LABI OF COURSES FOR DIPLOMA PROGRAMME IN MODERN OFFICE PRACTICES LEVEL 1-V, FOR BTE GOA 54

1					RADE M			0.1.1	1- 04-	ulaa)	
Feachin	g Schedule Pe	r Week	Progressive			Examination Schedule (Marks)					
ctures	Practical	Credits	Asses	smen	t i	Theory		Practical	Ex.	Total	
4	-	4	25		3Hrs	. 100				125	
Pre-requisite		Source	Semester		Theory	Test	Total	TW	PR	Gr Tota	
·····		MOP			75	25	100	25	-	125	

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TIONALE: 1. To equip the students with both, theoretical and practical knowledge of foreign exchange sactions, foreign trade finance and other relevant issues. 2. To provide adequate knowledge and erstanding of above issues to persue a successful career in the foreign exchange and trade line.

COURSE CONTENT	Hrs	Mks
COURSE CONTENT	13	20
LANCE OF PAYMENT ain items, Methods of payment used in foreign trade, Causes of imbalances, Methods		
correcting Imbalances, Devaluation.	f3	20
FOREIGN EXCHANGE TRANSACTIONS oreign exchange market, Supply and Demand, Sale and Purchase, Sport & forward	ana a sa	1997 1
ansactions, NOSTRO, VASTRO LORO Accounts, rate of Exchange, Basic short and ansactions, NOSTRO, VASTRO LORO Accounts, rate of Exchange, Basic short and any rate, spot and forward rates, fixed and floating rates, Foreign exchange,	d a c	ан. 19
rithmetic & Arbitrage	13	20
EXCHANGE CONTROL resent policy, Prescribed methods of payment, Foreign currency accounts, Non	ہ ۔ 19 او یہ	сы). 1971
tesident rupee accounts. Blocked Accounts.	13	20
EXPORT CREDIT	6	
EXPORT CREDIT Documentary letter of credit, Deferred payment guarantees Packing credit, Export redit, Full set of shipment documents, Bills of exchange, Bills of lading, Marine redit, Full set of shipment documents, Bills of exchange, Bills of Lading, Marine		5 Y .
nsurance Policy, Invoice and Certificates, types of contracts, ECGCI, EXIM Bank	12	20
5. INTERNATIONAL INSTITUTIONS International Monetary fund, Special Drawing Rights, World Bank, W.T.O. & GATT,		
EURO Monetary Unit.	64	100
Total		

NOTES: - 1. Only short answer type questions shall be asked with no individual questions above 8-10 marks. 2. Adequate internal choice shall have to be provided.

REFERENCE BOOKS

7.

- Ellisworth, P.T., "The International economy" (Collin MacMilan).
 Whiting, D.P., "Finance of International trade" (M&E).
 Weisweiler, Ruby, "Introduction to foreign exchange" (Woodhead),
- 4
- Kenen, peter, "The International Economy" (PHI), Berkley, Adrian, "The Essence of Int. Money" (PHI), Chowdhary, B.K. "Finance of Foreign Trade & Foreign exchange" (HIMALAYA), Verpheres S. K. "Finance of Foreign Trade & Foreign exchange" (MIMALAYA), 5. 6.
 - Vergheese, S. K., "Foreign Exchange and Financing of Foreign trade" (VIKAS)., Andley, A.K., "Foreign exchange and Foreign Trade" (SULTAN).
- 8.



HUMAN RESOURCE & CURRICULUM DEVELOPMENT CFUL, DIRECTORATE OF TECHNICAL EDUCATION, GOA_07-2060