

# Banking Operations Certificate

## Certificates

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Certificate Code: 02021

**Certificate Hours:**

160

**Target Audience:**

This certificate is intended for newly joined bank employees or existing employees who have limited exposure to one or two different banking operations units and no knowledge of other areas of banking operations.

**Certificate  
Description:**

This certificate program provides participants with the wide variety of knowledge and skills required to work in different areas of banking operations. It also provides an overview of the Egyptian banking system, the role of the Central Bank of Egypt, the prototype bank, primary and secondary bank functions, international banking operations, anti-money laundering, credit and financial analysis, treasury and investment operations, forgery and document falsification, legal aspects of banking, basic accounting, customer service and relations, foreign trade finance operations, and retail banking operations.

**Certificate  
Objectives:**

- Explain the evolution of the Egyptian banking system and the role of the Central Bank of Egypt
- Describe the prototype bank and various banking services, products and functions
- Explain the process of internal banking operations
- Discuss the main characteristics of money laundering and AML operations
- Explain credit concepts and methods of financial analysis
- Identify the main operations for treasury and Investment

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### Certificate Outline:

- List the different types of forgery within bank operations
- Identify the legal aspects of banking operations
- Review financial statement and accounting concepts for banking operations
- Explain the proper approach to the customer / banker relationship
- Identify the basic foreign trade finance operations
- Explain retail banking operations as a driver for profit and customer satisfaction

#### **Module 1: Introduction to Banking and the Egyptian Banking System**

- The evolution of the Egyptian banking system
- The controlling and supporting role of the Central Bank of Egypt

#### **Module 2: The Prototype Bank**

- The main features of a banking organization
- The primary bank functions
- Secondary bank functions

#### **Module 3: The Process of Internal Banking Operations**

- Primary processes of internal bank operations
- The different account types and other bank functions

#### **Module 4: The Main Characteristics of Money Laundering and Anti-Money Laundering (AML) Operations**

- The concept of money laundering and methods of AML

- The requirements for compliance with AML regulations

### **Module 5: Credit Concepts and Methods of Financial Analysis**

- Credit concepts and related financial analysis
- The different elements of credit and collateral
- Steps for credit implementation
- Credit risk assessment

### **Module 6: Bank Treasury and Investment Operations**

- The main features of the foreign exchange markets
- Money market tools in relation to central bank monetary policy
- Treasury and risk management

### **Module 7: Different Types of Forgery in Bank Operations**

- Types of document falsification
- Types of forgery
- Steps for security against forgery
- Coins, paper cash money and electronic money

### **Module 8: Legal Aspects of Banking Operations**

- Banking, central bank laws and regulations
- The legal aspects of banking operations
- The legal aspects of different banking products and services

### **Module 9: Financial Statement and Accounting**

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### Concepts for Banking Operations

- The accounting cycle
- Financial statements
- Asset and liquidity structure
- Asset management

### Module 10: The Customer / Banker Relationship

- Methods and approaches to customer service excellence
- The different elements of etiquette, protocols and ethics
- Steps in customer service delivery

### Module 11: Foreign Trade Operations (FT)

- Foreign trade instruments and definitions
- Limits and different payment terms in FT
- Concept and process of documentary credits
- Concept and process of letters of guarantee
- Concept and process of documentary collection

### Module 12: Retail Banking Operations

- What retail banking is and how it works
- The different retail banking services, products and electronic banking
- Types and process of consumer financing
- The credit scoring methodology
- Risk management from the retail banking point of view

### Assessment Strategy:

Assessment is performed both informally and formally. Participants will be assessed on their class participation and there will be a final test.

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**Upon Successful  
Completion of this  
Course, participants  
will obtain:**

14 Quarter Credit Hours

**Certificate Language:**

English

**Prerequisites:**

Good command of English.

**This Certificate  
entitles you to attend:**

None