

Name of the Course: CERTIFICATE COURSE IN FINANCIAL LITERACY

Course Coordinator: Sri Binod Goswami

Duration of the course: 32 hrs (28 days)

STUDENTS INTAKE : 30

Eligibility: Students who have passed 10+2 of any stream from recognized board are eligible for admission for the course.

Objective:

- To provide knowledge about the FINACIAL SYSTEM and equip with the knowledge & skills so that they become expert in managing money effectively.
- To enhance the employ-ability of the learners in financial sectors.

Syllabus Structure:

A. Basic concepts of Financial System

B. Barter system, Evolution of Money, Types of money, Features of money, Functions of money and the role of money in Modern economy, Demand and supply of money.

C. Commercial bank- definition, types, functions, types of account, credit creation, types of loan sanctioned to the customers, rate of interest, portfolio management, and agency function of commercial banks.

D. Central Bank- importance, Reserve Bank of India- evolution, functions, relation between central bank and commercial bank, cash reserve ratio, statutory liquidity ratio, bank rate policy, rationing, moral suasion, quantitative and qualitative credit control measures.

E. Key concepts of Personal Finance and Management.

Learning Skills:

- Learners will understand the basic principles underlying the Financial System.
- Enable learners to manage their personal finance.
- Help learners to analyse financial activities.

Assessment Strategy:

Assessment will be done through written examination of 100 marks.

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Course Outcome:

- Provide skill in understanding the basic principles underlying the Financial System.
- Enable learners to manage their personal finance.
- Enhance employability in the field of Financial Sector.

Course Details:

Section	Topic	Class Duration	Day
A	Inauguration, Introduction to the course	One and half hour	1
	Basic concepts and constituents of financial system.	One and half hour	2
B	Barter system and its types and limitations	One and half hour	3
	Evolution and definition of Money and its types	One hour	4
	Features and functions of money, role of money in modern economy	One and half hour	5
	Demand and supply of money	One and half hour	6
C	Definition and types of Commercial banks.	One hour	7
	Nationalization of commercial banks.	One hour	8
	Assets and liabilities of commercial banks.	One hour	9
	Functions of Commercial Banks. Role of commercial banks in an economy.	One hour	10
	Agency functions of commercial banks.		11
	Types of deposits and loans. Rate of interest.	One hour	12
	ATM, NET banking, Credit Cards and Various apps used in banking.	One hour	13
	Role of Private Bank in an economy.	One hour	14
D	Central Bank- importance, Reserve Bank of India- evolution, and functions	One hour	15
	Relation between central bank and commercial bank.	One hour	16
	Quantitative and qualitative credit control measures-cash reserve ratio, statutory liquidity ratio, bank rate policy, rationing, moral suasion.	One hour	17

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E Key concepts of Personal Finance and Management.	Savings, investments, Borrowing, income and expenses, inflation, active and passive income	One and half hour	18
	Time value of money, financial planning and budgeting.	One and half hour	19
	Credit and debit cards, NEFT, RTGS, IMFS, UPI	One and half hour	20
	Mutual fund and benefits of investing through Mutual Fund	One and half hour	21
	Insurance Management and regulatory role of IRDAI	One and half hour	22
	Stock Market, BSE, NSE, SENSEX and NIFTI, SEBI	One and half hour	23
	Pension, Retirement and Estate Planning, New Pension Scheme	One hour	24
	Process involved in opening Bank account, KYC	One hour	25
	Income Tax and Return Filing	One hour	26
	Income tax and tax saving options	One and half hour	27
	Primary and Secondary market	One and half hour	28
No of hours and days required for completion of the course		32 hours	28 days

Readings

1. F. S. Mishkin and S. G. Eakins, Financial Markets and Institutions, Pearson Education, 6th edition, 2009.
2. F. J. Fabozzi, F. Modigliani, F. J. Jones, M. G. Ferri, Foundations of Financial Markets and Institutions, Pearson Education, 3rd edition, 2009.
3. L. M. Bhole and J. Mahukud, Financial Institutions and Markets, Tata McGraw Hill, 5th edition, 2011.
4. M. Y. Khan, Indian Financial System, Tata McGraw Hill, 7th edition, 2011.
5. Various latest issues of R.B.I. Bulletins, Annual Reports, Reports on Currency and Finance and Reports of the Working Group, IMF Staff Papers