

# AIB Bank Operations Diploma

NAME \_\_\_\_\_

DATE \_\_\_\_\_















Bank operations are the infrastructure of the organization. Individuals who work in operations across the bank are responsible for ensuring that the daily workflow is smooth and efficient. With views toward operational efficiency and customer expectations, bank operations personnel continually review current methods and procedures and often recommend process improvements and innovations. In the course of their duties, operations personnel interact with staff throughout the bank, from data processing to customer contact areas. Supervisors and managers in operations are responsible for seeing that their areas are staffed adequately with well-trained personnel, who understand banking processes, process improvement methods and project management.

This curriculum provides a solid grounding in banking fundamentals, which is essential to new or aspiring operations managers or supervisors. Critical knowledge areas such as accounting, legal and regulatory aspects of banking, general bank operations, payment systems, and supervision are central to the program. The diploma is an ideal foundation for bankers new to the operations area.

## Required Courses

You must complete the following courses. Those titles with an asterisk (\*) may be met by transfer credit from an accredited college or university. Each course transferred must be taken for a minimum of 3 credits.

## Electives

Grade	Course	Delivery Options		
	AIB Principles of Banking			
	AIB General Accounting* or AIB Financial Accounting*			
	AIB Law and Banking: Applications or AIB Law and Banking: Principles			
	AIB Money and Banking			
	AIB Supervision			
	<b>or</b> AIB Supervisor Certificate			

You must complete 4 elective credits. At least 2 credits must be AIB courses; the other 2 may be from college courses that are equivalent to courses in the AIB curriculum.

AIB Diploma Code: 33

# Credits	Grade	Course

*Our General Accounting course is developed for students having no previous accounting education or work experience.*

## Legend



Correspondence Course



Self-paced Online Training



Classroom Delivery



Instructor-led Online Training



ICB Approved



Reference Materials