

## Banking Operations



**359-P26-CE**



**In-Class**



**36 hours**



**EGP 11,500**

### **Course Description:**

This course is designed for banking professionals, compliance officers, and individuals seeking to deepen their understanding of banking systems and operations. By the end of the course, participants will be able to explain the structure and functions of central banks, including the Central Bank of Egypt, and apply knowledge of core banking operations such as account types, foreign exchange, commercial papers, and SWIFT messaging. They will also analyze retail banking products, credit management, and trade finance tools like Letters of Credit and Guarantees, as well as implement techniques to combat money laundering and terrorism financing. Through real-world case studies, interactive discussions, and hands-on exercises, participants will demonstrate a comprehensive understanding and practical application of key banking concepts.

### **Target Audience:**

- New bank employees in retail banking, operations, trade finance, or credit management roles.
- New hires or junior staff seeking foundational knowledge of banking systems.

### **Course Objectives**

#### **After completing this course, the participants will be able to:**

- Explain the structure and functions of the banking system and its role in economic development.
- Apply knowledge of banking operations to solve practical problems in the banking industry.
- Use retail banking products and services to design strategies for improving customer satisfaction.
- Demonstrate the use of trade finance tools, such as Letters of Credit and Guarantees, in practical trade scenarios.
- Explain the principles of money laundering prevention and demonstrate how banks can combat financial crimes.

### **Course Outline**

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

- The banking system.
- Central Bank of Egypt.
- The relationship between the government and the CBE.
- Types of banks.

### **Module 2: Banking Operations**

- Typical Bank Structure:
  - Front Office & Back Office.
  - Banking Operations.
  - Delivery Channels.
- Essential Competencies of a banker.
- Types of Common accounts (a product perspective):
  - Current/Checking account.
  - Saving account.
  - Time/Term Deposit.
  - Certificate Deposits.
  - Call account.
  - Mutual Funds Accounts.
- Other Types of Accounts (ownership & activity Perspectives).
- Documents required for account opening.
- Account Closure.
- Cash Operations.
- Foreign Exchange.
- Commercial Papers:
  - Bills.
  - Promissory Notes.
  - Cheques.
- SWIFT.
- Credit department.
- Treasury and capital market.
- Dealing Room.
- Financial Institutions Department.
- Correspondents Relationships.
- Summary of support sectors.
- Case Study.

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### **Module 3: Retail Banking Operations**

- What is Retail Banking?
- Common Retail Banking Products.
- Retail Credit Management.
- Electronic/Digital Banking Channels.
- Rethinking Retail Banking.

### **Module 4: Trade Finance**

- Foreign/International Trade.
- Letter of Credit (L/C) and Letter of Guarantee (L/G):
  - Definition.
  - Types.
- Other Trade Tools.
- Case Study: ABC Company in a Government Tender.

### **Module 5: Combating Money Laundering**

- Explanation of money laundering.
- Terrorism Financing.
- International Anti-money Laundering influential bodies.
- Alarming Activities that could be associated with Money Laundry/ Terrorism Finance.
- Banking Measures to Identify ML Transactions.

### **Assessment Strategy**

Participants will be informally assessed on their interaction during sessions and their participation in group exercises, and formally through an end-of-training course test.

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

2.9 CEUs.

### **Course Language:**

English.

### **Prerequisites:**

Intermediate level of English Language.