



**NATIONAL BOARD FOR TECHNICAL  
EDUCATION (NBTE)**

**COURSE MATERIAL**

**FOR**

**Course Code & Title: BFN 111: ELEMENT OF  
BANKING**

**Programme: NATIONAL DIPLOMA IN  
ACCOUNTANCY**

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# **COURSE INFORMATION GUIDE**

## **Course Information**

**Course Title:** Elements of Banking I

**Credit Units:** 2 Credit Units

**Year of Study:** One

**Semester:** First

## **Course Introduction and Description**

### **Introduction**

I welcome you to this Course; BFN 111 'Elements of Banking', which has been designed to enable you understand the basic concepts of money, credit and the practical aspects of banking transactions. The course will also enable you to understand the evolution, structure of different types of Banking Institutions and their roles in the Nigerian financial systems.

### **Course Description**

Elements of Banking, is a two-credit unit and two-semester undergraduate course for ND Accountancy students. The course is made up of five (5) modules spread across thirteen (13) lecture weeks. This course guide tells you an overview of what money is all about, and how they are used to solve basic needs of a society. The course guide is also organised in a simplified manner to help you go through the course materials in order to prepare for your semester examination. In addition, the course materials suggest some general guidelines for the amount of time required of you on each unit in order to achieve the course aims and objectives successfully. Answers to your tutor marked assignments (TMAs) are therein already.

### **Course Prerequisites**

To be qualified for ND Accountancy, you are expected to have the following O' level requirements:

English Language (not Literature in English) and Mathematics and any three subjects from the following:

Economics/Commerce,

Business Methods/Business Studies,  
Principles of Accounts/Book Keeping,  
Literature in English  
Geography

## **Course Objectives**

At the end of this course, you should be able to:

1. Explain the meaning and evolution of money and understand different types of money.
2. Explain the factors influencing the supply and demand of money.
3. State the difference between the role of commercial banks and that of central banks.
4. Apply the ethics of borrowing/lending used by commercial banks in their decision making.
5. Explain the services offered to customers by commercial banks.
6. Discuss the importance of non- bank financial intermediaries to the Nigerian economy.

## **Activities to Meet Course Objectives**

The Open Distance and Flexible e-learning programmes are specially designed to replace the conventional lectures. Hence, you can be able to study using these materials at your own convenient time, and place that best suits you. The study materials will guide you on what to read and when to read other materials. Just as a lecturer might give you class exercises, your study units provide exercises for you to do at an appropriate time.

Each study session follows a unified format. The first item is an introduction to the subject matter of the study session, and how a particular session is integrated with the others linking to the course as a whole. Next is a set of learning objectives. These objectives allow you to know what you should be able to do by the time you have completed the unit. You should use these objectives to guide your study. When you have finished the unit, you must go back and check whether you have achieved the objectives. If this becomes your habit, you will significantly improve your chances of passing the course.

In order to achieve the learning objective of this study, related sites and standard references have been provided for you. There is going to be lot of online interactions between you and your course lecturer through WhatsApp, Facebook or Instagram. Therefore, you should have good and functional software applications on your mobile phones or I-pad like WhatsApp, Facebook and Instagram, email address and a phone number to enable you chat, interact and share ideas with your tutors and other course mates. Similarly, there will be individual and group assignments. It is important to note that all assignments are due at the times slated. Late submission of assignment will not be accepted from you. Hence, you should be very serious with your study.

Time (To Complete Syllabus/Course)

The duration of tutoring is approximately 13 weeks and you are expected to put in a minimum of 2-hour study time per week.

### **Grading Criteria**

There are two aspects of assessments in this course. The first one is the tutor-marked assignment which is made up of individual assignment (CA 1 & 2, 10% each), group assignment (GCA 1 & 2, 10%), and discussion/quiz or out of class assignment (10%). In tackling the assignments, you are advised to be sincere in attempting the exercises by utilizing the information, techniques and knowledge acquired during the course. Secondly, the examination within which each module is assessed is (60%) making a total of 100%. You are expected to carefully follow the examination instruction before attempting each of the exercises. Summarily, the grades will be based on the following:

Individual assignments/tests	(CA 1,2 etc.) 20%
Group assignments	(GCA 1, 2 etc.) 10%
Discussions/Quizzes/Out of class engagements etc.	10%
Semester Examination_____	60%_____
	100%_

## **Grading Scale**

Institutions offering accredited programmes will award the National Diploma to students who meet the final requirements for the diploma. These include the successful completion of the programme's course work, diploma project, passing the prescribed examinations, and going through the Supervised Industrial Work Experience Scheme (SIWES). Such candidates should have completed 72 to 80 semester credits units. The National Diploma certificates shall be graded as follows:

Distinction	GPA of 3.50 and above
Upper Credit	GPA of 3.00 - 3.49
Lower Credit	GPA of 2.50 - 2.99
Pass(P)	GPA of 2.00 -2.49
Fail(F)	GPA of below2.00

You should note that transcript(s) showing all the courses taken and grade obtained by the students shall be issued together with the certificate(s).

## **Feedback**

The Open distance and flexible e-learning expect the following feedback:

### **Courseware based:**

1. In-text questions and answers (answers preceding references)
2. Self-assessment questions and answers (answers preceding references)

### **Tutor based:**

1. Discussion Forum tutor input
2. Graded Continuous assessments

***Please Contact NBTE for the Complete Courseware***