamental Analysis & Financial Reporting
2	Establish a link between various components of Fundamental Analysis

Objective:

SI. No.	
1	To gain an understanding of the various concepts of Fundamental Analysis and financial reports

Pre-Requisite:

SI. No.	**NA**
1	

Contents			Hrs./week	
Chapter	**Name of the Topic**		**Hours**	**Marks**
01 Introduction to Fundamental Analysis	• Describe What is Fundamental Analysis • Identify Who Performs Fundamental Analysis • List the steps of the Fundamental Analysis Process • Data Gathering • Building Models • Analysis • Determining the Business Outlook and Value • Buy / Sell Recommendations		1	6
02 Economic Analysis	• Understanding concepts of economic analysis • Economic cycle • Acceleration • Declaration		2	6

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	• Fiscal Policy • Monetary policy		
03 Industry Analysis	• Understanding Porter's Five Forces • Industry Analysis • Industry Classification • Demand Analysis • Supply Analysis • Profitability	2	6
04 Financial Statement Analysis	• Describe Financial Statement Analysis • List Tools & Techniques of Analysis • List Types of Comparison	2	6
05 Introduction to Ratios	• Describe Ratio Analysis • Describe how is a ratio is expressed • List advantages of Ratio Analysis • Define basis of Ratio Analysis • List classification of Ratios • Define Liquidity Ratios	2	6
06 Profitability and Valuation Ratios	• Describe Profitability Ratios • Describe Valuation Ratios	3	6
07 Leverage and Efficiency Ratios	• Understand Du Pont analysis • Describe Leverage Ratios • Describe Turnover Ratios	3	6
08 Analyzing Annual Reports	• Understand the components and significance of Annual Reports.	3	6
09 Cash Flow Statements	• Describe Cash Flow Statement	3	6
10 Funds Flow Statement	• Understand and Describe Funds Flow Statement	3	6
11 Reporting Requirements	• Reporting Requirements	3	6
12 Investment Strategy Using FA	• Understand Growth Investing using CAN SLIM	3	4
	Sub Total:	**30**	**70**
	Internal Assessment Examination & Preparation of Semester Examination		**30**
	Total:		**100**
Practical:			

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Skills to be developed:

Intellectual skills:

1. Analytical Skills
2. Risk Management.
3. Market Intelligence.
4. Forecasting.
5. Statistical Techniques.

Motor Skills:

1. Profiling.
2. Networking.

List of Practical: Sl. No. 1& 2 compulsory & at least three from the rest)

1. Analytical Skills
2. Risk Management.
3. Market Intelligence.
4. Profiling.
5. Networking.

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Raghu Palat	Fundamental Analysis for Investors	2015 / 978-8170947950	Vision Books

Reference Books:

Robert G. Hagstrom	The Warren Buffett Way	2014 / 978-8126546435	Wiley

List of equipment/apparatus for laboratory experiments:

Sl. No.	
	NA

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2.							
End Semester Examination Scheme.			**Maximum Marks-70.**			**Time allotted-3hrs.**	
Group	**Unit**	**Objective Questions** (MCQ only with the correct answer)		**Subjective Questions**			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

Name of the Course: Bachelors in Banking and Financial Services	
Subject: Indian Banking structure & laws	
Course Code: BBABFS304	**Semester:** 3
Duration:30	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam**: 70
Tutorial:	**Teacher's Assessment**: 10
Practical:	**Internal Assessment**: 20
Credit: 3	**Practical Sessional internal continuous evaluation**:
	Practical Sessional external examination:
Aim:	
Sl. No.	
1	Build a foundational understanding of the Indian Banking structure & its laws
2	To gain knowledge about the various components of the Indian Banking structure, its regulations, legal aspects, banking related operations and laws
Objective:	
Sl. No.	
1	To gain valuable knowledge about the Indian Banking Structure and Laws
Pre-Requisite:	
Sl. No.	**NA**

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Contents		Hrs./week	
Chapter	Name of the Topic	Hours	Marks
01 Regulations and Compliance	• Legal Framework of Regulation of Banks • Control Over Organization of Banks • Regulation of Banking Business • Returns Inspection, Winding up, Mergers & Acquisitions • Public Sector Banks and Cooperative Banks • Financial Sector Legislative Reforms • Recent Legislative Changes in RBI Act • Financial Sector Development Council	8	18
02 Legal aspects of Banking Operations	• Different Types of Borrowers • Types of Credit Facilities • Secured and Unsecured Loans, Registration of Firms and Incorporation of Companies • Indemnities • Bank Guarantees • Letters of Credit • Deferred Payment Guarantees • Laws Relating to Bill Finance • Various Types of Securities • Laws Relating to Securities and Modes of Charging – I • Laws Relating to Securities and Modes of Charging – II • Registration and Satisfaction of Charges • Case Laws on Responsibility of Paying Bank • Case Laws on Responsibility of Collecting Bank	8	18
03 Banking Related Laws	• Recovery of Debts due to Banks and Financial Institutions Act, 1993(DRT Act) • Securitisation and Reconstruction of Financial Assets and Enforcement of • Securities Interest Act (SARFAESI) • Banking Ombudsmen Scheme • Bankers Books Evidence Act, 1891 • The Legal Services Authorities Act, 1987 • The Consumer Protection Act, 1986 and CERSAI • The Law of Limitation • Tax Laws • Negotiable Instruments Act, 1881 • Payment & Settlements Systems Act, 2007	8	18

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04 Commercial Laws with reference to Banking Operations	• Indian Contract Act, 1872 • The Sale of Goods Act, 1930 • Indian Partnership Act, 1932 • Definition and features of a company • The Companies Act, 1956 • Foreign Exchange Management Act, 1999 • Transfer of Property Act, 1882 • The Right to Information Act, 2005 • Right To Information and Obligation of Public Authorities • The Prevention of Money Laundering Act, 2002 • Information Technology Act, 2000	6	16
	Sub Total:	30	70
	Internal Assessment Examination & Preparation of Semester Examination		30
	Total:		100

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
N K Gupta	Legal And Regulatory Aspects of Banking - JAIIB - 2020 Edition	2020 / B08413PC45	IBC Academy Publications

Reference Books:

Mishra Sukhvinder	Banking Law and Practice	2014 / B06XKV724W	S Chand

List of equipment/apparatus for laboratory experiments:

Sl. No.	
	NA

End Semester Examination Scheme.   **Maximum Marks-70.**   **Time allotted-3hrs.**

Group	Unit	Objective Questions	Subjective Questions

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		(MCQ only with the correct answer)					
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
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Name of the Course: Bachelors in Banking and Financial Services	
Subject: Business Environment	
Course Code: BBABFS304 – A	**Semester:** 3
Duration:30	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam**: 70
Tutorial:	**Teacher's Assessment**: 10
Practical:	**Internal Assessment**: 20
Credit: 3	**Practical Sessional internal continuous evaluation**:
	Practical Sessional external examination:

Aim:

Sl. No.	
1	Build a foundational understanding of a Business Environment
2	To gain knowledge about the different elements involved in understanding the socio-economic, legal and political environments involved in a business

Objective:

Sl. No.	
1	To gain knowledge about the varied concepts of a Business Environment

Pre-Requisite:

Sl. No.	
1	Basic knowledge of Economics

Contents		Hrs./week	
Chapter	**Name of the Topic**	**Hours**	**Marks**

01 Introduction to Business Environment	• **Business:** Meaning, Definition, Nature & Scope, Types of Business Organizations
	 • **Business Environment**: Meaning, Characteristics, Scope and Significance, Components of Business Environment
	 • **Micro and Macro Environment:** Definition, Differentiation, Analysis of Business Environment, SWOT Analysis
	 • **Introduction to Micro-Environment:**
	   1. Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity
	   2. External Environment: Firm, customers, suppliers, distributors, Competitors, Society
		8	18

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	• **Introduction to Macro Components**: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal)		
02 Political and Legal environment	• **Political Institutions:** Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India • **Economic environment:** economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy • Impact of business on Private sector, Public sector and Joint sector • Sun-rise sectors of India Economy. Challenges of Indian economy	8	18
03 Social and Cultural Environment, Technological environment and Competitive Environment	• **Social and Cultural Environment:** Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business • **Technological environment:** Features, impact of technology on Business • **Competitive Environment:** Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies	8	18
04 International Environment	• **GATT/ WTO:** Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Functions of WTO, Pros and Cons of WTO • **Globalization:** Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model • **MNCs:** Definition, meaning, merits, demerits, MNCs in India • **FDI:** Meaning, FDI concepts and functions, need for FDI in developing countries, Factors influencing FDI, FDI operations in India, Challenges faced by International Business and Investment Opportunities for Indian Industry	6	16
	Sub Total:	30	70
	Internal Assessment Examination & Preparation of Semester Examination		30
	Total:		100

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher

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Pailwar V.K	Business Environment	2014/ 8120348907	Prentice Hall India Learning Private Limited

Reference Books:

Justin Paul	Business Environment	2018/ 978-9353162498	McGraw Hill Education

End Semester Examination Scheme.   Maximum Marks-70.   Time allotted-3hrs.

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

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Name of the Course: Bachelors in Banking and Financial Services	
Subject: Working with Spreadsheets	

Course Code: BBABFS304 – B	**Semester:** 3
Duration:30 HOURS	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam**: 70
Tutorial: 1	**Teacher's Assessment**: 10
Practical:	**Internal Assessment**: 20
Credit: 3	**Practical Sessional internal continuous evaluation**:
	Practical Sessional external examination:

Aim:

Sl. No.	
1	Build a foundational understanding of the working of Spreadsheets
2	Understanding the various formulas, conditions, codes and formatting involved to work with Spreadsheets

Objective:

Sl. No.	
1	To gain a clear picture of how to easily access and create Spreadsheets for necessary data

Pre-Requisite:

Sl. No.	
1	Use of Computers
2	Exposure to MS Office interface

Contents		Hrs./week	
Chapter	**Name of the Topic**	**Hours**	**Marks**
01 Navigation and Data	• Navigation, Arrow Keys, SHIFT & CTRL • Inserting & Editing Cells, Rows and Columns • Deleting Cells & Commenting • Freezing Rows & Splitting the Screen • Special Paste: • Sorting • Filtering • Introduction to Formatting & Style • Formatting Walkthrough • The Five Rules for Financial Modeling • Cell Dimensions • Styling Fundamentals	3	7

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	• Styling Practice • Special Paste Review • Applying Special Paste to the Model • Best Practices for Number Formatting • Forward Multiples • Negative Numbers & Percentages • Go To Special • Grouping Data		
02 Formatting and Style	• Introduction to Formatting & Style • Formatting Walkthrough • The Five Rules for Financial Modeling • Cell Dimensions • Styling Fundamentals • Styling Practice • Special Paste Review • Applying Special Paste to the Model • Best Practices for Number Formatting • Forward Multiples • Negative Numbers & Percentages • Go To Special • Grouping Data • Formulas and Conditionals • Introduction to Formulas & Conditionals • Best Practices for Formulas and Conditionals • Relative and Absolute Values Part 1 • Relative and Absolute Values Part 2 • Sum, Max, Min, Average • Median, Rank, Percentile, Bonus • Concatenation Part 1 • Concatenation Part 2 • IF • Asking IF Twice • Formula Error • AND • OR • SMALL • SUMIF • SUMPRODUCT • COUNT, COUNTA, COUNTIF • COUNTIFS • INDIRECT • INDEX • MATCH • INDEX and MATCH • Cell Color	3	7

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	• Custom Formulas • Hidden Values • Test		
03 Charts	• Charts • Introduction to Charts • Best Practices for Charts • The Basics • Selecting Data In Column Charts • Customize Your Chart Part 1 • Customize Your Chart Part 2 • Line • Columns	3	7
04 Time Value of Money	• Understand and be able to apply the concepts of the time value of money. • Recognize the sensitivity of financial payoffs to changes in interest rates and other conditions that business managers must cope with. • Tailor a series of future cash inflows or outflows necessary to satisfy present or future business objectives. • Use Excel's financial commands to convert future values to their equivalent present values, and • vice versa. • Use Excel's financial commands to determine the net present value of a series of future cash flows. • Calculate periodic payments for mortgages and other loans to identify how much of each payment goes to paying off the principal and how much goes to paying interest. • Use Excel's Goal Seek and Solver tools to achieve an objective. • Create one- and two-variable input tables to do sensitivity analysis	3	7
05 Pivot Tables and Lookup	• Pivot Tables • V-Lookup • H-Lookup	3	7
06 Introducing Visual Basic for applications	• Recording and running macros • Absolute vs relative referencing • Working with the Visual Basic Editor and Developer tab	3	7
07 Creating your own code	• Understanding and creating modules • Common rules of programming • Where to store macros • Modifying / improving simple modules • Problem solving / finding concise solutions	3	7

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08 Getting VBA to make decisions	• Using logical comparisons • The IF...ENDIF structure • The SELECT CASE...END SELECT structure • Error handling and trapping	3	7
09 Introduction to repeating code	• The need for and benefits of loops • Implementing a DO WHILE LOOP • Examples of the FOR... NEXT structure	3	7
10 Interaction between VBA and the end-user	• Activating message boxes and user prompts • Processing end-user input via input boxes • Writing your own User Defined Functions (UDFs) • Working with multiple arguments • Using your bespoke function in Excel	3	7
	Sub Total:	30	70
	Internal Assessment Examination & Preparation of Semester Examination		30
	Total:		100

Practical:
Skills to be developed:
Intellectual skills:
     1.Ability to Make Data Accessible
     2.Analytical Skills

Motor Skills:
     1.Comfort with using Computers

List of Practical: Sl. No. 1& 2 compulsory & at least three from the rest)
     1.Ability to Make Data Accessible
     2.Analytical Skills
     3.Comfort with using Computers

Assignments:

List of Books
Text Books:

Syllabus of BBA Banking and Financial Services
(Effective from academic session 2020-21)

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Curtis Frye	Microsoft Excel 2016 Step by Step	2015 / 978-0735698802	Microsoft Press
Reference Books:			
Francis J. Clauss	Corporate Financial Analysis with Microsoft Excel®	2010 / 978-0-07-162884-6	The McGraw-Hill Companies, Inc.

End Semester Examination Scheme.   **Maximum Marks-70.**   **Time allotted-3hrs.**

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	**1,2,3, 4**	**10**	**18**	**3**	**2**	**4**	**52**
B	**4,5, 6, 7, 8**	**10**		**4**	**3**		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

Syllabus of BBA Banking and Financial Services
(Effective from academic session 2020-21)

Syllabus of BBA Banking and Financial Services
(Effective from academic session 2020-21)

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Name of the Course: Bachelors in Banking and Financial Services				
Subject: Entrepreneurship Management				
Course Code: BBABFS304 – C		**Semester:** 3		
Duration: 30		**Maximum Marks:** 100		
Teaching Scheme		**Examination Scheme**		
Theory: 4 hours per week		**End Semester Exam:** 70		
Tutorial:		**Teacher's Assessment:** 10		
Practical:		**Internal Assessment:** 20		
Credit: 3		**Practical Sessional internal continuous evaluation:**		
		Practical Sessional external examination:		

Aim:	
Sl. No.	
1	Build a foundational understanding of Entrepreneurship Management
2	To understand various concepts involved in Entrepreneurship management such as business planning, business ethics, risk management, growth, marketing, innovation, management and so on

Objective:	
Sl. No.	
1	To build a foundation in Entrepreneurship Management

Pre-Requisite:	
Sl. No.	
	NA

Contents		**Hrs./week**	
Chapter	**Name of the Topic**	**Hours**	**Marks**
01 Foundation of Entrepreneurial Management	• Introduction • Overview of Entrepreneurship – Entrepreneur and Entrepreneurship • Corporate Entrepreneurship • Public Sector Entrepreneurship – Differences Between Public and Private Sector Entrepreneurship • Social Entrepreneurship • Entrepreneur versus Manager • Entrepreneurial Process • Effective Entrepreneurial Management	3	7

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Syllabus of BBA Banking and Financial Services
(Effective from academic session 2020-21)

02 Entrepreneurial Business Planning	• Introduction • Writing the Business Plan • Purpose of the Plan • Benefits of a Business Plan • Elements of a Business Plan – Section 1, 2 and 3	3	7
03 Creativity, Innovation and Entrepreneurial Manager	• Introduction • Creativity • Creative Process • Trends • Methods of Generating Ideas – Focus Groups, Brainstorming, Brain writing, Problem Inventory Analysis, Reverse Brainstorming, Gordon Method, Checklist Method, Free Association, Forced Relationships, Collective Notebook Method, Attribute Listing, Big-Dream Approach, Parameter Analysis • Innovation – Types of Innovation • Design Thinking- Aspects of Design Thinking, Organizational Barriers, Overall Culture	3	7
04 Entrepreneurial Risk Management	• Introduction • Defining Risk • Types of Risks • Risk Management – Context Definition, Risk Identification, Risk Analysis and Evaluation, Risk Treatment Options, Monitoring and Reviewing	3	7
05 Entrepreneurial Marketing Mix	• Introduction • Nature of Marketing • Marketing's Tools/Instruments – Product, Price, Distribution, Promotion • Entrepreneurial Marketing • Entrepreneurial Marketing Types – Guerrilla Marketing, Ambush Marketing, Buzz Marketing, Viral Marketing	3	7
06 Organizing an Entrepreneu	• Introduction • Reasons for Forming a Specific Legal Form of Business	3	7

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rial Venture	• Types of Legal Forms Available in the U.S. • Board of Directors/Board of Advisors- Board of Advisors, Board Meeting, Board of Directors		
07 Raising Capital for the Entrepreneurial Path	• Introduction • Types of Capital • Sources of Capital – Self, Family and Friends, Crowdfunding, Supplier and Trade Credit, Angels (Private Investors), Venture Capital, Private Equity Placements and Share Offerings, Government Grant Programs	3	7
08 Entrepreneurial Businesses Growth	• Introduction • Growth Perspectives and Growth Cycle • Characteristics of Fast-Growing Companies • Growth Strategies • Management Actions Enabling Growth • Methods for Growing A Business - Going Global, Strategic Alliances or Acquisitions, Franchising or Licensing, Attracting and Retaining Employees, Exit and Harvesting Strategies	3	7
09 E-commerce Challenges and Entrepreneurial Manager	• Introduction • Nature of E-commerce • Basic Forms of Electronic Commerce • Electronic Commerce and Electronic Business • Types of Electronic Commerce • Impact of Electronic Commerce in Business • Benefits from Electronic Commerce • Barriers to Implementing Electronic Commerce	3	7
10 Business Ethics, Social Responsibility and Entrepreneurial Managers	• Introduction • Ethics and Entrepreneurial Managers- Ethical Dilemmas, Model of Ethical Behavior, Development of Ethical Values • Ethical Behavior Approaches • Business Ethics and Entrepreneurial Management- Immoral Entrepreneurial Managers, Amoral Entrepreneurial	3	7

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	Managers, Moral Entrepreneurial Managers • Nature of Social Responsibility • Pyramid of Social Responsibility • Benefits from Social Responsibility		
	Sub Total:	30	70
	Internal Assessment Examination & Preparation of Semester Examination		30
	Total:		100

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Rajeev Roy	Entrepreneurship Management	2018 / 978-0195695243	OUP India

Reference Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Eric Ries	The Lean Startup: How Constant Innovation Creates Radically Successful Businesses	2011 / 978-0670921607	Penguin UK

End Semester Examination Scheme.   **Maximum Marks-70.**
Time allotted-3hrs.

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3,4	10	18	3	2	4	40
B	4,5, 6, 7, 8	10		4	3		

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- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

Name of the Course: Bachelors in Banking and Financial Services
Subject: Business Law

Course Code: BBABFS305 – A	Semester: 3
Duration: 30	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam**: 70
Tutorial:	**Teacher's Assessment**: 10
Practical:	**Internal Assessment**: 20
Credit: 3	**Practical Sessional internal continuous evaluation**:
	Practical Sessional external examination:

Aim:

Sl. No.	
1	Build a foundational understanding of Business Law
2	Establish an understanding between different rights, acts and laws effective for business

Objective:

Sl. No.	
1	To get an understanding of Business Law and its varied concepts for business

Pre-Requisite:

Sl. No.	
1	NA

Contents		Hrs./week	
Chapter	**Name of the Topic**	**Hours**	**Marks**
01 Contract Act, 1872 & Sale of Goods Act, 1930	• **Contract Act, 1872:** Essential elements of Contract; Agreement and Contract – Capacity to Contract, free consent, consideration, lawful objects/ consideration, Breach of contract. Remedies for breach of Contract • **Sale of Goods Act, 1930:** Scope of Act, Sale and Agreement to sell, essential of a valid Sale	8	18

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	Contract – Conditions and warranties – Implied Condition and warranties, Rights of an unpaid seller		
02 Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986	• **Negotiable Instrument Act, 1981**: Introduction of Negotiable Instruments – Characteristics of negotiable instruments, Promissory note, Bills of exchange, Cheque, Dishonour of Cheque • **Consumer Protection Act, 1986:** Objects of Consumer Protection- Introduction of Consumers, who is consumer? Meaning of the words "Goods and services" – Meaning of the words "Defects and Deficiencies of goods and services" Consumer disputes and Complaints	8	18
03 Company Law	• **What is company?** – Incorporation of company – MOA, AOA, Prospectus, Meetings, Meaning of transfer and transmission of shares	8	18
04 Intellectual Property Rights (IPR)	• IPR definition/ objectives • Patent definition. What is patentable? What is not patentable? Invention and its Attributes, Inventors and Applications • Trademarks, definition, types of trademarks, infringement and passing off. • Copy right definition and subject in which copy right exists, Originality, Meaning and Content, Authors and Owners, Rights and Restrictions. • Geographical indications (only short notes)	6	16
	Sub Total:	**30**	**70**
	Internal Assessment Examination & Preparation of Semester Examination		**30**
	Total:		**100**

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Ashish K Agrawal	Business Laws	2020 / 978-9354062575	CA. Ashish K Agrawal

Reference Books:

Sushma Arora	Business Law 5th Edition	2019 / 978-9389546415	Taxmann Publications Private Limited

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End Semester Examination Scheme. **Maximum Marks-70.** **Time allotted-3hrs.**

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

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Name of the Course: Bachelors in Banking and Financial Services	
Subject: Information Technology Tools	
Course Code: BBABFS305 - B	**Semester:** 3
Duration: 30	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam**: 70
Tutorial:	**Teacher's Assessment**: 10
Practical:	**Internal Assessment**: 20
Credit: 3	**Practical Sessional internal continuous evaluation**:
	Practical Sessional external examination:

Aim:		
Sl. No.		
1	Build a foundational understanding of Information Technology in Business Management	
2	Establish a link between various components of Information Technology while managing business	

Objective:	
Sl. No.	
1	To build a foundational understanding of Information Technology in Business Management

Pre-Requisite:	
Sl. No.	
1	NA

Contents		**Hrs./week**	
Chapter	**Name of the Topic**	**Hours**	**Marks**
01 Applying Fundamental Excel Skills and Tools in Problem Solving	• **Identifying and Correcting Common Errors in Formatting and Formulas**- Examining a Basic Worksheet for Errors, Correcting Formatting Problems, Modifying Column Width and Row Height, Checking Error Messages, Formatting Numbers, Inserting and Aligning a Title, Inserting Columns, Correcting Errors in Formulas, Checking Simple Formulas for Accuracy, Using Formulas and Cell References Instead of Values, Determining Order of Precedence, Understanding Precision vs. Display of Cell Values, Checking Accuracy in Formula Updates • **Calculating and Comparing Data Using Simple Functions-** Working with Multiple Worksheets,	3	7

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	Calculating Totals Using the SUM Function, Calculating Quickly with AutoSum, Calculating Average, Minimum, and Maximum Values, Calculating the Number of Values Using the COUNT and COUNTA Functions • **Analyzing Cell References When Writing and Copying Formulas-** Creating a Budget Workbook, Organizing the Workbook, Understanding Relative Cell Referencing, Understanding Absolute and Mixed Cell Referencing, Naming a Cell or Cell Range, Writing a Formula to Subtotal the Cost of Goods Sold, Writing a Formula to Calculate Selling Expense, Writing a Formula to Calculate Projected Earnings, Completing the Budget Workbook		
02 Solving Problems with Statistical Analysis Tools	• **Using Statistical Functions to Compare Data Values-** Understanding the Fundamentals of Statistics, Controlling the Precision of Data Using the ROUND Function, Rounding Values to the Nearest Hundredth, Using Paste Special to Copy and Paste Data, Calculating the Mean, Median, Mode, and Standard Deviation, Managing Large Worksheets by Freezing Panes and Splitting the Window, Comparing Current Values with Historical Values, Calculating the Difference Between Two Sets of Data, Calculating the Percent Difference Between Two Sets of Data • **Organizing and Evaluating Different Data Groupings-** Quick Insertion of Aggregate Values for a Data Set, Determining a Rank for Each Value in a Data Set, Determining the Highest and Lowest Values in a Data Set, Determining the Highest Value with the LARGE Function, Determining the Lowest Value with the SMALL Function, Determining the Number of Items That Meet Specified Criteria, Determining a Total Value for Items That Meet Specified Criteria • **Extending the Analysis with What-**If, Goal Seek, and Simulation- Evaluating a Larger Data Set, Specifying a Custom Number Format, Understanding Custom Formatting Codes, Considering Alternatives: What-If Analysis and Goal Seek, Performing What-If Analysis, Using the Goal Seek Tool to Work Backward, Combining COUNTIF and AVERAGEIF to Analyze Data in Specific Categories, Analyzing Data Through Simulation, Randomly Assigning a	3	7

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	Number Between Two Values Using the RANDBETWEEN Function, Assigning a Random Value Using the RAND Function, Calculating Probable Costs Using the ROUND Function, Completing the Cost-Benefit Analysis		
03 Determining Effective Data Display with Charts	• **Visualizing Data-** Effective Data Display, Visualizing Data with Sparklines, Effective Charting in Excel, Determining the Appropriate Chart Type and Chart Options • **Evaluating Chart Sub-Types -** Examining Sub-Types for Various Chart Types, Adding Things Up: Stacked Chart Options, Summing to 100%: Alternatives to Pie Charts, Slicing the Pie Too Thin: Summarizing Too Much Detail in Pie Charts, Monitoring a Business with Stock Charts • **Exploring More Advanced Chart Types-** Evaluating the Effectiveness of Radar, Bubble, and Dashboard Charts, Understanding Radar Charts, Understanding Bubble Charts, Creating a Management Dashboard	3	7
04 Applying Logic in Decision Making	• **Analyzing Data Using Relational Operators and Boolean Logical Functions-** Reviewing Financial Criteria Related to Credit, Using Relational Operators to Compare Two Values, Using Boolean Logical Functions to Evaluate a List of Values and Determine a Single TRUE or FALSE Value, Using the OR Function to Evaluate Criteria, Using the AND Function to Evaluate Criteria, Using the NOT Function to Evaluate Criteria, Applying Conditional Formatting to a Worksheet, Applying Conditional Formatting Using Preset Formats, Applying Conditional Formatting Based on Cell Value, Applying Conditional Formatting Based on the Results of a Formula • **Analyzing Data Using IF Functions and Nested Functions-** Introduction to IF Functions and Nested Functions, Writing Simple IF Functions, Writing an IF Function with a Logical Test That Evaluates TRUE/FALSE Values, Writing an IF Function That Performs a Simple Calculation, Writing IF Functions with Nested Functions, Constructing a Simple Nested IF Function, The Order of Logical Tests for Nonmutually Exclusive Criteria, The Order of Logical Tests for Mutually Exclusive Criteria, The Order of Logical Tests for Criteria Between a Range of Values	3	7

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	• **Creating Complex Logical Constructs for Solving Problems-** Evaluating More Complex Criteria, Using an IF Function to Combine Sets of Criteria, Using the None Of Construct, Using the Only Construct, Nesting Boolean Logical Operators to Analyze Criteria, Completing the Complex Nested IF Formula		
05 Retrieving Data for Computation, Analysis, and Reference	• **Performing Basic Lookups to Calculate and Evaluate Data-** Working with Lookup Tables, Retrieving Data from a Vertical Lookup Table, Looking Up Unit Prices Using the VLOOKUP Function, Examining the VLOOKUP Rules, Retrieving an Exact Match, Retrieving Data from a Horizontal Lookup Table • **Performing More Complex Lookups Involving Multiple Worksheets and Multidimensional Tables-** Retrieving Data from Multiple Worksheets, Using VLOOKUP with Multiple Worksheets, Looking Up Data in a One-Row or One-Column Range, Retrieving Data from Multidimensional Tables, Using the INDEX Function with a Two-Dimensional Table, Using the INDEX Function with a Three-Dimensional Table • **Nesting Lookup and Reference Functions to Retrieve and Calculate Data-** Refining the Order Form, Preventing Errors in Data Retrieval, Using the ISBLANK Function, Nesting LOOKUP and IF Functions to Calculate the Price per Unit, Choosing the Lookup_Value Using an IF Function with a Nested VLOOKUP, Choosing the Table_Array Using the CHOOSE Function, Choosing the Col_Index_Num Using a Constant Value, Choosing the Range_Lookup Using a VLOOKUP Function, Creating the Final Formula for Determining Unit Price, Calculating Totals, Calculating the Discount Amount, Calculating the Shipping Costs Using MATCH and INDEX Functions, Determining the Reference Argument of the INDEX Function, Determining the Row_Num of the INDEX Function Using a VLOOKUP Function, Determining the Column_Num of the INDEX Function Using the • MATCH Function, Determining the Area_Num of the INDEX Function Using the MATCH Function with a Nested List, Creating the Complex INDEX Formula and Completing the Worksheet	3	7

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06 Evaluating the Financial Impact of Loans and Investments	• **Calculating Values for Simple Financial Transactions-** Understanding How Interest Is Calculated, Calculating Simple Interest, Calculating Compound Interest, Reviewing Alternative Financing Options, Using the PMT Function to Determine a Loan Payment, Understanding Cash Flow (Inputs and Outputs), Specifying Consistent Units of Time, Determining the Value of the Loan Payment, Using a Financial Function with Cell Referencing, Using the RATE, NPER, PV, and FV Functions, Determining the Future Value of a Financial Transaction, Determining the Present Value of a Financial Transaction, Determining the Interest Rate of a Financial Transaction, Determining the Number of Periods of a Financial Transaction, Selecting a Financing Option • **Creating a Projected Cash Flow Estimate and Amortization Schedule-** Designing a Worksheet to Estimate Cash Flow, Identifying the Missing Data Elements, Setting Up an Amortization Schedule, Calculating Principal and Interest Payments, Calculating Principal and Interest Payments Between Two Periods, Calculating Depreciation Using the SLN Function, Alternative Depreciation Options Provided in Excel, Calculating Taxes, Completing the Analysis • **Evaluating the Financial Viability of Alternative Project Options-** Setting Up a Worksheet to Analyze Profitability, Calculating Net Present Value, Entering the NPV Function, Setting Up a Table of Hurdle Rates, Calculating the Internal Rate of Return, Creating a Chart Showing the Hurdle Rate vs. NPV, Calculating the Return on Investment, Determining the Payback Period, Setting Up the Worksheet for the Low Capital Option, Evaluating the Results of the Analysis	3	7
07 Organizing Data for Effective Analysis	• **Importing and Structuring Text Data in Excel Worksheets-** Working with Text Data, Combining Text Using the CONCATENATE Function, Extracting Characters from a Text String, Removing Spaces from a Text String, Determining the Position of a Character Within a Text String, Sorting and Removing Invalid Data, Converting Text into Columns of Data, Labeling and Sorting Data, Analyzing Data by Creating Subtotals, Creating and Working with an Excel	3	7

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	Table, Sorting an Excel Table, Filtering an Excel Table, Adding Data to an Excel Table, Removing an Excel Table Definition • **Analyzing Data Imported from a Database and Organizing Data with a PivotTable Report-** Importing Data from a Database into Excel, Importing an Access Table into Excel, Using the Microsoft Query Wizard to Select Data from a Database, Making Calculations with Date and Time Data, Analyzing Data Using a PivotTable Report, Analyzing Data Using the Row, Column, and Value Areas, Creating a PivotTable Report, Adding Fields to the FILTERS Area, Using Slicers to Filter PivotTable Data, Evaluating Data Using a PivotChart Report • **Importing and Exporting XML Data-** Understanding Markup Languages and XML, XML Documents, Analyzing XML Data with Excel, Importing XML Data as an XML Table, Adding an XML Map to a Workbook, Exporting XML Data		
08 Using Data Tables and Excel Scenarios for What-If Analysis	• **Using Data Tables to Perform Break-Even and Sensitivity Analyses-** Conducting Break-Even and Sensitivity Analyses, Analyzing What-If Results with Data Tables, Preparing a Worksheet for Data Tables, Varying One Value in a What-If Analysis, Setting Up a One-Variable Data Table's Structure, Completing a One-Variable Data Table, Interpreting One-Variable Data Tables, Varying Two Values in a What-If Analysis, Setting Up a Two-Variable Data Table's Structure, Completing a Two-Variable Data Table, Interpreting Two-Variable Data Tables • **Using Scenarios to Perform What-If Analysis-** Comparing the Results of Complex Analyses, Planning Scenarios, Preparing the Inputs, Preparing the Outputs, Setting Up a Scenario, Preparing a Worksheet for Scenarios, Adding Scenarios to a Worksheet, Viewing and Analyzing Scenarios, Editing and Deleting Scenarios, Generating Scenario Reports, Creating Scenario Summaries, Creating Scenario PivotTable Reports, Creating Scenario PivotChart Reports • **Using Excel's Data Tables to Create a Simulation-** Understanding Simulation in Business, Preparing a Worksheet for a Simulation Using a Data Table, Developing a Simulation with a Two-Variable Data Table, Structuring a Two-Variable Data Table for a Simulation, Completing	3	7

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	a Two-Variable Data Table for a Simulation, Calculating Simulation Statistics, Interpreting Simulation Results •		
09 Enhancing Decision Making with Solver	• **Solving Product Mix Questions Using Goal Seek and Solver-** The Other Side of What-If Analysis, Performing What-If Analysis Using Goal Seek, Creating a Solver Model, Adding or Changing a Constraint in a Solver Model, Saving a Solver Solution as a Scenario, Analyzing Data Using a Solver Report • **Enhancing the Production Plan with Solver-** Adding Time Variables to the Production Plan, Adding Formulas and Constraints to the Solver Model, Troubleshooting an Infeasible Solution, Troubleshooting an Unbounded Solution, Identifying a Feasible Solution, Visualizing the Constraints in a Solver Model, Finding an Optimal Solution • **Managing Transportation Problems with Solver-** Developing a Distribution Plan Using Solver, Setting Up a Worksheet for the Distribution Plan, Saving a Solver Model, Using Solver When Demand Exceeds Supply, Assigning Contracts by Using Binary Constraints, Evaluating Assignment Problems with Too Many Resources	3	7
10 Troubleshooting Workbooks and Automating Excel Applications	• **Preparing Error-Free Workbooks-** Planning an Excel Application, Understanding the Existing Spread sheet, Planning a More Automated Model to Calculate EPS, Controlling Data-Entry Errors Using the Data Validation Tool, Setting Up a Data Validation Rule, Creating an Input Message, Specifying an Error Alert Style and Message, Circling Invalid Data, Protecting Workbooks, Locking and Unlocking Cells and Protecting the Worksheet, Hiding and Displaying Rows and Columns, Protecting a Workbook, Documenting Workbooks, Providing a Thorough Documentation Worksheet, Including Comments in a Worksheet • **Identifying and Correcting Formula Errors-** Types of Formula Errors, Tools for Solving Formula Errors, Using Error Messages to Understand Formula Errors, Using Auditing Tools to Troubleshoot Formula Errors, Tracing and Solving Formula Errors, Tracing Errors, Using the Evaluate Formula Tool, Tracing Precedent Cells, Tracing Dependent Cells, False Positive and	3	7

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False Negative Errors, Setting Error-Checking Options
- **Automating Excel Tasks-** Defining Macros, Creating a Macro, Displaying the DEVELOPER Tab, Assigning a Macro Name and Shortcut Key, Planning the Macro, Recording a Macro, Saving a Macro-Enabled Workbook File, Running a Macro, Customizing the Ribbon, Creating a Custom Button, Testing a Macro, Viewing a Macro in the Visual Basic Editor

	Sub Total:	30	70
	Internal Assessment Examination & Preparation of Semester Examination		30
	Total:		100

Practical:
Skills to be developed:
Intellectual skills:
1.
2.
3.
4.
5.
Motor Skills:

List of Practical: Sl. No. 1& 2 compulsory & at least three from the rest)

Assignments:

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Turban	Information Technology for Management Advancing Sustainable Profitable Business Growth	2015 / 9788126558711	Wiley

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Reference Books:

Amir Manzoor	Information Technology in Business Paperback	2012 / 978-1469991887	Createspace Independent Pub

List of equipment/apparatus for laboratory experiments:

Sl. No.	
1	NA

End Semester Examination Scheme.   **Maximum Marks-70.**   **Time allotted-3hrs.**

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3, 4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.
- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.

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Name of the Course: Bachelors in Banking and Financial Services	
Subject: Islamic Banking & Finance	
Course Code: BBABFS505 - C	**Semester:** 3
Duration: 30	**Maximum Marks:** 100
Teaching Scheme	**Examination Scheme**
Theory: 4 hours per week	**End Semester Exam:** 70
Tutorial:	**Teacher's Assessment:** 10
Practical:	**Internal Assessment:** 20
Credit: 3	**Practical Sessional internal continuous evaluation:**
	Practical Sessional external examination:

Aim:

Sl. No.	
1	Appreciate the role of Islamic Banking & Finance Framework

Objective:

Sl. No.	
1	Apply Islamic Banking & Finance tools and techniques

Pre-Requisite:

Sl. No.	
1	Basic Economics

Contents		Hrs./week	
Chapter	**Name of the Topic**	**Hours**	**Marks**
01 The Basis of Islamic Banking and Finance	• The principles and concepts which underpin Islam; • the place of banking and finance within Islam; • the sources and interpretation of Islamic law.	3	8
02 An Introduction to Islamic Banking and Finance	• The development of the Islamic finance and banking industry; • the main components of the Islamic banking industry and its operating structures.	3	8

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03 Islamic Law of Contracts	• Principles of Islamic business including the avoidance of riba and gharar; • the concept of wa'd (promise); • the elements of a valid contract; the different types of contract; the purchase and sale of currencies.	3	8
04 Financial Techniques Applied by Islamic Banks	• The nature of Islamic current accounts; the nature of the major contracts – mudaraba, musharaka, murabaha, ijara, salam, istisn'a; the use of letters of credit and guarantees in Islamic finance contracts.	3	8
05 Islamic Asset and Fund Management	• The purpose of investment in Islam; • prohibited industries; • structuring Islamic investment funds; • the Islamic stock selection process and the role of the sharia'a supervisory board	3	8
06 Sukuk Market	• The nature of sukuk compared with conventional securities; • issuing sukuk; different types of sukuk; • AAOIFI standards for sukuk and rating sukuk issues.	3	8
07 Islamic Insurance – Takaful	• The nature and structure of takaful compared with conventional insurance; • remunerating the insurance operator and sharia'a governance of takaful undertakings.	4	8
08 Financial Statements for Islamic Banks	• The framework of International Financial Reporting Standards; • contents of the main financial statements; • the need for specific Islamic accounting standards; the role of AAOIFI and IFRS	4	8
09 Islamic Corporate Governance	• The different approaches to corporate governance; • additional challenges presented by Islamic banks; • the role of the sharia'a supervisory board and corporate governance issues in takaful.	4	6

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	Sub Total:		30	70
	Internal Assessment Examination & Preparation of Semester Examination			30
	Total:			100

List of Books
Text Books:

Name of Author	Title of the Book	Edition/ISSN/ISBN	Name of the Publisher
Dr. Muhammad Ilham Sheikh	Introduction to Islamic Finance and Banking	2019 / B07VF4NSMP	Educreation Publishing

Reference Books:

Brian Kettell	The Islamic Banking and Finance Workbook: Step-by-Step Exercises to help you Master the Fundamentals of Islamic Banking and Finance	2011 / 978-0470978054	Wiley

End Semester Examination Scheme.   **Maximum Marks-70.**
Time allotted-3hrs.

Group	Unit	Objective Questions (MCQ only with the correct answer)		Subjective Questions			
		No of question to be set	Total Marks	No of question to be set	To answer	Marks per question	Total Marks
A	1,2,3,4	10	18	3	2	4	52
B	4,5, 6, 7, 8	10		4	3		

- Only multiple choice type question (MCQ) with one correct answer are to be set in the objective part.

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- Specific instruction to the students to maintain the order in answering objective questions should be given on top of the question paper.