



# ÇANKAYA UNIVERSITY

## Faculty of Economics and Administrative Sciences

### Course Definition Form

#### Part I. Basic Course Information

<b>Department Name</b>	BANKING AND FINANCE	<b>Dept. Numeric Code</b>	3 5
<b>Course Code</b>	B A F 2 0 3	<b>Number of Weekly Lecture Hours</b>	3
		<b>Number of Weekly Lab/Tutorial Hours</b>	0
<b>Course Web Site</b>	http:// bf.cankaya.edu.tr	<b>Number of Credit Hours</b>	3
		<b>ECTS Credit</b>	0 5

#### Course Name and Other Course Information

*This information will appear in the printed catalogs and on the web online catalog.*

<b>English Name</b>	Banking Transactions
<b>Turkish Name</b>	Bankacılık İşlemleri
<b>Mode of Delivery</b>	Face to face
<b>Language of Instruction</b>	English

#### Course Description

*Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.*

This course covers banking transactions providing an introduction to the main operations of a bank including bank services and products, types of customers, operating accounts, lending and securities. Topics include: savings and investment accounts, current accounts, lending facilities, money transmission and payment services, share dealing services and advice, investment advice and portfolio management as well as safe custody services.

<b>Prerequisites</b> (if any) <i>Give course codes and check all that are applicable.</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
	<input type="checkbox"/> Consent of the Instructor	<input type="checkbox"/> Senior Standing	<input type="checkbox"/> Give others, if any.	
<b>Co-requisites</b> (if any)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Course Type</b> <i>Check all that are applicable</i>	<input checked="" type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input type="checkbox"/> Elective course for dept. <input checked="" type="checkbox"/> Elective course for other dept.(s)			

**Part II. Detailed Course Information****Course Objectives***Maximum 100 words.*

The objective of this course is to introduce banking sector and fundamental banking transactions by the way of examples, covering the nature of their implementation, and consider problems in application. The students get a chance to learn how banks works and how to work in banking sector effectively.

**Learning Outcomes***Explain the learning outcomes of the course. Maximum 10 items.*

After successfully completing this course, the students will be able to know how banks operate and apply the learning outcomes in a bank.

**Textbook(s)***List the textbook(s), if any, and other related main course material.*

Author(s)	Title	Publisher	Publication Year	ISBN
Colin Watson	Banking Operations 6 <sup>th</sup> Edition	The Chartered Institute of Bankers	2014	978-1909170117

**Reference Books***List, if any, other reference books to be used as supplementary material.*

Author(s)	Title	Publisher	Publication Year	ISBN

**Teaching Policy***Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)*

Mainly lectures will be used in conducting the course. Homework assignments will be used to encourage students to investigate certain topics in more detail.

**Laboratory/Studio Work***Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.***Computer Usage***Briefly describe the computer usage and the hardware/software requirements for the course.*

Personal computers or notebooks will be adequate.

<b>Course Outline</b> <i>List the weekly topics to be covered.</i>	
Week	Topic(s)
1	Banker/Customer Relationships
2	Saving and Investment Accounts
3	Money Transmission and Payment Services
4	Personal and Business Customers
5	Operating Customer Accounts
6	Operating Customer Accounts (Continued)
7	Midterm Week
8	Cheques
9	Electronic Banking
10	Credit Cards
11	Lending
12	Credit Scoring
13	Securities
14	Insurance Policies

<b>Grading Policy</b> <i>List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.</i>								
Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Homework	1	10	Case Study					
Midterm Exam	1	30	Class Participation					
Final Exam	1	60	Class Participation					

<b>ECTS Workload</b> <i>List all the activities considered under the ECTS.</i>			
Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	14	3	42
Attending Labs/Recitations ( <i>weekly basis</i> )			
Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )	14	2	28
Collection and selection of relevant material ( <i>once</i> )	1	5	5
Self study of relevant material ( <i>weekly basis</i> )	14	2	28
Take-home assignments			
Preparation for quizzes			
Preparation for mid-term exams ( <i>including the duration of the exams</i> )	1	15	15
Preparation of term paper/case-study report ( <i>including oral presentation</i> )			
Preparation of term project/field study report ( <i>including oral presentation</i> )			
Preparation for final exam ( <i>including the duration of the exam</i> )	1	15	15
<b>TOTAL WORKLOAD / 25</b>			133/25=5,32
<b>ECTS Credit</b>			<b>5</b>

<b>Program Qualifications vs. Learning Outcomes</b> Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.						
No	Program Qualifications	Contribution				
		0	1	2	3	4
BAF-1	Be able to monitor and analyze the dynamics of banking and financial markets.					X
BAF-2	Be able to utilize the basic knowledge that obtained with an interdisciplinary approach to business, economics, etc. in creating expertise in the fields of Banking and Finance in accordance with the requirements of the globalized business environment.			X		
BAF-3	Be able to identify and analyze the validity of theories related to the banking and finance and their relationships regarding current conditions.				X	
BAF-4	Have a good knowledge of the regulations and legislation underpinning the financial markets and institutions.				X	
BAF-5	Have the ability to efficiently perform all responsibilities of managerial finance within a corporation.					X
BAF-6	Be able to use quantitative techniques and methods that are predominantly used in banking and finance.					X
BAF-7	Be able to use the theoretical and practical knowledge obtained in his/her field in analyzing and evaluating data.					X
BAF-8	Be able to construct, analyze and interpret financial and economic models					X
BAF-9	Be able to understand and evaluate the problems in banking and finance and to discuss and express his/her opinions clearly.				X	
BAF-10	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.			X		
BAF-11	To maintain scientific, social, and ethical standards when collecting, interpreting, and disseminating financial information, and in application of financial ideas.				X	

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest