



## Online Professional Certificate in Bank Branch Management

Becoming a branch manager in a bank or other financial institution requires much more than the ability to crunch numbers. To succeed, you must also have strong sales, people-management and customer-service skills.

Those with the right mix of education, skills and experience will find ample opportunities in the field of branch management.

Obtain the prestigious New York Institute of Finance Professional Certificate to help you meet your professional and personal goals. The Professional Certificate Programs are comprehensive in scope and offer you a wide variety of courses to choose from. In addition, you will receive continuing professional education credits to insure you are keeping up to date with your professional requirements.

### Targeted Audience

Those who are interested in understanding the operations of a bank branch.

### Special Offer

Save 10% over individual course enrollments!

### Advance Preparation

No advance preparation required.

### Learning Objectives

Students will be able to:

- . Understand the procedure of opening different types of accounts with a bank
- . Discuss various types of deposits

- . Understand the advantages and disadvantages of different types of deposits
- . Understand the procedure of lending in a bank
- . Discuss various types of loans and advances by a bank
- . Understand the principles and practice of lending
- . Understand the application of marketing principles to banks
- . Discuss various strategies of effective CRM
- . Understand the promoting and pricing strategy of banks
- . Understand foreign exchange operations in banks
- . Discuss the procedure for issue and encashment of travelers' cheques
- . Discuss the procedure for issue and encashment of foreign currency notes
- . Understand the factoring and forfaiting mechanism
- . Understand various modes of payment and settlement systems
- . Discuss the mechanism of electronic funds transfer
- . Understand the features of different automated clearing systems
- . Understand the procedure involved in trade financing
- . Discuss the terms and conditions for sanctioning and disbursing of pre-shipment and packing credit
- . Discuss the types of post-shipment credit facilities
- . Understand the documentation required for letter of credit
- . Understand the principles of bookkeeping
- . Discuss the practice of bookkeeping in banks
- . Discuss the final statements of accounts of banks
- . Understand the human resource management functions in banks
- . ...and much more!

## Follow-Up Courses

Online Professional Certificate in Banking Risk and Regulation

Online Professional Certificate in Derivatives

Online Professional Certificate in Communication & Creativity

Online Professional Certificate in Corporate Treasury Management

Online Professional Certificate in Portfolio Management

**Level: Basic**

**ceu Credits: 10**

**icb Credits: 58**

**acams Credits: 3**

**icpas Credits: 3**

## Detailed Outline

### Bank Branch Management - Advances

**Topics covered include:**

- . Overview of Credit Function
- . Principles and Practice of Lending
- . Financial Analysis for Lending
- . Securities for Lending
- . Credit Documentation and Sanctioning
- . Credit Monitoring and Loan Recovery
- . Asset Categorization

Duration: 8.5 hours

### Introduction to Bank Lending Environment

**Topics covered include:**

- . Credit and Economic Growth
- . Commercial Lending
- . Working Capital
- . Bills and Letters of Credit
- . Lending Against Shares
- . Lending Against Real Estate
- . Term Loans

Duration: 7 hours

---

## **Bank Branch Management: Bookkeeping and Accounting**

### **Topics covered include:**

- . Introduction to Bookkeeping & Accounting
- . Practice of Bookkeeping in Banks
- . Financial Statement of Banks

Duration: 3 hours

---

## **Bank Branch Management - Deposits**

### **Topics covered include:**

- . Overview of Deposit Function
- . Demand Deposits
- . Time Deposits
- . Types of Deposits Advantages and Disadvantages

Duration: 4.5 hours

---

## **Bank Branch Management: Human Resource Management & Corporate Social Responsibility**

### **Topics covered include:**

- . HRM in Bank Branches
- . Corporate Social Responsibility

Duration: 3 hours

---

## **Bank Branch Management - Marketing**

### **Topics covered include:**

- . Introduction to Marketing
- . Marketing of Bank Services
- . Customer Relationship Management

Duration: 3 hours

---

## **Bank Branch Management Payment and Settlement Systems**

### **Topics covered include:**

- . Payment and Settlement Systems
- . Electronic Transfer of Funds

Duration: 2 hours

---

## **Bank Branch Management: Retail Banking**

### **Topics covered include:**

- . Mortgage Loans

## **Bank Branch Management: Risk Management**

### **Topics covered include:**

- . Auto Loans
- . Teller Functions

Duration: 3 hours

- . Risk Management Principles
- . Credit Risk Management
- . Operational Risk Management

Duration: 3 hours

---

## **Bank Branch Management: Technology and Security**

### **Topics covered include:**

- . Internal Controls in Banks
- . Banking Technology

Duration: 2 hours

---

## **Anti Money Laundering**

### **Topics covered include:**

- . What is Money Laundering
- . International Initiatives
- . Customer Identification Program
- . USA Patriot Act
- . Wolfsberg Principles on Correspondent Banking
- . Terrorist related money laundering

Duration: 7 hours

## **Completion**

All courses must be completed within one year with a score of at least 70% in each module.

For more information regarding administrative policies such as complaints and refunds, please contact our offices at 212-641-6616.