**SYLLABUS: Bank Management**

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| **Basic information on the subject** | | | |
| **Academic unit:** | FACULTY OF ECONOMICS PRISHTINA | | |
| **Subject title:** | Bank Management | | |
| **Level:** | Bachelor | | |
| **Status:** | Elective | | |
| **Year of studies:** | 3rd year, 6the semester | | |
| **Hours per week** | 2+1 | | |
| **Credit hours – ECTS** | 6 ECTS | | |
| **Time / venue:** | Tuesday, 14-16 | | |
| **Lecturer:** | Prof. Dr. Gazmend Luboteni | | |
| **Contact details:** | [gazmend.luboteni@uni-pr.edu](mailto:gazmend.luboteni@uni-pr.edu) | | |
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| **Description** | The subject offers basic knowledge on bank management and the problems faced by managers in banks. | | |
| **Objectives:** | * Equipping students with basic knowledge on bank management; * To train students for the identification of the banks’ problems in the contemporary business environment amid growing competition; * Enabling the application of derived knowledge in the real-life situations of bank management. * Training students to face practical problems and to enable solving those problems by utilizing the knowledge gained through this course. | | |
| **Learning objectives:** | By the end of the lectures, students should be able to:   * Understand bank management; * Analyze and understanding practical problems managers face in banks; * Apply the gained knowledge in contemporary management settings in banks. | | |
| **The contribution to the student’s workload ( which has to correspond with the results of the student’s learning)** | | | |
| **Activity** | | | | **Hours** | **Days/weeks** | **Total** |
| Lectures | 2 | 15 weeks | 30 hours |
| Theoretical/lab exercises | 1 | 15 | 15 |
| Practical work | - | - | - |
| Consultations | 1 | 15 weeks | 15 hours |
| Field exercises | - | - | - |
| Mid-terms, seminars | 2 | 5 | 10 hours |
| Assignments | - | - | - |
| Time of student’s individual study (in the library or at home) | - | - | 66 hours |
| Final preparation for the exam | 3 | 1 weeks | 3 hours |
| Time spent in evaluation (tests, quiz, final exam. Etc.) | - | - | - |
| Projects, presentations, etc. | 4 | 3 weeks | 12 hours |
| **Total** |  |  | **150 hours** |
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| **Method of teaching:** | The teaching method is interactive, enabling students to ask questions for the problems they face during the given lecture. Moreover, students can contact their professor for any problems that they might face during their readings and to get adequate instructions in order to improve the quality of learning and the students’ success. | | |
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| **Methods of evaluation:** | Student evaluation will consist of:   * - Term paper that students will work on during the semester. It is worth 10 % of the final mark; * Final exam, which will cover the whole topics and consists of a combination of questions and problems; worth 90 % of the marks. | | |
| **Reading materials** | | | |
| **Required reading:** | 1. Prof.Dr.Gazmend Luboteni, Menaxhmenti bankar, Prishtinë, 2015.  2. Prof.Dr.Gazmend Luboteni, Bankat dhe afarizmi bankar, Prishtinë, 2015. | | |
| **Recommended reading:** | 1. Peter Rose, Commercial Bank Management, McGraw-Hill, Iwin, Boston, 2002. | | |

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| **Schedule** | |
| **Week** | **Topic** |
| **First week** | Introduction to bank management |
| **Second week** | Contemporary banks and their services |
| **Third week** | The influence of government policies and regulations in the banking business |
| **Fourth week** | International banking business |
| **Fifth week** | Types of international banking organizations |
| **Sixth week** | Monetary and credit multiplication in the banking system |
| **Seventh week** | First mid-term |
| **Eighth week** | Financial management of banks |
| **Ninth week** | Bank capital and its management |
| **Tenth week** | Capital adequacy |
| **Eleventh week** | Managing bank liquidity |
| **Twelfth week** | Managing the liquid position of banks |
| **Thirteenth week** | Banks’ optimal liquidity |
| **Fourteenth week** | Managing bank solvency |
| **Fifteenth week** | Second mid-term |

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| **Academic policies and rules of conduct** |
| Regular attendance of lectures and exercises is compulsory for all students. All students are required to abide by the rules of conduct: keeping silent, switching off cell phones and entering the lecture hall in time. |