

Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya Jalgaon.

Department of Economics

College Name :- Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon

Title of Course :- **Certificate Course in Banking & Finance Examinations Preparations.**

Co-ordinator :- Prof. N. R. Koli

Course Objectives-

- 1) This course is an advanced level course, which focuses more on the practical aspects of all subjects of banking and finance exam preparation.
- 2) To provide job opportunities to the students in the banking sector.
- 3) To increase the share of women in the economic management of the country.
- 4) To increase the participation of women in the economic sector.

Duration of the Course: 30 Hours**Fees Structure:** 500 /- Rs.**Intake Capacity:** 20**Course Structure****Course Title:** - Certificate Course in Banking & Finance Examinations Preparations.**Eligibility Criteria:** - H. S. C.**Minimum Staff:** 04**Mode of Examination:** After completion of course**Syllabus****Title of the Paper - Certificate Course in Banking & Finance Examinations Preparations.**

Sr. No.	Topic	Sub-Topic	Hours
1	Data Interpretation-	i) Average, Percentage, Ratio and Percentage ii) Data Interpretation, Menstruation and Geometry Quadratic Equation iii) Interest, Age, Profit & Loss, iv) Number Series, Speed, Distance & Time , Number System v) Data Sufficiency, Linear Equation vi) Permutation & Combination, Probability, Mixture and Allegations	8
2	Banking & Financial Awareness -	i) Banking & Financial Awareness ii) Current iii) General Knowledge	5
3	Reasoning Aptitude -	i) Verbal Reasoning, Syllogism ii) Circular Seating Arrangement iii) Linear Seating Arrangement, Double Lineup iv) Scheduling , Input Output v) Blood Relations, Directions and Distances vi) Ordering & Ranking, Data Sufficiency, Coding & Decoding.	6

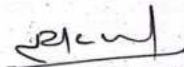
4	Computer Aptitude -	i) Internet ,memory ,Keyboard Shortcuts ii) Computer Abbreviation, Microsoft Office iii) Computer Hardware ,Computer Software iv) Operating System Networking v) Computer Fundamentals/ Technologies.	6
5	General English Language-	i) Reading Comprehension, Vocabulary ii) Grammar, Verbal Ability iii) Editing, Fill in the blanks	5

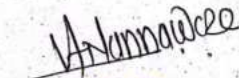
Course Outcomes :-

- 1) Job opportunities will be available to students who want to pursue a career in banking.
- 2) The share of women in the economic management of the country will increase.
- 3) The participation of women in the economic sector will increase.

Suggested Books:

- 1) A modern Approach to Verbal & Non – Verbal Reasoning – Dr. R. S. Aggrawal
- 2) High School English Grammar & Composition - Wren and Martin - S. Chand Publication.
- 3) Objective General English- S.P. Bakshi, Arihant Publication.
- 4) Objective English for Competitive Examinations (5th Edition), Hari Mohan Prasad, Uma Rani Sinha, Mcgraw Hill Education
- 5) Banking & Finance, Arun Arora, Sema Rana - Mcgraw Hill Education


Nitesh R. Koli
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