





Library of online courses containing 300+ hours of content across 25+ topics

- Accounting
- ✓ Banking Operations
- ✓ Banking Sales Skills
- ✓ Corporate Finance
- ✓ Credit
- ✓ Derivatives
- Equity
- ✓ Finance Basics
- ✓ Financial Advisory

- Financial Planning
- ✓ Financial Technology
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- ✓ MBA Essentials
- ✔ Portfolio Risk Management
- ✔ Private Equity
- **✓** Regulatory
- ✓ Retail & Small Business Banking
- ✓ Software Skills
- ✓ Trade Finance
- ✓ Trust & Investments

## Accounting

#### **Current Assets**

- Cash
- · Accounts Receivable
- Inventory
- Prepaid Expenses and Other Current Assets
- Final Test

## FASB Accounting Standards Codification

- FASB Accounting Standards Codification
- Codification Structure
- GAAP References
- Final Test

### **Income Statement Analysis**

- · Margin Analysis
- Interest Income / Expense and other Income
- · Taxation and the Income Statement
- The Timing of Tax Payments
- Final Test

## International Financial Reporting Standards (IFRS)

- IFRS for the Rest of U.S.
- · Companion with GAAP
- · Convergence Issues and Conclusions
- Final Test

#### **Introduction to Accounting**

- Introduction
- Accounting Principles
- · Accounting Framework
- Conclusion
- · Final Test

#### **Liabilities and Equity**

- Introduction
- Liabilities Components
- · Equity Components
- Final Test

#### **Long-Term Assets**

- PP&E: Depreciation and Age
- Depreciation Methods for Long-Term Assets
- Depreciation and the Income Statement
- Intangible Long-Term Assets
- · Final Test

### **Ratio Analysis**

- · Profitability
- · Capital and Efficiency and Working Capital
- Financial Management
- · Final Test

#### **The Balance Sheet**

- Financial Analysts and the Annual Report
- Balance Sheet Components
- · Balancing the Balance Sheet
- · Reading the Balance Sheet
- · Final Test

#### **The Cash Flow Statement**

- The Importance of Cash
- · Operating Activities
- · Investing Activities
- · Financing Activities
- · Projected Financial Statements
- · Final Test

### The Income Statement

- Introduction
- Revenues
- Expenses
- Inventory, Discrete Accounts, and Interest
- · Final Test

#### **UK Accounting**

- · The Balance Sheet
- · The Profit and Loss Account
- · Cash Flow Statement
- Goodwill
- · Treasury Shares
- Valuation of Assets
- · Final Test

#### **Working Capital**

- · Working Capital Overview
- Positive Working Capital
- · Working Capital and Risk
- Operating Working Capital Overview
- OWC as Percentage of Sales
- Negative OWC
- Estimating Level of OWC
- Final Test

## Banking Operations

# **Bank Funding and Position Management**

- · Bank Balance Sheet
- · Managing Liquidity Risk
- Position Management
- Managing Gap Exposures
- Conclusion
- Final Test

### **Basic Margin**

- · Margin Overview
- Regulation T Requirement
- · Maintenance Requirement
- · Buying Power
- Final Test

#### Life of a Trade: Global

- Introduction
- International Trade Initiation and Matching
- Securities and Funds Settlement
- · Risk Management
- Final Test

## Life of a Trade: U.S. Domestic

- Introduction
- · Trade Initiation and Execution
- Trade Processing
- · Trade Settlement
- Books and Records
- Final Test

### **Liquidity Risk**

- Introduction
- Liquidity Measurement Systems
- · Liquidity Risk Monitoring
- · Liquidity Management
- Final Test

#### **Loan Trading**

- Loan Syndication
- · Secondary Loan Market
- LMA and LSTA
- England
- Hong Kong
- · New York
- Final Test

#### **Operational Risk: Fundamentals**

- · Introduction to Operational Risk
- Developing an Operational Risk Methodology
- Operational Risk Management and Reporting
- Final Test

## Operational Risk: Quantification and Mitigation

- Introduction to Operational Risk
- Risk Quantification: Historic Analysis
- Risk Quantification: Control Self-Assessment
- Risk Models and Risk Mitigation
- Final Test

## Banking Sales Skills

## **Building and Retaining Customer Relationships**

- · The Portfolio Process
- Proven Prospecting Strategies
- Grouping Client Records Effectively
- Organizing for Efficiency
- Knowing What to Say to Clients
- Final Test

## Calling on Small Business Customers

- The Importance of Planning
- · Tools to Plan Calls
- Planning Actions for Calls
- Final Test

### **Cross-Selling Deposit Products**

- Why Cross-Sell?
- Deposit Products
- Interpreting Clues and Identifying Client Needs
- Cross-selling Solutions to Match Needs
- Responding to Questions and Objections
- Closing the Sale or Referring the Client
- · Final Test

#### **Effective Referrals**

- Referrals
- Recognizing the Clues
- · Responding to Clues
- Refer the Customer
- · Revisiting the Customer
- Final Test

# Introduction to Relationship Selling

- The Relationship Selling Process
- Plan for Success
- Relax to Open
- · Evaluate to Identify Needs
- Present Solutions to Match Needs
- Respond to Questions
- Close and Follow-Up
- Final Test

### **Sales Coaching in the Bank**

- · Your Role as a Coach
- Sales Techniques
- Job Functions
- Goal Setting and Support
- Final Test

# Servicing and Growing Small Business Relationships

- Small Business Fundamentals
- Monitoring Information
- · Conducting Site Visits
- Final Test

### **Successful Sales Campaigns**

- Introduction
- Set Objectives
- Client Base and Campaign Basics
- Making Advertisement Decisions and Capturing Attention
- Campaign Team Building
- · Tracking the Results
- · Final Test

## Corporate Finance

## **Capital Asset Pricing Model**

- Risk
- Components of the CAPM
- Beta
- Final Test

## Capital Budgeting Deriving the Cash Flows

- · Cash Flow-Based Analysis
- · Project Cash Flows
- NPV and IRR
- Final Test

### **Capital Structure**

- · Capital Structure
- Equity
- Debt
- The Optimal Financing Mix
- Final Test

#### **Cost of Capital**

- · Equity Risk
- · The Capital Asset Pricing Model
- Calculating Cost of Equity
- · Debt Risk
- · Interest Coverage Ratio
- · Estimating Cost of Debt
- · Market Value of Equity and Debt
- Calculating Cost of Capital
- Final Test

### **Dividend Policy**

- · The Dividend Decision
- · Dividend Yield and the Payout Ratio
- Implementing Dividend Policy
- · Final Test

## Hedging Interest Rate Risk with Derivatives

- · Hedging Short-Term Interest Rate Risk
- · Hedging Long-Term Interest Rate Risk
- Final Test

#### **Initial Public Offerings**

- Overview
- Preparation and Documentation
- Marketing and Stabilization
- Final Test

## Introduction to Capital Budgeting

- · Proposed Project
- · The Cost of Equity
- · The Cost of Debt
- The Cost of Capital
- · Return on Capital
- Net Present Value
- Interest Rate of Return
- Summary
- Final Test

## Introduction to Corporate Actions

- · What are Corporate Actions?
- Corporate Actions and FINRA
- Mandatory Corporate Actions
- Voluntary Actions
- · Mandatory with Choice Action
- Final Test

## Introduction to Corporate Finance

- What is Corporate Finance?
- The Objective of Corporate Finance
- Firm Stakeholders
- The Financial Picture of a Firm
- · Measuring Firm Value
- Decision-Making in Corporate Finance
- · Final Test

### **Mergers and Acquisitions**

- Acquisition Basics
- · The Business Case
- Standline Value of Target
- · Pro Forma Value
- Due Diligence
- · Acquisition Pricing Process
- · Acquisition and the Law
- Final Test

## Credit

#### **Cash Flow Analysis**

- Introduction
- Calculating Free Cash Flow
- · Calculating Net Internal Cash Flow
- Calculating EBITDA
- Summary
- Final Test

### **Credit Risk Management**

- Introduction
- · Credit Risk Management
- Organizational Structure for Credit Risk Management
- Final Test

### **Developing Credit Solutions**

- Introduction
- · Case Studies
- Conclusion
- Final Test

#### **Introduction to Credit Analysis**

- · What is credit risk?
- · Credit Analysis
- Seven C's of Credit Analysis
- Eight Steps
- Final Test

#### **Introduction to Credit Risk**

- Introduction
- · Types of Credit Risk
- · Understanding Credit Analysis
- · Understanding Credit Structure
- Analyzing the Applicable Effects of Credit Structures
- Final Test

### Introduction to Credit Risk Measurement

- Introduction
- Establish Credit Risk Environment
- Sound Credit-Granting Process
- Credit Administration Process
- · Adequate Controls Over Credit Risk
- · Roles of Supervisors
- Final Test

#### **Loan Structuring**

- · Key Concepts
- Bank Loan Products
- · Other Loans and Guarantees
- Final Test

## Portfolio Management of Credit Assets

- Buy and Hold Credit Portfolio Management
- Active Credit Portfolio Management
- · The Merton Model
- Portfolio Risk
- The Sharpe Ratio
- Final Test

## Derivatives

#### **Asset Swaps**

- · Asset Swaps
- Market/Market Asset Swaps
- Repackaged Transactions
- Setting Up A Market/ Market Asset Swap
- Cash Flows From the Asset Transaction
- Cash Flows From the Currency Swap
- · Calculating Asset Swap Spreads
- Final Test

### **Caps, Floors and Swaptions**

- Caps
- Floors
- Combinations
- Swaptions
- Final Test

#### **CDS Index Tranches**

- Introduction
- Credit Losses
- Risk Profiles
- Final Test

#### **Credit Default Swaps**

- Introduction
- · CDS Cash Flows
- Trading and Hedging with CDS
- Final Test

## Credit Default Swaps on Credit Indices

- Introduction
- CDS Market
- · CDS Spreads
- Final Test

#### **Currency Swaps**

- Components of a Currency Swap
- Pricing Currency Swaps
- Final Test

## **Equity Derivative Strategies: Profit/Loss Analysis**

- Introduction
- Covered Call Writing
- · Cash Secured Put Selling
- · Protective Put Buying
- Straddle Buying
- · Bear Put Spreads
- Exchangeable Notes
- Final Test

### **Eurodollar Futures Strips**

- Eurostrip and Swap Rates
- Forward Calculations and Swap Rates using Actual Dates
- · Convexity Adjustment
- Final Test

### **Exotic Options**

- Introduction
- · Correlation (Multivariate) Options
- Path-Dependent Options
- Special-Payoff Options
- · Final Test

#### **Futures Instruments**

- U.S. Treasury Bond Futures
- Eurodollar Futures
- S&P 500 Futures
- · Crude Oil Futures
- Final Test

#### **Interest Rate Swaps**

- Components of an Interest Rate Swap
- Valuing an Interest Rate Swap
- Derivation of a Fixed Rate
- Final Test

## Introduction to Credit Derivatives: Part One

- Credit Default Options and Swaps
- Basket Default Options
- Total Rate of Return (TROR) Swaps
- Final Test

## **Introduction to Credit Derivatives: Part Two**

- · Credit Spread Options
- Credit Linked Notes (CLNs)
- Summary
- Final Test

## Introduction to **Derivatives**

- Introduction
- Forward Contracts and Options
- · Use of Derivative Markets
- Conclusion
- Final Test

### Introduction to Energy Derivatives

- Petroleum and Natural Gas Products
- · Electricity Products
- Final Test

# Introduction to Equity Derivative Strategies

- · Covered Call Writing
- Cash Secured Put Selling
- · Protective Put Buying
- · Straddle Buying
- Bear Put Spreads
- · Exchangeable Notes
- Final Test

# Introduction to Forwards and Futures

- Forward Contracts
- Futures Contracts
- Applying Forwards and Futures
- Final Test

## Introduction to Option Pricing Theory

- The Binomial Tree Model
- Variables in Option Pricing
- The Option Value Curve
- Final Test

### **Introduction to Options**

- Option and Assets
- · Positions in Options
- · Options Strategies
- · Final Test

#### **Introduction to Swaps**

- Swap Transactions
- Types of Swaps
- · Application of Swaps
- · Final Test

### Numerical Methods for Pricing Derivatives

- Information
- Binomial Trees
- Monte Carlo Simulation
- Conclusion
- Final Test

### **Pricing Credit Default Swaps**

- · Credit Risk
- Default Probability
- · Expected Recovery Rate
- · Credit Spreads
- CDS Duration
- CDS Mark-to-Market
- Final Test

#### **Tools for Evaluating Options**

- · Option Value Curve
- Intrinsic Value
- Time Value
- · Time Value Decay
- · Time Value and Volatility
- Theta
- Delta
- Gamma
- · Vega
- Final Test

## Equity

#### **Calculating Economic Profit**

- · Economic Profit Overview
- · Net Operating Profit After Taxes
- · Calculating Economic Profit
- Final Test

#### **Equity Markets - Issuing**

- · Equity Securities
- · Understanding Equity Markets
- Equity Trading Process
- Depository Receipts
- Final Test

### **Equity Valuation - FCFF Model**

- · Estimating Growth Patterns
- · Applying the FCFF Model
- Estimating Value Per Share
- Final Test

#### **Introduction to Economic Profit**

- · Drawbacks of Accounting Profit
- · Earnings Management
- Benefits
- Capital Cost
- · Calculating Economic Profit
- · Applying Economic Profit
- · Final Test

### **Introduction to Equity Valuation**

- Introduction
- Discounted Cash Flow Valuation
- Relative Valuation
- Final Test

## Introduction to Structured Products

- What are Structured Products?
- · Equity Index-Linked Notes
- Yield Enhancements Structure
- Principal Protected Structure
- Summary
- Final Test

## Introduction to World Equity Markets

- Basic Instruments
- Depositary Receipts Instruments
- · New Issues
- · Secondary Markets
- Final Test

### **Technical Analysis**

- Introduction
- Tools and Terminology
- Price Patterns
- Indicators
- Final Test

#### The Dividend Discount Model

- Underpinnings of the Dividend Discount Model
- · Short-Term DDM
- · Constant Growth DDM
- · Multiple-Stage Growth DDM
- Final Test

## **U.S. Equity Market**

- Equity Securities
- Equity Market
- · Trading of Equity
- Equity Valuation & Market Indices
- Final Test

## Finance Basics

### **Data Analysis**

- Introduction
- Describing Data
- · Probability Distributions and Risk
- Relationships between Variables
- · Making Inferences
- Conclusion
- Final Test

## **Fundamentals of Economic Indicators**

- Key Economic Indicators
- · Monthly Indicators
- Inflation Indices
- · Market Impact
- · Final Test

## Introduction to Asset Management

- · Portfolio Risk
- · Integrated Asset Allocation
- · Portfolio Management
- Final Test

# Introduction to Corporate Banking

- · Corporate Banking
- · Retail Banking
- · Corporate Loans
- · Cash Management Services
- Equipment Financing
- · Commercial Real Estate Loan
- Trade Finance
- · Employer Services
- Final Test

## Introduction to Corporate Valuation

- Understanding Valuation
- Elements of Business Valuation
- Discounted Cash Flow (DCF) Valuation
- · Relative Valuation
- Real Options Valuation
- · Asset-Based Valuation
- Summary
- Final Test

### **Introduction to Custody**

- Custody Services
- Risks
- Role of a Custodian
- · Final Test

### Introduction to Investment Banking

- Introduction
- Underwriting and Distribution of Securities
- Advisory Services and Specialized Finance
- · Regulation and Risk Management
- Final Test

#### **Introduction to Prime Brokerage**

- Introduction
- · Primary Services
- · Secondary Services
- Additional Prime Brokerage Services
- Final Test

# Introduction to **Private Wealth Management**

- Introduction
- Functions of Private Wealth
- · Family Offices
- Final Test

### **Time Value of Money**

- · Measuring Growth
- Compounding and Discounting Cash Flows
- Compounding at Different Frequencies
- · Final Test

#### **Yield**

- · Present Value and Yield
- Zero Coupon Rates
- Discount Factors
- Forward Rates
- · The Yield Curve
- Final Test

#### **Yield Analytics**

- Present Value/Yield Curve
- Duration
- · Modified Duration
- Convexity
- BPV
- Final Test

## Financial Advisory

#### **Alternative Investments**

- Introduction
- Real Assets
- Equity Investment
- · Alternative Financial Investments
- Discussing Alternative Investments With Your Client
- Final Test

#### **Asset Allocation**

- · What is Asset Allocation?
- The Basics of Asset Allocation
- Asset Classes
- Components of Optimization
- · Results and Adjustments
- Efficiency
- Summary
- Final Test

### Credit Analysis for High-Net-Worth Individuals

- The Client, the Bank, and the Regulators
- · Personal Financial Statements
- · Loan Repayment Analysis
- Loan Structure and the Credit Proposal
- Final Test

# **Hedging Equity with Futures and Options**

- · Hedging Defined
- · Hedging with Futures
- · Hedging with Options
- Final Test

## Introduction to Performance Measurement

- Performance Measurement
- Approaches to Performance Measurement
- Case Studies in Performance Measurement
- Final Test

### Introduction to Portfolio Management

- The Mean-Variance Criteria
- Utility
- · Graphing a Portfolio
- · Choosing the Optimal Portfolio
- · Correlation and Diversification
- Final Test

#### **Investing in Bonds**

- Bond Basics
- Types of Bonds
- Bond Performance & Risk
- Yield Basics
- · Calculating Current Yield
- · Yield to Maturity
- Active Bond Management
- · Passive Bond Management
- · Final Test

#### **Investing in Equity**

- What is Equity and Why Invest?
- Types of Stock
- Stock Markets
- · Picking Stocks
- Final Test

### **Investing in Hedge Funds**

- Introduction
- Types of Hedge Funds
- Hedge Fund Performance
- · Final Test

### Investing In Money Market Instruments

- Money Market Instruments
- Benefits of Cash Instruments
- Types of Money Market Instruments
- · Comparing Money Markets Instruments
- · Money Market Funds
- Types of Money Market Funds
- · Client Scenario
- Final Test

## Lending Against Marketable Securities

- · Establishing an Advance Ratio
- Exceptions and Alternatives to Standard Advance Ratios
- Monitoring the Loan
- Final Test

### **Managing Client Expectations**

- Introduction
- Experience and Objects
- · Investment Policy
- Implementation
- · Portfolio Review
- Final Test

### **Separately Managed Accounts**

- Introduction
- Investment Benefits of SMAs
- Drawbacks
- Selecting SMA Managers
- Final Test

## Financial Planning

### Analyzing the Resources of the Person

- Introduction
- · The Balance Sheet
- The Income Statement
- The Budget
- · Final Test

## **Building a Model Portfolio**

- Introduction
- Portfolio Allocation Scoring System (PASS)
- · Portfolio Management
- · Final Test

## **Ethics CE: CFP Board's Revised Code and Standards**

- Introduction
- · Learning Objective 1
- Details of Significant Changes: Learning Objects 2 to 4
- · Learning Objective 5
- Learning Objective 6
- Review
- · Final Test

#### **Financial Products for Investors**

- Introduction
- Fixed-Rate Investments
- Growth Investments
- Mutual Funds
- Alternative Investments
- Final Test

#### **Financial Products for Savers**

- Introduction
- Traditional Savings Products
- Final Test

## Introduction to Financial Planning

- The Importance of Financial Planning
- Step 1: Analyze Present Financial Position
- Step 2: Determine Financial Needs and Objectives
- Step 3: Develop and Implement a Financial Plan
- Final Test

### **Tax Planning**

- What is Tax Planning?
- Contribute to Tax-Deferred Retirement Plans
- Establish a Flexible Spending Account (FSA)
- Use Home Equity Loans
- Invest in Tax-Exempt Securities
- Tax Gain-Loss Harvesting
- Accelerate Deduction or Defer Income
- Avoid Capital Gains Tax on Home Sale
- Income Shifting
- Final Test

# The Psychographics and Life Cycle of the Investor

- · Financial Goals
- · Investment Objectives
- · The Investor Life Cycle
- Personality Types
- · Investment Styles
- Final Test

## Financial Technology

### **Algorithmic Trading**

- · Introduction
- · Trading Algorithms
- Transaction Costs
- · Trading Venues
- · Algorithmic Trading Process
- Final Test

### **Artificial Intelligence in Finance**

- Introduction
- Applying Machine Learning Algorithms
- Applying Data Science Methodologies
- Advantages and Disadvantages
- Final Test

### **Bitcoin and Cryptocurrencies**

- Introduction
- Bitcoin
- Ether
- · Cryptocurrency Market
- Final Test

## Blockchain Technology in the Capital Markets

- Introduction
- · Blockchain and Digital Assets
- Blockchain Mechanics
- · Emerging Blockchain Applications
- Final Test

#### **Electronic Trading**

- Introduction
- Market Mechanics
- Market Orders
- · Trading Strategies
- Final Test

#### **Robo-Advisors**

- Introduction
- · Costs and Minimum Assets
- Advantages of Robo-Advisors Over Traditional Advisors
- Advantages of Financial Advisors Over Robo-Advisors
- Complementarity of Financial Advisors and Robo-Advisors

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Final Test

## Fixed Income

#### **Bond Duration**

- · Bond Risk Exposure
- Duration
- · Final Test

### **Bond Price Sensitivity**

- DV01 and Duration
- DV01 and Yield Curve
- Convexity and Duration
- · Final Test

#### **Bond Price Sensitivity - Global**

- Understanding Base Point Value
- BPV and the Yield Curve
- · Convexity and Duration
- Final Test

#### **Bond Yield**

- · Calculating Yield
- · Calculating Yield for Strips and Bills
- Comparing Yields
- Final Test

## Introduction to Asset-Backed Securities

- · Asset-Backed Securitization
- · Asset Type and Cash Flows
- Product Structure and Mechanics
- Evaluation Methods
- Final Test

#### **Introduction to Bonds**

- Buying a Bond
- Accrued Interest
- · Quoting and Calculating
- STRIPS
- Final Test

### Introduction to Mortgage-Backed Securities

- · Basic Cash Flows of MBS
- Prepayment Metrics and Related Risks of MBS
- Evaluation Methods
- Product Types
- Final Test

## Introduction to World Bond Markets

- Introduction
- · Government Bond Markets
- Eurobond Market
- Final Test

### **Long-Term Debt Securities**

- · Calculating Bond Prices
- · Accrued Interest and Credit Risk
- U.S. Treasury Notes and Bonds
- Other Long-Term Debt Securities
- Final Test

#### **Portfolio Duration**

- · Computing Duration
- · Factors Affecting Bond Duration
- Calculation Portfolio Duration
- Altering a Portfolio's Duration
- Cash Neutral Bond Switch
- Duration and Interest Payments
- Note on Rebalancing
- Final Test

#### **Short-Term Debt Securities**

- Short-Term Debt Securities
- · U.S. Treasury Bills
- Other Short-Term Debt Instruments
- Final Test

## The Fixed Income Repo Market

- Pricing a Repurchase Agreement
- The Repo Market
- Buying a Bond for Forward Settlement
- Final Test

# Treasury Inflation-Protected Securities (TIPS)

- Inflation and TIPS
- · Inflation Ratio and Invoice Price
- TIPS Yield
- Final Test

#### **U.S. Bond Market**

- · Market Players
- Classification of Bonds
- Financial Markets and Types
- · Credit Risk
- Final Test

## U.S. Treasury Bond Auctions

- U.S. Treasury Issue Cycles
- Treasury Auction Features
- The Bidding Process
- Final Test

## Foreign Exchange

## **Barrier Options**

- Regular Barrier Options Overview
- · Regular Knock-Out
- Regular Knock-In
- Reverse Barrier Options Overview
- Reverse Knock-Out
- Reverse Knock-In
- Final Test

#### **Forward Foreign Exchange**

- Forward FX Rates
- · Quoting Forward Rates
- Application of Forward FX
- Final Test

## Hedging Currency Risk with Derivatives

- Currency Risk and Hedging Strategies
- Forward Contracts
- · OTC Options
- Comparing Currency Hedging Strategies
- Out-of-the-Money Protective Options
- Covered Writing
- · Range Forwards
- Barrier Options
- · Comparing Currency Hedging Tools
- Final Test

# Introduction to Foreign Exchange

- · What is Foreign Exchange?
- Spot Rates
- · Rates Quoted Against the U.S. Dollar
- · Rates Quoted in U.S. Dollar
- Cross Rates
- The Bid/Offer Rates
- · Final Test

### **Vanilla Currency Options**

- Vanilla Currency Option Basics
- Applications
- Pricing Vanilla Currency Options
- Final Test

## Fundamental Business Skills

#### **Business Ethics**

- Understanding Business Ethics
- · Regulating Ethical Behavior
- Business Ethics Principles
- Business Ethics Best Practices
- Final Test

### **Business Etiquette**

- Guiding Principles of Business Etiquette
- · Handling Introduction
- Professional Dress
- · General Workplace Etiquette
- · Dining Etiquette
- · Final Test

## **Dealing Effectively** with Co-Workers

- How Perspectives Impact Behavior Choices
- Characteristics and Behaviors of the Four Base Preference Groups
- Understanding Behavioral Differences
- · Working with a Difficult Person
- Enhancing Work Relationships
- · Case Study
- Final Test

#### **Effective Email Communications**

- Overview
- Importance of Effective Writing
- Business Email Etiquette
- · Setting the Tone
- Common Client Interactions
- · Handling Difficult Client Interactions
- Final Test

### **Handling Client Complaints**

- Introduction
- · Resolving Complaints
- · Complaints on a Public Forum
- Conclusion
- Final Test

#### **Managing Time at Work**

- · Planning Your Time
- · Creating Your Plan
- Organizing Your Workspace
- Managing Interruptions and Daily Activities
- Final Test

## Navigating Difficult Communications

- Introduction
- Importance of Effective Communications
- Difficult Conversation Process
- Conclusion
- Final Test

#### **Negotiation Skills**

- · Negotiation Basics
- · Negotiation Styles
- Negotiation Strategies
- Final Test

### Insurance

### **Actuarial Principles**

- · What is Actuarial Science?
- · Statistical Framework
- · Economic and Behavioral Framework
- Actuarial Modeling
- Risk Management and Financial Security Systems
- · Final Test

## Analysis and Evaluation of Risk Exposures

- · Overview
- · Personal Insurance
- · Property Insurance
- · Business Insurance
- Legal Aspects of Insurance
- Final Test

#### **Group Insurance**

- Introduction
- Underwriting
- Group Insurance Provisions
- Premiums and Administration
- Group Life Insurance Plans
- Final Test

# Health, Long-Term Care, and Disability Insurance

- · Health Insurance
- Long-Term Care Insurance
- · Disability Income Insurance
- Final Test

### Insurance Overview: U.S.

- Basic Insurance Principles
- · Types of Insurance
- Key Roles
- Final Test

#### **Insurance Overview: UK**

- Basic Insurance Principles
- Types of Insurance
- The UK Insurance Market
- · Key Roles
- · Final Test

#### Life Insurance

- Introduction
- Term Life Insurance
- · Whole Life Insurance
- · Universal Life Insurance
- Selecting a Life Insurance Policy
- · Final Test

## Long-Term Insurance: Pricing and Underwriting

- · What is Long-Term Insurance?
- Pricing
- Underwriting
- · Final Test

### **Property and Casualty Insurance**

- Introduction
- · Auto Insurance
- Homeowner's Insurance
- · Final Test

## Reinsurance: Market and Methods

- The Reinsurance Market
- Risk Management Techniques
- Reinsurance Methods
- The Reinsurance Contract
- Final Test

### **Underwriting and Claims**

- Overview
- · Risk Assessment
- · Premium Calculation
- · Claim Notification
- · Claim Handling
- Claim Settlement
- Final Test

## Investment Basics

#### **Annuities & Perpetuities**

- Introduction to Interest Rates
- Future Value
- · Present Value
- Annuities
- · Perpetuities
- · Final Test

#### **Asset Classes**

- Introduction
- Types of Asset Classes
- Diversification and Asset Allocation
- Conclusion
- Final Test

## **Collective Investment Schemes** in the UK

- Collective Investment Schemes
- · Choosing a Fund
- Final Test

### **ESG Investing**

- Introduction
- · Externalities and Decision-Making
- ESG's Changing Prominence in Financial Markets
- ESG's Changing Prominence Beyond the Financial Markets
- · ESG in Practice
- Conclusion
- Final Test

#### **Exchange-Traded Funds (ETFs)**

- What is an ETF?
- Characteristics
- ETF Structure
- · ETF vs. Mutual Funds
- ETFs in your Portfolio
- Investing in ETFs
- The Creation and Redemption Process
- Bid/Ask Spreads
- Buying and Selling ETFs
- Final Test

#### **Exchange-Traded Funds - Types**

- · Creation and Redemption Mechanism
- · Passive Management
- · Active Management
- Understanding ETF Arbitrage
- Final Test

#### **Introduction to Commodities**

- · What are commodities?
- Market Types
- · Market Liquidity
- · Market Pricing
- · Market Case Studies
- Market Risk
- Summary
- Final Test

#### **Introduction to Hedge Funds**

- Introduction
- Types of Hedge Funds
- Hedge Fund Performance
- Final Test

### **Introduction to Money Markets**

- Overview
- Market Participants
- · Money Market Players
- · Money Market and Interest Rates
- · Money Market Risks
- Summary
- Final Test

# **Introduction to Securities Markets**

- · Securities Markets
- Debt
- · Equity
- Final Test

### **Investment Principles**

- · Why Be Invested?
- Risk
- Return
- Time
- · Time-Related Strategies
- Diversification
- Final Test

#### **Mutual Funds**

- Introduction
- Key Concepts
- · Front-End Operations
- · Back-End Operations
- Final Test

#### **Smart Beta and Factor Models**

- Understanding Smart Beta Strategies
- Understanding Factor Models
- Conclusion
- Final Test

#### The Human Side of Investing

- · Decision Making
- · Errors in Judgment
- · Biased Preferences
- · Fear of Regret
- Summary
- Final Test

# Management & Leadership

### **Coaching for Success**

- What is Coaching?
- · Deciding to Coach
- · Preparing for the Coaching Dialogue
- The Coaching Dialogue
- · Final Test

#### **Corrective Action**

- What is Corrective Action?
- · Documenting Corrective Action
- · Corrective Counseling
- Conclusion
- · Final Test

### **Delegation**

- · Delegation Basics
- The Delegation Cycle
- · Delegation Management
- · Final Test

#### **Hiring the Best**

- Job Analysis
- Preparing Interview Questions
- Conducting an Interview and a Pre-employment Test
- · Evaluating Candidates
- Case Study
- Final Test

#### **Improving Productivity**

- Productivity Issues for Managers
- · Identifying Elements of Productivity
- Pinpointing Production Problems
- Identify Productivity Obstacles
- Developing Productivity Solutions
- Evaluating Ideas for Improving Productivity
- Implementing Productivity Solutions
- Final Test

#### **Managing Change**

- · What Is Change?
- Managing the Impact of Change
- Final Test

#### **Managing Employee Relations**

- The Importance of Employee Relations
- Understanding Employment Law
- · Managing Diversity
- · Managing Work and Personal Issues
- Fostering Open Communications
- Case Study
- Final Test

#### **Performance Management**

- Components of Effective Performance Management
- Writing Performance Objectives
- Communicating Expectations and Monitoring Progress
- Performance Feedback
- Evaluations
- · Case Study
- Final Test

#### **Rewards and Recognition**

- What are Rewards and Recognition?
- The Importance of Rewards and Recognition
- Effective Reward and Recognition Techniques
- Planning to Reward and Recognize Employees
- Final Test

### **Team Building and Motivation**

- · Team Building
- · Motivation Theories
- · Team Motivation
- Final Test

## Management Accounting

#### **Cash Management**

- · Introduction
- · Cash Planning
- Managing Cash Flows
- Maintaining Optimum Cash Balance
- · Decision to Invest or Borrow
- Conclusion
- Final Test

#### **Financing Working Capital**

- Introduction
- Unsecured Short-Term Financing
- · Secured Short-Term Financing
- · Calculating Cost of Credit
- Final Test

### **Management of Inventory**

- Introduction
- · Determine How Much Inventory to Order
- Determine When to Order Inventory
- · Inventory Management Systems
- · Final Test

#### **Management of Receivables**

- Introduction
- Credit Policy
- · Credit Analysis
- Collection Policy
- Factoring Mechanism
- Conclusion
- · Final Test

### **Overview of Working Capital**

- Introduction
- Types of Working Capital
- · Working Capital Cycle
- Working Capital Estimation Approaches
- Final Test

## MBA Essentials

#### **Accounting Essentials**

- Introduction
- Start-Up Accounting Transactions
- Operating Accounting Transactions
- Adjustment Accounting Transactions
- · Comparison of Financial Statements
- Final Test

#### **Business Math Boot Camp**

- Probability and Data Analysis
- · Linear Equations and Supply and Demand
- Exponential Functions and Time Value of Money
- Final Test

#### **Calculus Essentials**

- Limit
- Derivative
- Final Test

#### **Finance Essentials I**

- Introduction
- · Time Value of Money
- Compounding and Discounting
- Short-term Financing Decisions
- Performing a Valuation
- · Final Test

#### **Finance Essentials II**

- Introduction
- · The Investment Decision
- The Investment Analysis
- The Financing Decision
- · Financing with Debt
- Business Risks
- · Financial Price Risk
- Final Test

#### **Microeconomic Essentials**

- · Demand and Revenue
- · Analyzing Costs and their Behavior
- Determining the Optimum Quantity and Price
- How a Firm Operates in a Perfectly Competitive Market
- Formulating Competitive Strategy Using Game Theory
- Final Test

#### **Statistics Essentials**

- Introduction
- · Probability
- · Estimation Testing
- · Hypothesis Testing
- · Dual Population Testing
- Regression
- Final Test

## Private Equity

#### **Introduction to Private Equity**

- Introduction
- Private Equity Funds
- Important Concepts
- Private Equity Fund Structures
- Final Test

### **Investing in a CLO**

- What is a CLO?
- Characteristics of a CLO
- CLO Regulations
- CLO Life Cycle
- · CLO Performance and Quality
- Final Test

### Private Equity Fund Formation

- Partnership Formation Documents
- Fund Closings
- · Capital Contributions
- · Capital Distributions
- Final Test

## Portfolio Risk Management

### **Equity Risk**

- Introduction
- Computing Systematic Risk with CAPM
- · Diversifying Unsystematic Risk
- Final Test

## Introduction to Monte Carlo Simulation

- How does Monte Carlo Simulation work?
- · Generating a Path
- The Random Variable
- The Probability Distribution of Random Variables
- · Random Variable for a Portfolio
- Generating a Path for a Security
- · Generating a Path for an Options
- · Generating Many Paths
- · Final Test

### Monte Carlo Simulation and VAR

- What is Monte Carlo Simulation?
- Monte Carlo Simulation Results
- · Cumulative Probability Plot
- Calculating VAR for Options Using Simulation
- Final Test

#### **Portfolio Diversification**

- · Volatility and Correlation
- Plotting Correlation and Position
- Calculating Correlation
- Correlation and Portfolio Diversification
- Final Test

#### **Portfolio Returns**

- What is a Portfolio?
- · Portfolio Returns
- · Calculating Portfolio Returns
- · Final Test

#### **Portfolio Risk**

- Frequency Distribution of Portfolio Returns
- · Frequency Distribution and Risk
- · Risk vs. Return
- · Volatility of Portfolio Returns
- · Calculating Volatility
- · Volatility and Sample Period
- Risk-Adjusted Performance Measures
- Final Test

## **Probability Distribution** of Returns

- · The Normal Distribution
- · Normal Distribution Analytics
- The Normal Distribution and Portfolio Risk Management
- Final Test

### **Understanding Uncertainty**

- · Creating a Histogram
- · Reading a Histogram
- The Shape of a Single Spinner
- More Spins
- The Shape of a Two Spinners
- · The Central Limit Theorem
- Normal Distribution
- Final Test

#### Value at Risk

- · The Basics of VAR
- Risk Management
- · Options and VAR
- Final Test

## Regulatory

#### **Bank Bribery Act**

- Overview
- · What You Need to Know
- · Potential Bribery Scenarios
- Final Test

#### **Bank Protection Act**

- Overview
- · What You Need to Know
- Final Test

#### **Bank Secrecy Act**

- Creation of the Bank Secrecy Act
- History of the Bank Secrecy Act
- Complying with the Bank Secrecy Act
- Required Documentation
- Currency Transaction Report
- Suspicious Activity Report
- Designation of Exempt Person
- · Maintaining Bank Secrecy Act Records
- Explaining the Bank Secrecy Act to the Client
- Final Test

#### Basel II

- Introduction
- Structure of Basel II
- Implementation
- · Final Test

#### **Basel III**

- History
- Global Capital Standards
- · Global Liquidity Standards
- Summary
- Final Test

#### **Dodd-Frank Act**

- Introduction
- Impact and Reforms
- Investor and Consumer Protection
- Regulation
- Final Test

## **Dodd-Frank Act EGRRCPA Regulations (April 2019)**

- Introduction
- EGRRCPA Regulations
- Liquidity, TLAC, CECL, and FBOS
- · Living Wills, Volcker Rule, and CRA
- AML, BSA, OFAC, and Derivatives
- Reference
- Final Test

### Electronic Fund Transfer Act - Regulation E

- Overview
- · What You Need To Know
- Final Test

# **Equal Credit Opportunity Act - Regulation B**

- What is the Equal Credit Opportunity Act?
- Making Credit Available
- Processing a Credit Application
- · Reporting and Record Keeping
- Final Test

## Expedited Funds Availability Act - Regulation CC

- · Funds Availability
- Extended Hold Availability Schedules
- Disclosures
- Endorsements and Check Processing
- Final Test

# Extending Credit to Bank Insiders - Regulation O

- Overview
- Lending Restrictions
- Extending Credit to Executive Officers
- Disclosure Requirements
- Final Test

### **Fair Credit Reporting Act**

- · Background and Purpose
- · Covered vs. Exempt Transactions
- Fair and Accurate Credit Transactions
- Risk-Based Pricing Notices
- Requirements, Responsibilities and Rights
- Explaining Consumer Rights to Clients
- Compliance
- · Final Test

### **Fair Housing Act**

- Overview
- · What You Need To Know
- Final Test

#### **Fair Lending**

- · Fair Lending is Fair Treatment
- Fair Lending Laws
- Types of Discrimination
- Fair Lending in Action
- Final Test

#### **Flood Disaster Protection Act**

- Overview
- · Flood Determination
- Loans and Insurance Coverage
- Final Test

## Foreign Account Tax Compliance Act (FATCA)

- Background
- Requirements of FATCA
- · Exemptions and Grandfathering
- Projected Implications, Controversies and Concerns
- Final Test

## Implementing Basel II - Commercial Banks

- Overview
- Structure of Basel II
- · Applicability
- · Basel II Strategy
- Developing Compliance
- Final Test

## Implementing Basel II - Investment Banks

- Overview
- Structure of Basel II
- Applicability
- Basel II Strategy
- Developing Compliance
- Final Test

## Implementing Basel II - Retail Banks

- Overview
- Structure of Basel II
- Applicability
- · Basel II Strategy
- · Developing Compliance
- Final Test

## Office of Foreign Asset Control (OFAC) Regulations

- Overview
- · What You Need to Know
- Final Test

## Privacy for Customer Contact Personnel

- Understanding Privacy Issues
- · Consumer Privacy Laws
- GLBA and Regulation P
- Information Sharing
- Safeguarding Consumer Privacy
- Final Test

### Real Estate Settlement Procedures Act (RESPA)

- The Real Estate Settlement Procedures Act
- Disclosures
- Consumer Protection
- Escrow Account Requirements
- Final Test

#### The Essentials of Form PF

- Background
- · Who needs to file?
- · Requirements of Form PF
- Implications and Challenges
- Final Test

### **Truth in Savings Act**

- Overview
- · What You Need to Know
- Disclosure
- · Signs, Notices and Advertising
- Final Test

## Retail & Small Business Banking

### **Banking Today**

- Introduction
- The Federal Reserve
- Bank Products
- The Business of Banking
- · A Bank's Organization
- Financial Analysis and Performance Measures for Banks
- · Banking Regulations
- · Banking on the Move
- Final Test

#### **Consumer Credit Products**

- Introduction
- Non-real Estate-related Products
- Real Estate-related Products
- · Consumer Laws and Regulations
- Selling Consumer Credit Products
- · Case Study
- Final Test

## **Credit Products for Small Businesses**

- Introduction
- Business Cycles
- Credit Products
- Communicating a Credit Decision
- · Credit Regulations
- Final Test

### **Ethical Issues for Bankers**

- Business Ethics
- · Ethical Dilemmas
- Problem Solving
- Final Test

## Fundamentals of Consumer Lending

- · Consumer Credit Basics
- Learning the Language of Consumer Credit
- · How Banks Make Money from Loans
- Credit Evaluations and Decision Making
- Regulation Overview & Equal Credit Opportunity Act-Regulation B
- Truth in Lending Act-Regulation Z
- Fair Credit Reporting and Community Reinvestment Act
- · Final Test

## Fundamentals of Mortgage Lending

- · Mortgage Lending
- · Real Estate Basics
- · The Mortgage Lending Process
- Final Test

# Fundamentals of Small Business Banking

- Introduction
- Business Legal Structures
- Small Business Operating Cycles
- Small Business Life Cycles
- · Case Studies
- Final Test

## Introduction to Analyzing Financial Statements

- Introduction
- · Income Statement
- Balance Sheet
- Ratios
- · Cash Flow Statement
- Final Test

# Introduction to Financial Planning Products

- · Financial Planning Overview
- Traditional Savings Products
- Mortgages
- Fixed-Rate Investments
- Growth Investments
- Mutual Funds
- Insurance, Retirement, Estate Planning Products
- Summary
- Final Test

## Overview of Financial Statements

- · Financial Information
- · The Balance Sheet
- The Income Statement
- · Cash Flow Statements
- Tax Returns
- Conclusion
- Final Test

### **Personal Tax Return Analysis**

- Tax Returns and Banks
- · Getting Started
- Wage Income
- · Interest, Dividends, Refunds and Alimony
- Sole Proprietor Income
- Capital Gains/Losses, IRA Distribution, and Pensions
- Rentals, Royalties, and Partnerships
- · Other Income Sources
- Final Test

## Referring Mutual Funds and Securities Customers

- · Securities and Modern Banking
- Securities Products Commonly Offered by Banks
- Recognize Client Clues and Gather Information
- Referral Steps Used to Grow Securities Business
- · Case Study
- Final Test

#### **Referring Trust Customers**

- · What is a Trust?
- · Identifying and Referring Trust Clients
- Trust Products and Services
- Final Test

# **Understanding Financial Planning**

- The Importance of Financial Planning
- A Look at Financial Products
- Determining the Client's Current Financial Situation
- Determining the Client's Financial Goals,
   Time Frames, and Risk Tolerance
- Case Study
- Final Test

## Software Skills

#### **Excel Formulas and Functions**

- Building Formulas
- Relative and Absolute Referencing
- Averaging and Counting
- Financial Functions
- Conclusion
- Final Test

#### **Excel Setup and Formatting**

- Introduction
- Excel Setup
- Formatting
- Styles
- · Conditional Formatting
- Conclusion
- Final Test

### Trade Finance

### Introduction to International Trade

- · History of Money
- · Characteristics of Money
- Forms of Money
- How does move money?
- Hazards of International Trade
- Trade Regulation
- · Methods of Trading
- · Case Studies
- Final Test

### Introduction to Letters of Credit

- Introduction
- Mechanism of Letters of Credit
- · Use of Letters of Credit
- Regulations
- Conclusion
- · Final Test

### **Letters of Credit - Types**

- · Export of Letters of Credit
- · Import Letters of Credit
- Standby Letters of Credit
- Conclusion
- Final Test

## Trusts & Investments

# **Building Trust Expertise - Investment Management**

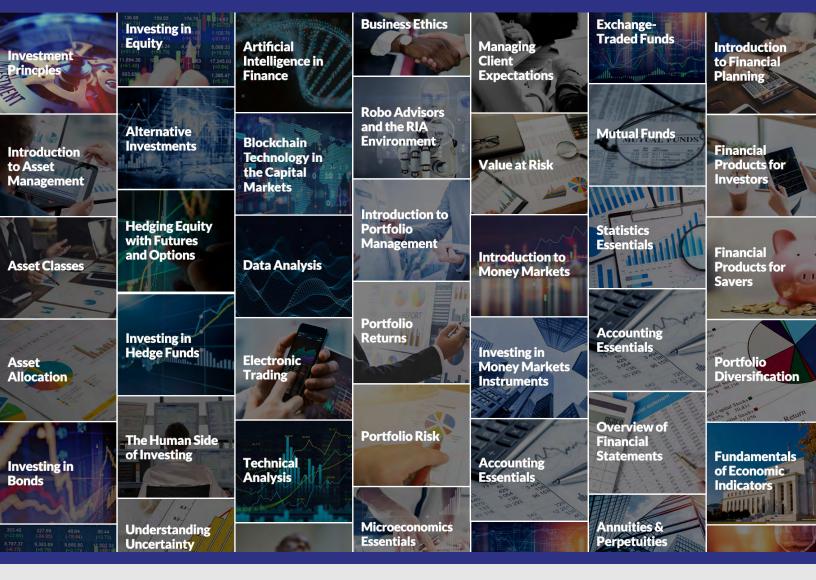
- Investment Types
- · Stock Selection and Analysis
- Bond Selection and Analysis
- · Portfolio Management
- · Economics and Investments
- · Legal Considerations
- Final Test

## **Building Trust Expertise - Taxation and Estate Planning**

- Tax Basics
- Taxation of Trusts
- Transfer Taxes
- Estate Tax
- Generation Skipping Transfers
- · Basic Estate Planning
- Estate Planning for Marital Deductions
- Final Test

#### **Trust Administration**

- Trust Administration
- Personal Trusts
- Purpose for Establishing Trusts
- Account Acceptance and Termination
- Discretionary Distributions
- Discretionary Standards
- Final Test



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