

## COURSE INTRODUCTION

The Certificate in Finance and Banking Course is a three months program that provides participants from industry or the one who is beginner with the skill to understand and develop to learn Finance and banking efficiently and professionally at a basic level according to the prevailing international banking standard.

The objectives of the program are to enable students to acquire general knowledge of the environment in which banks operate and to provide students with a insight of the standard organization of banks and their basic activities and procedures in different key fields. An important part of the program will focus on demystifying a number of concepts commonly used by confirmed financial advisors and explain the techniques behind a selected range of financial products.

## AUDIENCE/MINIMUM QUALIFICATION

This program is designed for those who are intend to make a career in Banking and Financial Companies starting at an entry level, or those who already have a place in the industry but without the professional qualification required

### The following basic skills are required:

- ❖ Reading, writing, and speaking in the English language.
- ❖ Good foundation of basic mathematics.

## CAREER OPPORTUNITIES

The opportunities begins from a banking executive accountant, financial advisor tellers, auditors and finance support executives in Financial Firms etc. and support throughout by putting strong foundation of banking and finance industry.

## COURSE CONTENTS

- ❖ Basic principles of Accounting and finance
- ❖ Basics of Banking
- ❖ Functions of banks
- ❖ Banking Technology
- ❖ Support Services
- ❖ Bank Accounting
- ❖ Balance Sheet
- ❖ Banking Technology
- ❖ Electronic Banking
- ❖ Core banking
- ❖ Accounting in Banks
- ❖ Basics of finance
- ❖ Time Value of Money

## COURSE SCHEDULE

- ❖ Course Duration: 3 Months
- ❖ Course Days: Sun-Thu
- ❖ Course Timings – 08:00PM – 10:00 PM

## EXAMINATION

- ❖ Type of Exam: Internal
- ❖ Exam Duration: 1 paper of 2 hours
- ❖ Exam Venue: Skyline University College

## COURSE FEE

- ❖ AED 3250/- (Fees subject to change)

## LAST DATE TO REGISTER

- ❖ One week prior to start of course

## ADMISSION REQUIREMENTS

- ❖ 2 Passport size photographs
- ❖ Passport Copy
- ❖ Fee as specified in Fee Policy

## REFUND POLICY

### For course cancelled by Institution:

- ❖ 100% refund of course fee

### For course cancelled by student:

- ❖ 50% refund of course fee before the commencement of course
- ❖ No refund of course fee after the commencement of course

## GENERAL TERMS & CONDITIONS

- ❖ Course and exam dates are subject to change
- ❖ Conduct of classes is subject to minimum number of students enrolled
- ❖ Conduct of morning/evening batches is subject to minimum number of students enrolled. In case of cancellation of either of the batches, registered students would be shifted to available batch. Student should refer to fee refund policy, in case he/she is not willing to shift the batch.
- ❖ Courses offered during holy month of Ramadan would have different timings. Student should contact administration/CPD for new timings.