

BBI Course Syllabus:

F. Y. B. Com (BI) - Sem. 1

Environment and Management of Financial Services

- Nature and Scope of Banking, Insurance and other Financial Services in Economic Growth
- Banking
- Insurance
- Other Financial Services

Principles of Management

- Nature Of Management
- Development of Management Thought
- Management Process
- Planning & Decision Making
- Organizing
- Controlling
- Motivation
- Staffing

Effective Communication - I

- Communication Skills
- Modes Of Communication – Verbal & Non- Verbal
- Communicative Functions
- Barriers To Communication
- Written Communication
- Oral Communication

Economics - I (Micro)

- Introduction
- Demand And Supply
- Production Function
- Cost And Revenue Analysis
- Market Structure
- Pricing Practices

Quantitative Methods - I

- Introduction
- Measures of Dispersion
- Co-variance, Co-relation and Regression
- Multiple Regression
- Probability, Probability distribution
- Mathematical Topics

Introduction to Computer Systems

- Computer Hardware
- Computer Software
- Programming Language
- Database Management Systems
- Networks
- Data Communication
- The Internet
- Introduction to Information Systems
- Electronic Commerce

F. Y. B. Com (BI) - Sem. 2

Principles and Practices of Banking and Insurance

- Banking
- Insurance
- Other Financial Services

Financial Accounting

- Definition of Accounting, Book Keeping, Accounting Principles
- Meaning and Scope of Accounting
- Capital and revenue
- Depreciation Provisions and Reserve
- Accounts of Non Trading Institutions
- Computer Applications in Accounting

Effective Communication - II

- Internal Correspondence
- External Correspondence
- Correspondence with Intermediaries
- Correspondence with Insurance Company
- Report Writing
- Summarization
- Presentation

Economics - II (Macro)

- National Income
- Income Determination
- Money And Banking
- Overview Of Financial System
- Fiscal Operations
- Balance Of Payments

Quantitative Methods - II

- Index Numbers
- Population and Sampling
- Linear Programming , Graphical and Simplex
- Statistical Application in Finance
- Economic Indicators
- Time Value of Money
- Statistical Application in Investment
- Introduction To

Business Law

- Concept Of Law
- Indian Contract Act 1872
- Consumer Protection Act, 1986
- Indian Partnership Act,1930
- Indian Trusts Act,1882
- Sale Of Goods Act.1930
- Indian Registration Act, 1908
- Indian Stamp Act, 1819
- Bombay Stamp Act, 1958
- Code Of Civil Procedure 1908

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• S. Y. B. Com (BI) - Sem. 3

Laws Governing Banking & Insurance

- Banking Regulation Act
- Reserve Bank of India Act
- Negotiable Instruments Act
- Provisions of Companies Act Relating to Banking
- Insurance Act- Life Insurance – General Insurance
- Insurance Regulatory and Development Authority (IRDA) Act
- Contract Act

Financial Management - I

- Overview of Financial Management
- Return on Investments(ROI)
- Tools of Financial Analysis
- Working Capital Management
- Sources of Finance

Management Accounting

- Overview of Management Accounting Scopes, Functions and Objectives

- Treasurer and Controller Compare and Contrast Roles
- Meaning and Use of Different Costs for Different Purposes
- Tools and Techniques
- Break Even Analysis
- Decision Making

Customer Relationship

- Introduction
- Technological tools for CRM
- Implementing CRM
- Relationship Management in Business to Business (B2B) Commerce
- CRM in services
- CRM Strategies

Information Technology in Banking & Insurance

- What is Information Technology
- Problem Solving
- Knowledge and Reasoning
- Acting Locally
- Uncertain Knowledge and Reasoning
- Learning
- Future Perspectives
- E-commerce Applications
- Creating E-commerce Site
- E-commerce Interaction
- Java Commerce Tools
- E-commerce Web Site Design
- Future trends

Organizational Behaviour

- Fundamentals of Organizational Behaviour
- Motivation and Leadership
- Individual Behaviour and Group Behaviour
- Organization Structure and Design
- Organizational Culture
- Organizational Development And Changes

Taxation of Financial Services

- Income Tax Act/ Rules
- Service Tax Act

S. Y. B. Com (BI) - Sem. 4

Universal Banking

- Evolution of Universal Banking
- Commercial Banking Versus Development Banking
- Case Studies
- Universal Banking in India

Financial Management - II

- Capital Investment Decisions
- Tools of Evaluating Capital Investments
- Cost of Capitals
- Negotiating Term Loan Proposals with Banks
- Equity Capital as a Source of Finance
- Role of Taxation Influencing Corporate Financial Management

Innovations in Banking and Insurance

- Review of functioning of banks, Liabilities and Assets of banks; net worth of banks; Off- balance sheet items.
- New products
- New Financial Services Provided by Banks
- Electronic Payment Systems at the Retail Level
- Definitions and Functions of Insurance
- Integration of Third Party and Re-insurance;
- Privatisation of Insurance Business in India

Corporate Law and Laws Governing Capital Markets

- Companies Act and Rules
- Competition Act
- Securitization Act
- Securities and Exchange Board of India (SEBI) Act
- SEBI- (Disclosure And Investor Protection) – Guidelines
- Securities Contract (Regulation) Act

Entrepreneurship Management

- Entrepreneurship
- Business Opportunities
- Legal Considerations for Opening a New Unit
- Planning for a Small Scale Business
- Quick Start Methods
- Entrepreneurship in banking and insurance sectors
- Entrepreneurship Development Centres
- Case Studies

Financial Markets

- Indian Financial System in the post 1950 period
- Regulatory Institution – Reserve Bank of India

- Regulatory Institutions
- Call Money Market
- Commercial Bills Market
- Commercial Paper and Certificate of Deposits Market
- The Discount Market
- Treasury Bills + Government (Gilt-edged) Securities Market
- Industrial Securities Market
- Market for Futures, Options and other Financial Derivatives
- Foreign Exchange Market

Cost Accounting of Banking & Insurance

- Identifying Elements of Costing
- Different Methods of Costing
- Cost Accounts and Financial Accounts Compare
- Standard Costing
- Budgeting
- Costing Systems and Decision Making
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T. Y. B. Com (BI) - Sem. 5

Marketing in Banking & Insurance

- Introduction
- Introduction To Services Marketing
- Services Marketing Mix With Reference to Banking And Insurance
- Customer In Services Marketing
- Managing Service Quality
- Advertising And Branding Of Services
- Managing Product Support
- Managing Direct And On-Line Marketing

Financial Services Management

- Financial Services Management
- Merchant Banking
- Hire Purchase
- Leasing
- Venture Capital
- Mutual Funds
- Discounting, Factoring And Forfeiting
- Securitization of debt
- Derivatives
- Credit rating
- Credit Cards

International Banking & Finance

- Evolution of International Banking
- International banking
- International Capital Markets
- Offshore Banking Centers and their Role in International Financing
- International Lending, Policies and Practices
- Foreign Exchange Risks
- Perceptions of International Rating Agencies
- Issues Relating to International Financial

Financial Reporting and Analysis

- Preparation and Presentation of Corporate Final Accounts
- Study of Accounting Standards
- Study of Accounting Policies
- Study of Disclosures
- Financial Analysis and Interpretation of Final Accounts

Security Analysis and Portfolio Management

- An Overview
- Investment Alternatives
- Security Market
- Risk and Return
- The Time Value of Money
- Financial Statements Analysis
- Portfolio Theory
- Capital Asset Pricing Model
- Efficient Market Hypothesis
- Analysis and Valuation of Debt
- Equity Valuation
- Fundamental Analysis
- Technical Analysis
- Options
- Futures
- Portfolio Management Framework

Auditing

- Introduction to Different Types of Audit
- Financial Statement Audit of Corporate Banks and Insurance Companies
- Study of Auditing Standards Prescribed by the Institute of Chartered Accountants of India.
- Study of Qualifications, Observations and Remarks in Auditors Reports Listed Companies, Banks and Insurance Companies.
- Role of Regulatory Authorities
- Study of Portfolio of an Auditor
- Role of Ethics and Regulation in Auditing Profession
- Role of Auditor, Audit Committees and Corporate Governance Principles

Banking Project – 100 marks

• T. Y. B. Com (BI) - Sem. 6

Strategic Management

- An Overview of Strategic Management
- The Environment Of Strategic Management
- Strategy Formulation
- Activating Strategies

Central Banking

- Why Central Banks
- Instruments of Central Banking
- RBI and Non-Banking Financial Companies
- Financial Sector Reform and the Role of RBI
- Credit Creation and Money Supply Determination
- Central Banking in Open and Market Oriented Economies
- Issues of Financial Stability and Autonomy Independence of Central Banks

International Business

- Introduction
- Foreign Direct Investment
- Legal Aspects of International Business
- Economic Integration
- International Strategy
- International Marketing
- Transnational Corporations
- International Human Resource Management
- Export Finance And Risk Management
- International Business Environment In India
- Balance Of Payments

Human Resource Management in Banking and Insurance

- Human Resources Management
- Personnel Policies
- Participative Management
- Human Resource Management in Banks and Financial Institutions
- Human Resource Management in Insurance Sector
- Corruption, Frauds, Scams in Financial Institutions
- Case Studies

Business Ethics & Corporate Governance

- Business Ethics and Values

- Corporate Governance in Globalized Economy
- Code of Conduct in Business Houses
- Business Ethics an Important Tool in Building Business Reputation
- Corruption, Frauds and Scams in Financial Institutions

- **Turnaround Management**

- Introduction
- Organization and Management Concepts
- The Nature, Significance of Business Process Re-engineering
- Implementation of BPR
- Problems, Issues, Scope and Trend in BPR
- Appraisal of BPR
- Managing Change in Indian Context

- **Insurance Project – 100 marks**