



Banking Management Operations Certificate Online – F101 100 Hours

This program acquaints the participants with an in-depth understanding of various knowledge areas that are required of banking professionals. The students will be equipped with the knowledge of the various banking products, operational aspects, and various technology and regulatory requirements. The students will also be provided with essential management and operational technology skills required to work effectively.

The key knowledge areas are:

- Banking essentials
- Banking products
- Foreign Exchange Management
- Trade Finance
- Operational aspects
- Banking technology
- Regulatory environment

Banking essentials	An overview of the financial system Role of banks How banks operate (From managing assets to managing liabilities) Understanding the relationship between a bank and customer Types of customers Types of bank accounts Negotiable instruments (Checks, bills of exchange, etc.)
Banking products and services	Consumer lending products <ul style="list-style-type: none"> • Consumer credit terminology • Overview of lending process • Various product features and benefits Deposit Products <ul style="list-style-type: none"> • Various product features and benefits Credit Card Operations Fee-based banking services Services such as Demat accounts Financial planning products/services
Foreign Exchange Management	Overview of Foreign Exchange Markets Foreign Exchange Dealings Exchange Rate Mechanisms Foreign Exchange Operations
Trade Finance	International Trade Services Modes of International Trade Documentary Credit Documentary Collections

	Important Trade Documents Trade Finance Risks in International Trade
Operational aspects	Book Keeping and Accounting Teller Functions
Banking technology	Overview of banking technology/software Using technology for speed, efficiency and accuracy Electronic banking services and emerging trends Plastic Wallet Technology Tools for managing customer data Security Issues and Systems Audit Training/simulation of an actual banking software
Regulatory environment	Regulatory Framework for Banking Know Your Customer/Anti-money Laundering Guidelines Regulatory Framework for International Trade
Project	An independent research assignment, which will demonstrate their knowledge and competence in bank operations

Course Highlights

1. Introduction to banking
2. Banker Customer Relationship
3. Types of Customers and Their Accounts
4. Negotiable Instruments and Related Matters
5. Overview of Deposit Function
6. Demand Deposits
7. Time Deposits
8. Types of Deposits - Advantages and Disadvantages
9. Overview of Credit Function
10. Principles and Practice of Lending
11. Financial Analysis for Lending
12. Securities for Lending
13. Credit Documentation and Sanctioning
14. Credit Monitoring and Loan Recovery
15. Asset Categorization
16. Credit Card Operations
17. Dematerialization and Other Services
18. Introduction to Bookkeeping and Accounting
19. Practice of Bookkeeping in Banks
20. Final Statements of Accounts of Banks
21. Foreign Exchange Remittance-I
22. Foreign Exchange Remittance-II
23. Foreign Exchange Transactions
24. Introduction to Marketing
25. Marketing of Bank Services
26. Customer Relationship Management
27. Payment and Settlement System
28. Electronic Transfer of Funds
29. Teller Functions
30. Risk Management Principles
31. Operational Risk Management



32. Credit Risk Management
33. Internal Controls in Banks
34. Banking Technology
35. Trade Finance - I
36. Trade Finance-II
37. Know Your Customer
38. HRM in Bank Branches

Elearning Features

Exhaustive theoretical material supplemented with contemporary case studies

Learner friendly courses with:

- > Formulae, definitions and concise summaries
- > Interactive simulations
- > Solved examples, practice exercises and quizzes
- > Mock exams from proprietary database
- > Timed tests in exam format
- > Personalized results for self assessment
- > Glossary, FAQs, Pocket Reference
- > Valuable reference extracts

Other features include :

- > E-mail subject-matter expert
- > Online with 24x7 customer support