



# GAMMA Course Listing

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

- ✓ Accounting
- ✓ Banking Operations
- ✓ Banking Sales Skills
- ✓ Corporate Finance
- ✓ Credit
- ✓ Derivatives
- ✓ Equity
- ✓ Ethics
- ✓ Finance Basics
- ✓ Financial Advisory
- ✓ Financial Planning
- ✓ Financial Technology
- ✓ Fixed Income
- ✓ Foreign Exchange
- ✓ Fundamental Business Skills
- ✓ Insurance
- ✓ Investment Basics
- ✓ Management & Leadership
- ✓ Management Accounting
- ✓ MBA Essentials
- ✓ Portfolio Risk Management
- ✓ Private Equity
- ✓ Regulatory
- ✓ Retail & Small Business Banking
- ✓ Software Skills
- ✓ Trade Finance
- ✓ Trusts & Investments

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## 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

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## 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

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## 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

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## 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

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## 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

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## 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

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## 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

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## 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
- Depository 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

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## Ethics

### Business Ethics

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

## Ethical Issues for Bankers

- Business Ethics
- Ethical Dilemmas
- Problem Solving
- 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
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## 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
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## 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

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# 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

## 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

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# 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
- Final Test

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# 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

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## 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

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## Fundamental Business Skills

### 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 Conversations

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

## Negotiation Skills

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

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# 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

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# 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
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## 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

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# 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

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# 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

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## 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

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## 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

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## 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

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## 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

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## 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

### 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



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## 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

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## 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

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## Trade Finance

### Introduction to International Trade

- History of Money
- Characteristics of Money
- Forms of Money
- How does money move?
- 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

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## Trusts & Investments

### Building Trust Expertise - Investment Management

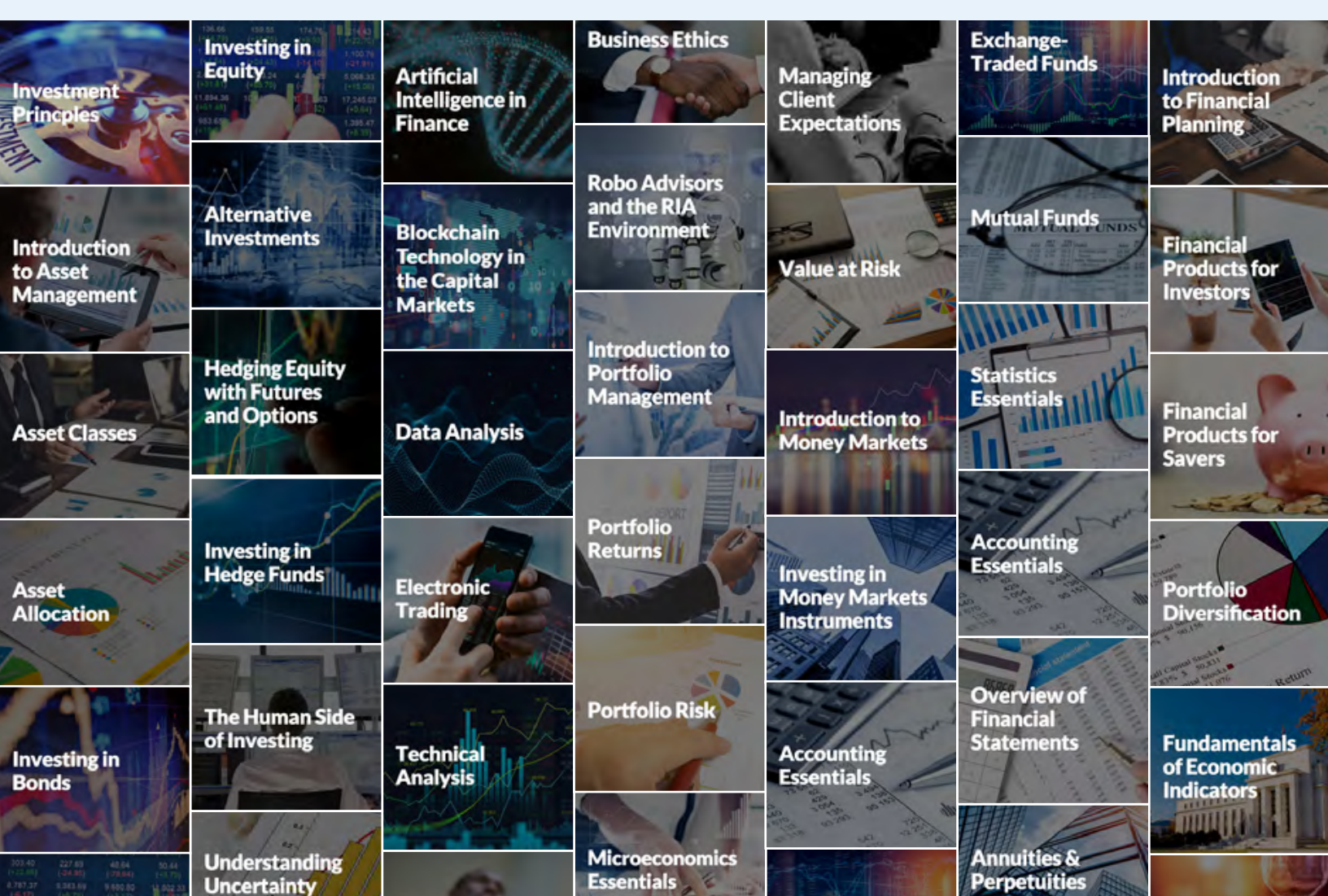
- Investment Types
- Stock Selection and Analysis
- Bond Selection and Analysis
- Portfolio Management
- Economics and Investments
- Legal Considerations
- Final Test

### 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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