

COURSE TITLE	IT IN FINANCIAL SERVICES - I
COURSE CODE	04BC0155
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Create, format, and manage documents, spreadsheets, and presentations effectively using MS Word, Excel, and PowerPoint.
- 2 Apply formulas, functions, and data analysis techniques in Excel, utilize mail merge in Word, and design impactful presentations in PowerPoint to enhance workplace productivity.
- 3 Manage emails, scheduling meetings, and collaborating on documents using MS Outlook and cloud-based features like OneDrive for seamless teamwork.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
0	0	4	0	30	20	0	50

Contents : Unit	Topics	Contact Hours
Total Hours		

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
1	Introduction to IT in Finance Basics of IT & Digital Transformation, FinTech Industry Overview, Role of IT in Banking & Financial Services, Online & Mobile Banking Technologies, Core Banking Systems & Software, Digital Payment Systems (UPI, NEFT, RTGS), Digital Banking	30
2	MS Office Overview of MS Office Suite (Word, Excel, PowerPoint, Outlook), Document creation, formatting, tables, images, mail merge, headers/footers, and document export options, Spreadsheets, formulas (SUM, IF, VLOOKUP, etc.), Charts, pivot tables, data sorting/filtering, and introduction to macros, Slide creation, templates, animations, transitions, multimedia integration, and presentation techniques, Email management, calendar scheduling, contacts, tasks, and email security best practices	30
Total Hours		60

Textbook :

- 1 Financial Technologies: A Comprehensive Guide, T. K. Jain, Sage Publications, 2022
- 2 Digital Banking: A Guide to Transformation, Rajesh K. Gupta, Wiley India Pvt Ltd., 2021

References:

- 1 FinTech: The Impact and Influence of Financial Technologies, Partha Ray, Oxford University Press, 2023
- 2 Financial Data Analytics: Concepts, Tools, and Applications, Vikram Goyal, McGraw Hill Education, 2021
- 3 Blockchain and the Future of Finance, R. Ravi Kumar, Pearson Education India, 2022

Suggested Theory Distribution:

The suggested theory distribution as per Bloom’s taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
10.00	15.00	25.00	25.00	25.00	0.00

Instructional Method:

- 1 Practical

Supplementary Resources:

- 1 <https://www.investopedia.com/terms/f/fintech.asp>
- 2 <https://www.geeksforgeeks.org/role-of-information-technology-in-banking-sector/>
- 3 <https://www.rbi.org.in/Scripts/PaymentSystems.aspx>
- 4 <https://support.microsoft.com/en-us/office/training>
- 5 <https://learn.microsoft.com/en-us/microsoft-365/onedrive/>