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| **Mekdela A mba University:****College of Business and Economics****Department of Accounting and Finance** |
| **Course Information** |
| **Course Number** | AcFn2113 |
| **Course Title** | Bank practice and procedures |
| **Degree Program** | BA Degree in Accounting and Finance  |
| **Module** | **M11. Financial Institutions** |
| **Lecturer** | Manchilot T. (MSc.) |
| **ETCTS Credits** | 3 |
| **Contact Hours (per week)** | 2 |
| **Course Objectives & Competences to be Acquired** | At the end of this course students will be able to; * Understand those different services provided by banks for their customers
* Understand what basic will be performed by Central Bank
* Know the responsibility of the bank personal which serves a bank in different position
* Understand how to manage the asset &liability of the bank
* Enhance the knowledge about the function of the bank to the society
* Differentiate the balance sheet of the bank form other firms
* Identify items should be included in a loan policy
* Know the sequence of information flow within the bank
* Identify the basic operational differences among Development, Investment and Commercial Banks
* What basic service be provided by Development and Investment Banks
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| **Course Description** | This course is designed to quaint students with the basic principle procedure and practice of banks. Throughout this course emphasis will be given to r elation ship between Banker and customer negotiable (credit) instruments Banking industry and formulation of bank loan policy specially opening and crossing of accounts and rule of negotiable instrument s are given detail discussion so as to equipment students with the necessary regulation of bank for such instrument and accounts. |
| **WEEKS** | **Course Contents** | **Reading** |
|  | 1. **An over view of banks and their function**
	1. Introduction
	2. Meaning of Banking
	3. Types of Banking
	4. Banking issues in 21stcentury
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|  | 1. **Central Banking**
	1. Introduction
	2. Functions of Central Bank
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|  | 1. **Commercial Banking**
	1. Introduction
	2. Function of Commercial
	3. Credit Creation
	4. Balance Sheet of Banks
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|  | 1. **Bank Customer Relationship**
	1. Introduction
	2. General vs. Special Relationship
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|  | 1. **Bank Services**
	1. Opening an Account
	2. The Paying Banker
	3. Collecting Banker
	4. Loan and Advances
	5. Letter of Credit
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|  | 1. **Development and Investment Banking**
	1. Development Banking and Its functions
	2. Investment Banking Meaning and Functions
	3. Cooperative Banking and Its Functions
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| Teaching & Learning Methods/strategy | The teaching and learning methodology include lecturing, discussions, problem solving, and analysis. Take-home assignment will be given at the end of each chapter for submission within a week. Solution to the assignments will be given once assignments are collected. Cases with local relevance will also be given for each chapter for group of students to present in a class room.The full and active participation of students is highly encouraged.  |
| Assessment/Evaluation  | The evaluation scheme will be as follows:

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| Test 1 | Test 2 | Assignment 1 | Assignment 2 | Final  | Total  |
| 15% | 15% | 10% | 10% | 50% | 100% |
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| Work load in hours |

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| Hours Required | Total Hrs | ECTS |
| Lectures | Lab | Assessments | Tutorials | Self-Studies | Assignment | Advising |
| 32 |  - | 10 | 12 | 27 |  - | -  | 81 | 3 |

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| Roles of the Instructor | He/she will come to the class regularly on time and deliver the lecture in a well-organized manner. Besides, at the end of each class he/she gives reading assignment for the next class. He/she will make sure that proper assessments is given. He/she is also responsible to give feedback for each assessment. |
| Roles of the students | The success of this course depends on the students’ individual and collective contribution to the class discussions. Students are expected to participate voluntarily, or will be called upon, to contribute to set exercises and problems. Students are also expected to read the assigned readings and prepare the cases before each class so that they could contribute effectively to class discussions. Students must attempt assignments by their own. Proficiency in this course comes from individual knowledge and understanding. Copying the works of others is considered as serious offence and leads to disciplinary actions. |
| Text and reference books | **Text Book:****Reference Books** |