

CURRICULUM: CERTIFIED INVESTMENT BANKING OPERATIONS PROFESSIONAL

LEVEL 1

INTRODUCTION TO INVESTMENT BANK & FINANCIAL SYSTEM

Introduction to IB and their Different Business Lines | Introduction to the Financial System | Types of Financial Markets & Different Market Participants & Regulatory Agencies | Introduction to Investment Banks - Buy Side & Sell side of Business

INTRODUCTION TO CASH EQUITIES

Equity & Preference Shares- Features, Advantages and Disadvantages | Depository Receipts - Types of ADR, Advantages of ADR and GDR, Difference between ADR and GDR | Primary & Secondary Markets | Issuance/Trading | IPO Process - US & Indian Markets | Stock Exchanges & Financial Centre's of the World | Trade Economics for Equity Markets

INTRODUCTION TO FIXED INCOME SECURITIES

Fixed Income & Advantages of Fixed income products | Bonds and its Characteristics, Types of Bonds | Relation Between Interest Rate and Bond Price & Yield and Bond Price | Current Yield, YTM, Clean price, Dirty Price, Accrued Interest | Process of Securitization - MBS & ABS | Discussion on Credit Crisis

INTRODUCTION TO FOREIGN EXCHANGE MARKET

What is FX, Features of FX | Difference Between FX & Futures | Market Participants | Types of Quotations | Type of FX Trade - Cash, Spot, Tomm, NDF, Forward | Trade Economics of FX Transactions | FX Future and Options

DERIVATIVES - FORWARD, FUTURE AND OPTIONS

Derivatives - An Introduction | Difference between OTC & ET Derivatives | Value of Derivatives | Forwards Contracts, Futures Contract | Futures Price determination | Margins in Futures | Futures Settlement | Futures Payoffs | Definition of Options | Types of Options | Trade Economics of Options | Option Premiums | Types of Option Payoffs | Options Pricing | Styles of Exercising Options

DERIVATIVES - SWAPS

Introduction to Swaps | Interest Rate Swap, Terminologies Involved, IRS Application - Hedging, Speculation | Equity Swap, Terminology Associated with EQS, EQS Application - Hedging, Speculation | FX Swap - Terminologies Involved in FX Swaps. Examples of Hedging and Speculation in FX Swaps | Credit Default Swap, Settlements, Credit Events, Types, Terminologies | Currency Swaps - Terminologies Involved in Currency Swaps. Examples of Hedging and Speculation in Currency Swaps | Settlement Process of IRS, EQ, CDS, FX and Currency Swaps | Trade Economics of IRS, EQ, CDS, FX and Currency Swaps

INTRODUCTION TO MONEY MARKET

Instruments of Money Market | Interbank Lending, T-Bills, Certificate of Deposit, Commercial Paper, Repo | Advantages & Disadvantages of Money Markets | Difference between Capital & Money Markets

SOFT-SKILL TRAINING

Effective Communication | Resume Building | Presentation Skills | Interpersonal Skills

LEVEL 2

CORPORATE ACTION

What is Corporate Action | Purpose of Corporate Action | Types of Corporate Actions | Important Dates in Corporate Actions | Trade life Cycle in Corporate Action Events

ASSET MANAGEMENT

What is Asset Management | Structure of Mutual funds | Difference between an Open-Ended and Close-Ended Scheme | Hedge Funds | Structure of Hedge Funds | Hedge Fund Operations | Roles & Activities | Fund Administration | Fund Accounting | Management Fee and Performance Fee | Formula to Calculate NAV

REFERENCE DATA MANAGEMENT

Introduction to Reference Data Management | Why Reference Data Management | Static Data OMGEO, SWIFT & Markit | Securities Identification Numbers | Instrument Set-up | Investor Set-up | SSI Set-up | Counter Party Identifiers | Other Reference Data Example

RECONCILIATION

Definition | Position within the TLC | Different Types of Reconciliations : Nostro, Depot, Trade, Exchange, Static Data, Intra and Inter Recon | Lifecycle of Typical Reconciliation Process | Risks Addressed by Reconciliation | Integrity of the Reconciliation Framework

INTRODUCTION TO ISDA

Role of ISDA | Architecture | Hierarchy | ISDA Master Agreement | Provisions | Schedule | Various ISDA Documents | Confirmations | Best Practices

TRADE LIFE CYCLE & SETTLEMENTS PROCESS

Trade Life Cycle (TLC) - Exchange Traded Product TLC & OTC Product TLC Simulation

STOCK BORROWING AND LENDING

Securities Lending and Borrowing | Market Participants of SBL | Sorts of Securities Traded in SBL | Triplicate SBL | Benefits and Disadvantages of Trading in SBL | Stock Lending Difference from Repo | Reasons for SBL | Difference between SBL/SLB and Repo | What is Collateral? | Types & Participants of Collateral Management | Process in Collateral Management | Key Terms in Collateral Management | Advantages & Disadvantages of Collateral Agreements

PERSONALITY DEVELOPMENT SESSION

Presentation on Domain Topics | Group Discussion | Interview Preparation & CV Discussion | Interview Preparation | HR mocks

LEVEL 3

RISK & REGULATION - GLOBAL MARKETS

What is Risk | Types of Risk - Market Risk, Credit Risk, Liquidity Risk, Operational Risk | How to avoid Market Risk, Credit Risk and Liquidity Risk | Major causes of Operational Risk | How to Avoid Operational Risk | Regulatory Environment | Dodd-Frank Act (DFA) | European Market Infrastructure Regulation (EMIR) | Markets in Financial Instruments Directive (MiFID) | Markets in Financial Instruments Directive II (MiFID)

ANTI-MONEY LAUNDERING & KNOW YOUR CUSTOMER

Background of AML/KYC | Case Studies in Money Laundering | Three Stages of Money Laundering | Placement and the Methods Adopted | Layering and Methods Adopted | Need for KYC | Customer Acceptance Policy | Customer Identification Procedure | Due Diligence | Monitoring of Accounts and Transactions

BASIC EXCEL

Basic of Excel | Data Validations | Look-up Functions | Pivot Table | Functions | Macros

INTERVIEW PREPARATION

Domain Mocks and HR Mocks | Interview Readiness

ELECTIVE CERTIFICATION

ADVANCED DERIVATIVES
CERTIFICATION

INVESTMENT OPERATIONS
CERTIFICATION (IOC) TRAINING