

Bank Branch Management (BBM)

A practical guide to functioning of a Bank Branch

- ◆ **BBM – Advances**
- ◆ **BBM - Ancillary Services**
- ◆ **BBM - Book Keeping and Accounting**
- ◆ **BBM – Deposits**
- ◆ **BBM – Foreign Exchange Operations**
- ◆ **BBM - HRM and CSR**
- ◆ **BBM – Marketing**
- ◆ **BBM - Payment and Settlement Systems**
- ◆ **BBM - Retail Banking**
- ◆ **BBM - Risk Management**
- ◆ **BBM - Technology and Security**
- ◆ **BBM - Trade Finance**

* **Note:** This course can be customized to meet your Country / Region specific requirements.

BBM – Advances

Overview

This e-learning course on 'BBM - Advances' is designed to help users understand the overview of credit function of a bank, various types of loans and advances by a bank. An in-depth discussion of procedure of lending different types of accounts by a bank branch is provided. Further, the course also highlights on financial analysis for lending, different securities provided for loans and advances, and asset categorization by banks based on their performance.

On completion of this course, you will be conversant with:

- Overview of credit function of a bank branch
- Principles and practice of lending
- Financial analysis for lending
- Securities used against lending
- Credit documentation and sanction
- Credit monitoring and loan recovery
- Asset categorization

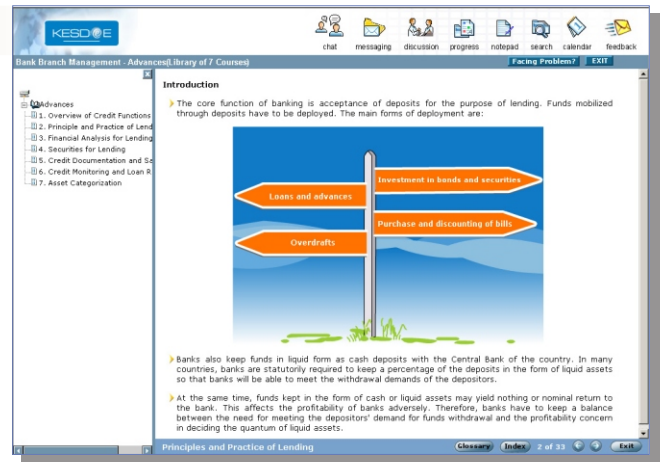
Course Level: Basic to Intermediate

Library of 7 Courses

Time taken for each course:1.0 Hour

Target Audience:

Those who are interested in understanding the operations of a bank branch with respect to loans and advances.



BBM - Advances

Library of 7 Courses

Duration of each course- 1.0 Hour

1. Overview of Credit Function
2. Principles and Practice of Lending
3. Financial Analysis for Lending
4. Securities for Lending
5. Credit Documentation and Sanctioning
6. Credit Monitoring and Loan Recovery
7. Asset Categorization

BBM - Ancillary Services

Overview

This e-learning course on 'BBM Ancillary Services' is designed to help users understand the ancillary services offered by banks. Further, the course discusses in detail about different aspects like: credit card operations, dematerialization services, safe custody services, safe deposit locker services offered by banks.

Course Level: Basic to Intermediate

Library of 2 Courses

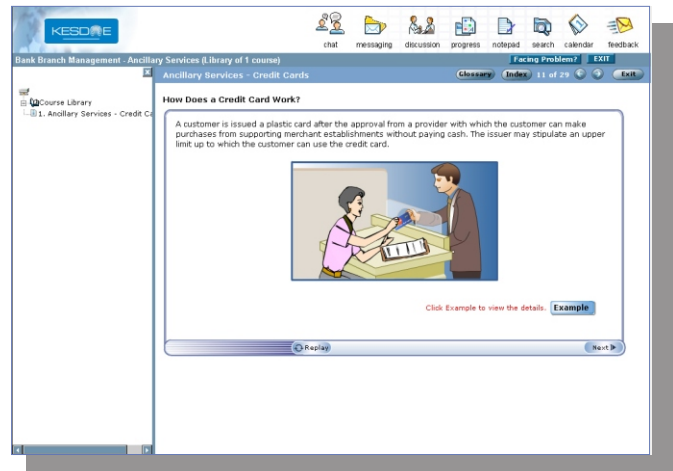
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Various types of ancillary services offered by banks
- Different types and features of credit cards
- Credit card payment settlements
- Dematerialization services offered by banks
- Other services like: safe deposit lockers, safe custody services offered by banks

Target Audience:

Those who are interested in understanding the ancillary services offered by banks.



BBM - Ancillary Services

Library of 2 Courses

Duration of each course- 1.0 Hour

1. Credit Card Operations
2. Dematerialization and Other Services

BBM - Book Keeping and Accounting

Overview

This e-learning course on 'BBM Bookkeeping and Accounting' is designed to help users understand the principles of bookkeeping. Further, the course discusses in detail the practice followed by banks in bookkeeping. The course also discusses about final statements of accounts of banks.

Course Level: Basic to Intermediate

Library of 3 Courses

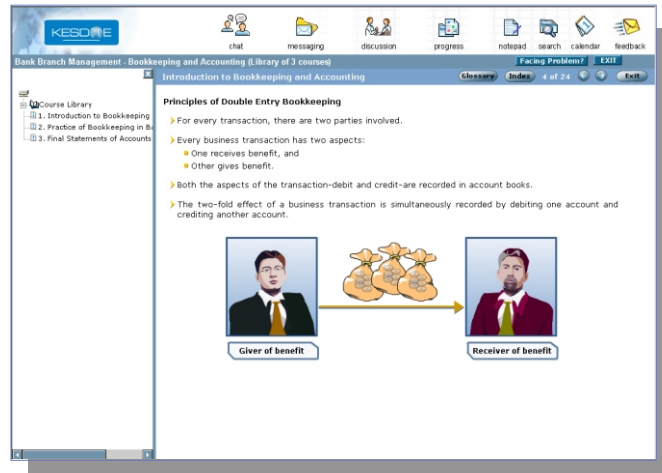
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Principles of bookkeeping
- Key rules of debit and credit
- Various types of books of accounts
- Practice of bookkeeping in banks
- Financial statements of banks

Target Audience:

Those who are interested in understanding the principles and practice of bookkeeping in banks.



BBM - Book Keeping and Accounting

Library of 3 Courses

Duration of each course- 1.0 Hour

1. Principles of Bookkeeping
2. Practice of Bookkeeping in Banks
3. Final Statements of Accounts of Banks

BBM – Deposits

Overview

This e-learning course on 'BBM - Deposits' is designed to help users understand the overview of deposit function of a bank, various types of deposits and their advantages and disadvantages. An in-depth discussion of procedure of opening various types of accounts with a bank branch is provided.

Course Level: Basic to Intermediate

Library of 4 Courses

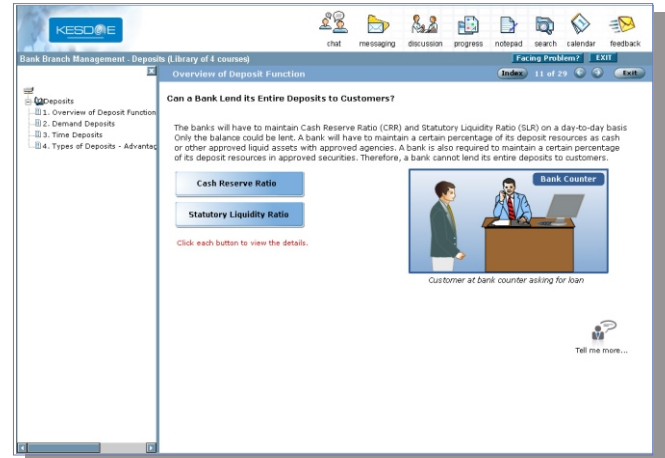
Time taken for each course: 1.0 Hour – 2.0 Hours

On completion of this course, you will be conversant with:

- Overview of deposit function of a bank branch
- Various types of deposits
 - Demand deposits
 - Time deposits
- Advantages and disadvantages of different types of deposits

Target Audience:

Those who are interested in understanding the operations of a bank branch with respect to deposits.



BBM – Deposits

Library of 4 Courses

Duration of each course- 1.0 Hour

1. Overview of Deposit Function
2. Demand Deposits
3. Time Deposits
4. Types of Deposits Advantages and Disadvantages

BBM – Foreign Exchange Operations

Overview

This e-learning course on 'BBM Foreign Exchange Operations' is designed to help users understand foreign exchange operations of a bank. Further, the course discusses in detail FEDAI rules relating to forex transactions, procedure in case of issue and encashment of travelers' cheques and foreign currency notes.

Course Level: Basic to Intermediate

Library of 3 Courses

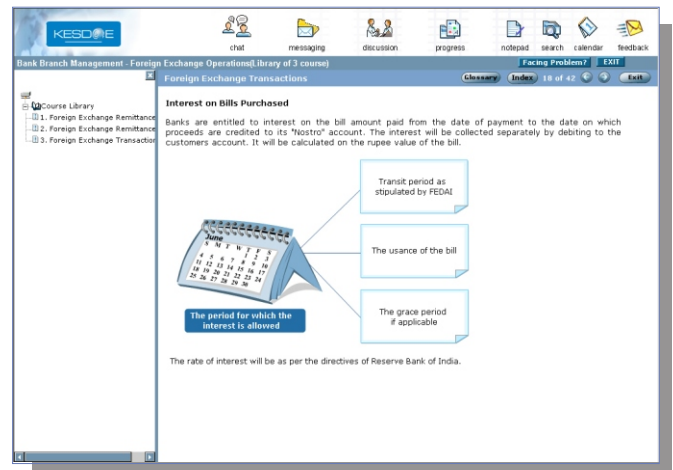
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Foreign exchange functions in a bank branch
- The concept of correspondent banking
- Different instruments of international money transfers
- The rules for foreign contributions
- FEDAI rules relating to forex transactions
- Procedure in case of issue and encashment of travelers' cheques/foreign currency notes
- Factoring, forfaiting, and forward contracts

Target Audience:

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



BBM – Foreign Exchange Operations

Library of 3 Courses

Duration of each course- 1.0 Hour

1. Foreign Exchange Remittance
2. Foreign Exchange Remittance II
3. Foreign Exchange Transactions I

BBM - HRM and CSR

Overview

This e-learning course on 'BBM HRM and CSR' is designed to help users understand the human resource management functions of banks. Further, the course discusses in detail corporate social responsibility of banks and broad categories of CSR activities undertaken by the banks.

Course Level: Basic to Intermediate

Library of 2 Courses

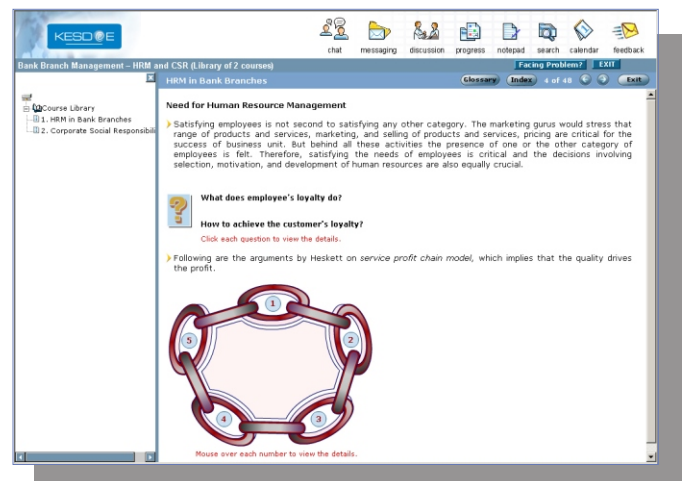
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- The human resource management (HRM) function in banks
- Broad categories of CSR activities undertaken by the banks
- Main kinds of CSR activities and their processes under each category

Target Audience:

Those who are interested in understanding the human resource management functions of banks and roles and responsibilities of banks in the society.



BBM - HRM and CSR

Library of 2 Courses

Duration of each course- 1.0 Hour

1. HRM in Bank Branches
2. Corporate Social Responsibility

Overview

This e-learning course on 'BBM - Marketing' is designed to help users understand the marketing aspect of services of a bank. Further, customer relationship management is also dealt in detail with in the course.

Course Level: Basic to Intermediate

Library of 3 Courses

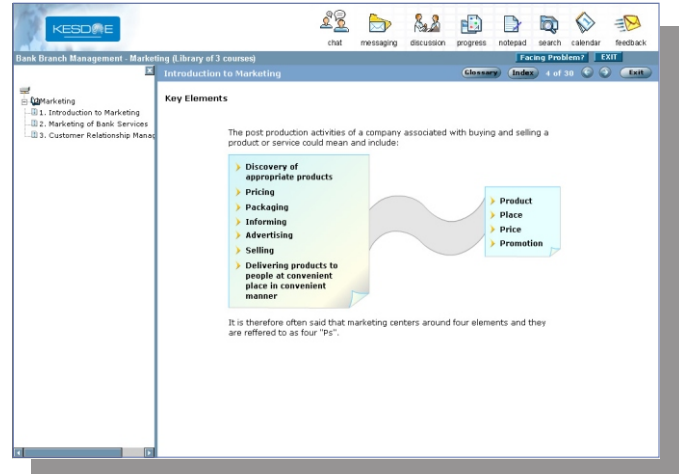
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Essential elements of marketing of bank services
- Meaning of market research and its benefits
- Promoting and Pricing strategy of bank services
- Application of marketing principles to banks
- Three facets of customer relationship management
- Six elements of customer relationship management
- The phases of implementation of a CRM strategy
- The ten determinants of service quality

Target Audience:

Those who are interested in understanding the marketing aspect of services of a bank.



BBM – Marketing

Library of 3 Courses

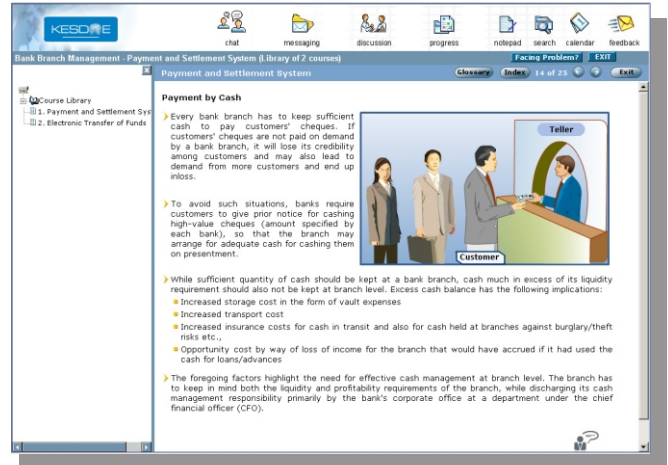
Duration of each course- 1.0 Hour

1. Introduction to Marketing
2. Marketing of Bank Services
3. Customer Relationship Management

BBM - Payment and Settlement Systems

Overview

This e-learning course on 'BBM Payment and Settlement System' is designed to help users understand various modes of payment and settlement systems specially electronic ways. Further, the course discusses in detail mechanism of electronic funds transfer.



Course Level: Basic to Intermediate

Library of 2 Courses

Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- The principles of payment and settlement system
- The instruments of payment and settlement system
- Electronic Funds Transfer mechanism
- The process of RTGS
- Features of different electronic devices like ATM, Point of Sale system

Target Audience:

Those who are interested in understanding the marketing aspect of services of a bank.

BBM - Payment and Settlement Systems

Library of 2 Courses

Duration of each course- 1.0 Hour

1. Payment and Settlement System
2. Electronic Transfer of Funds

BBM - Retail Banking

Overview

This e-learning course on 'BBM Retail Banking' is designed to help users understand different types of loan products offered by banks. Further, the course discusses in detail about different aspects like: features of mortgage loans and auto loans. The course also discusses the role and functions of tellers in banks.

Course Level: Basic to Intermediate

Library of 3 Courses

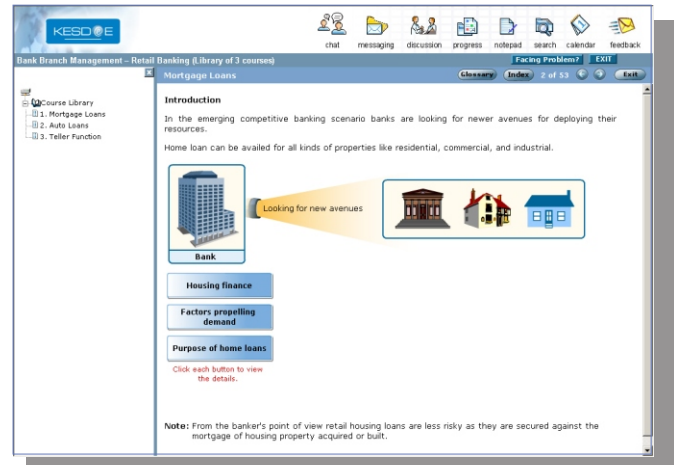
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Different two major types of loan products
- Different types of mortgages
- General practice followed by banks in mortgage lending
- Features of auto loans
- The terms and conditions applicable to auto loans
- Role and functions of tellers

Target Audience:

Those who are interested in understanding retail banking aspects.



BBM - Retail Banking

Library of 3 Courses

Duration of each course- 1.0 Hour

1. Mortgage Loans
2. Auto Loans
3. Teller Functions

BBM - Risk Management

Overview

This e-learning course on 'BBM Trade Finance' is designed to help users understand the basic principles of risk management. Further, the course discusses in detail the different types of risks encountered by banks. The course also discusses about credit risk management and operational risk management in banks.

Course Level: Basic to Intermediate

Library of 3 Courses

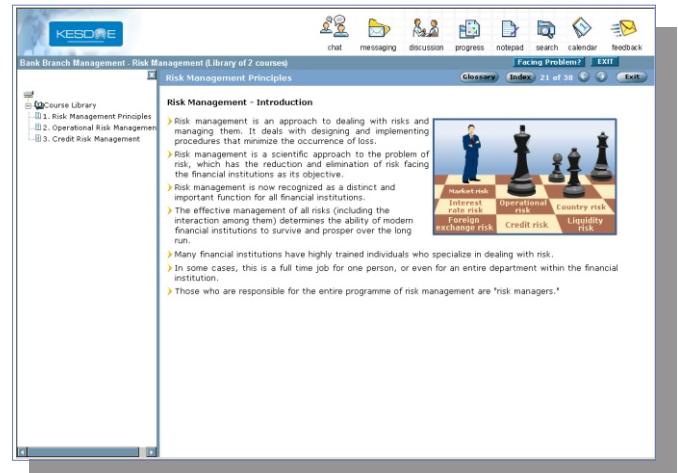
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Principles of risk management
- Elements and steps involved in credit risk management
- Steps in risk assessment and rating
- Steps involved in operational risk management
- Various measurement methods of operational risk

Target Audience:

Those who are interested in understanding the basic principles of risk management in banks and various types of risks encountered by banks and their management.



BBM - Risk Management

Library of 3 Courses

Duration of each course- 1.0 Hour

1. Risk Management Principles
2. Credit Risk Management
3. Operational Risk Management

BBM - Technology and Security

Overview

This e-learning course on 'BBM Technology and Security' is designed to help users understand the internal control systems of banks. Further, the course discusses in detail about technological aspects in banking industry.

Course Level: Basic to Intermediate

Library of 2 Courses

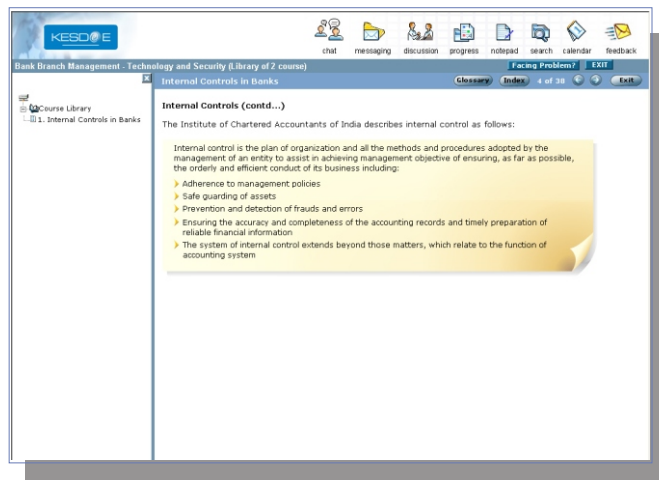
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Internal control systems of banks
- Precautions to be taken by banks in designing internal control system
- Use of technology in banking

Target Audience:

Those who are interested in understanding the technological and security aspects of banks.



BBM - Technology and Security

Library of 2 Courses

Duration of each course- 1.0 Hour

1. Internal Controls in Banks
2. Banking Technology

BBM - Trade Finance

Overview

This e-learning course on 'BBM Trade Finance' is designed to help users understand the procedure involved in trade financing by banks. Further, the course discusses in detail about different aspects like: pre-shipment credit, post-shipment credit and letter of credit.

Course Level: Basic to Intermediate

Library of 2 Courses

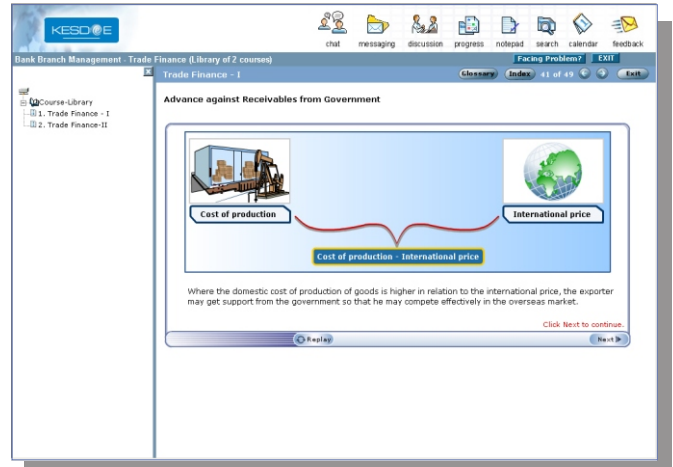
Duration of each course- 1.0 Hour

On completion of this course, you will be conversant with:

- Different types of trade finance
- The terms and conditions for sanctioning and disbursing of pre-shipment and packing credit
- The types of post-shipment credit facilities
- Different types of letter of credit
- Parties involved in letters of credit
- Documentation for releasing letters of credit

Target Audience:

Those who are interested in understanding the procedure involved in trade financing by banks.



BBM - Trade Finance

Library of 2 Courses

Duration of each course- 1.0 Hour

1. Trade Finance I
2. Trade Finance II

KESDEE's Off-the-Shelf e-Learning Course Libraries

Product Name	No. of Courses
1. Asset Liability Management	Library of 28 Courses
2. Liquidity Management and Contingency Funding Plan	Library of 14 Courses
3. Financial Institution Analysis - CAMELS Approach	Library of 08 Courses
4. Financial Mathematics	Library of 07 Courses
5. Global Banking Supervision	Library of 15 Courses
6. Capital Adequacy Planning (Basel I)	Library of 07 Courses
7. Basel-II-University	Library of 63 Courses
8. Futures & Forwards	Library of 07 Courses
9. Swaps	Library of 07 Courses
10. Options	Library of 10 Courses
11. Market Risk (Basic Level)	Library of 08 Courses
12. Market Risk (Intermediate Level)	Library of 08 Courses
13. Market Risk (Advanced Level)	Library of 04 Courses
14. Value at Risk	Library of 16 Courses
15. Credit Analysis	Library of 13 Courses
16. Credit Ratings	Library of 03 Courses
17. Counterparty Credit Risk	Library of 09 Courses
18. Credit Risk Modeling	Library of 06 Courses
19. Credit Derivatives	Library of 23 Courses
20. Operational Risk Management	Library of 21 Courses
21. Asset Securitization	Library of 28 Courses
22. Asset Liability Management for Insurance Companies	Library of 29 Courses
23. Anti-Money Laundering	Library of 06 Courses
24. Financial Privacy	Library of 06 Courses
25. Corporate Governance	Library of 09 Courses
26. Money Markets	Library of 09 Courses
27. Fixed Income Markets	Library of 18 Courses
28. Equity Markets	Library of 10 Courses
29. Foreign Exchange Markets	Library of 09 Courses
30. CTM-Foreign Exchange Management	Library of 07 Courses
31. CTM-Treasury Analytics	Library of 05 Courses
32. CTM-Interest Rate Risk Management	Library of 04 Courses
33. CTM-Funding and Investments	Library of 05 Courses
34. CTM-Implementation	Library of 04 Courses
35. CTM-Case Studies	Library of 05 Courses
36. Understanding Financial Statements	Library of 02 Courses
37. Budgeting	Library of 05 Courses
38. Financial Accounting	Library of 09 Courses
39. Management Accounting	Library of 07 Courses
40. Sarbanes-Oxley Act	Library of 12 Courses
41. Mutual Funds	Library of 10 Courses
42. Financial Planning	Library of 09 Courses
43. Project Valuation	Library of 03 Courses
44. UCP 600	Library of 01 Course
45. Bank Branch Management - Deposits	Library of 04 Courses
46. Bank Branch Management - Advances	Library of 07 Courses

*CTM: Corporate Treasury Management

KESDEE's Off-the-Shelf e-Learning Course Libraries



Product Name	No. of Courses
47. Bank Branch Management - Marketing	Library of 03 Courses
48. Bank Branch Management - Payment & Settlement System	Library of 02 Courses
49. Bank Branch Management - Foreign Exchange Operations	Library of 03 Courses
50. Bank Branch Management - Trade Finance	Library of 02 Courses
51. Bank Branch Management - Ancillary Services	Library of 02 Courses
52. Bank Branch Management - Bookkeeping and Accounting	Library of 03 Courses
53. Bank Branch Management - Risk Management	Library of 02 Courses
54. Bank Branch Management - Technology and Security	Library of 02 Courses
55. Bank Branch Management - HRM & CSR	Library of 02 Courses
56. Bank Branch Management - Retail Banking	Library of 03 Courses
57. Flotation	Library of 04 Courses
58. ePRM Coach	Library of 68 Courses
59. eFRM Coach	Library of 61 Courses

Upcoming Products



KESDEE has the required technology platform to respond to clients training requirements in the banking and financial services industry. We offer several solutions, each developed with the guidance of creditable experts. Given below are few of the forthcoming products:

- Trade Finance
- Municipal Bonds
- Finance for Non-Finance Managers



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