

# Specialization Mini - MBA in Banking and Financial Markets - Online



Coordinator: Dr. João Machado dos Santos

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## **Plan of Specialization Mini-MBA in Banking and Financial Markets - Online**

### **Total Length**

50 Hours

### **Target Audience**

This Specialization Mini-MBA is intended for all those wishing to obtain or enhance knowledge and skills in the area of Banking and Financial Markets, getting the fundamentals of their business.

### **Outcome Profile**

All students at the end receive a certificate of participation in the Specialization Mini-MBA of specialization fundamentals.

### **Prerequisites**

The necessary prerequisites to attend this course are:

- Have access to a computer or tablet with an Internet connection and browser (program to browse the web) such as Chrome, Safari, Firefox or Internet Explorer;
- You can access the course from any computer (for example, at home and at the office), tablet or smartphone.

### **General objectives**

This Specialization Mini-MBA of specialization fundamentals will focus on the main issues included under the Banking area, covering areas of general knowledge, transversal organizations and useful domain for this and other activities and addressing specific areas of activity, in order to provide complete mastery of the most relevant aspects in each of them. When we conduct this Specialization Mini-MBA of specialization foundations we have as main in order to provide and update skills to enable master key aspects within the banking activity.

### **Specific objectives**

At the end of this Specialization Mini-MBA participants will:

- Allow a deeper knowledge of banking products and services;
- Deepen concepts to facilitate the relationship between the Company and the Banking, strengthening the bargaining power of companies;
- Transmit the knowledge in order to facilitate the integration of Graduates in Financial Institutions;
- Enable progress in banking sector to sector;
- What constitutes the banking and its functions;
- Knowing the Chart of Accounts for the banking system;
- Knowing the International Economic activity;

- Take notice of banking support to international trade;
- Have dominion of the main aspects related to foreign exchange;
- Have dominion of the main aspects related to the means of payment;
- Know the main international trade;
- Knowing the ways of settlement of international trade;
- Mastering the financing of international trade.

### Modular structure and workload

Module	Duration
<b>Module 0 – Opening</b>	
<b>Module I – The Banking and Financial System</b>	14h
<b>Module II – Products and Banking Services</b>	14h
<b>Module III – International Operations and Means of Payment and Financial Markets</b>	14h
<b>Module IV – Knowledge Tests</b>	6h
<b>Module VI – Closing</b>	
<b>Total</b>	<b>50h</b>

### Program Content

#### **Module 0 – Opening**

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

#### **Module I – The Banking and Financial System**

- Introduction:
  - Business concept;
  - Functions;
  - The formal and informal organization.
- Introduction to banking;
- The different structure bank. The Universal Banking concept;
- Credit Institutions and Financial Companies;
- The Financial System.

#### **Module II – Products and Banking Services**

- Bank account and bank deposit;
- Accounts handling means (checks, cards , transfers);
- Loans to individuals;

- Corporate Loans: the period of employment; The overdraft and current account Pledged; Factoring and confirming; The equipment leasing and real estate; Credit for signature;
- Effective annual rate concept (APR) and the real cost of financing;
- The reference rates: EONIA and Euribor;
- The negotiation with the dealer;
- The Banking Services.

### **Module III – International Operations and Means of Payment and Financial Markets**

- Economic activity and international banking;
- Foreign exchange;
- Payment options;
- International trade operations;
- Forms of settlement in international trade;
- The financing of international trade;
- Introduction to Financial Markets: Issuance and transaction of financial products;
- Stocks and bonds. The public debt;
- Primary and secondary markets;
- Risk management techniques and hedging instruments;
- Natural hedging;
- Swap's;
- Futures and Options.

### **Module IV – Knowledge Teste**

- Measure and evaluate the knowledge acquired.

### **Module V – Closing**

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

## Methodology

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

<b>Moment / Objective</b>	<b>Method / Technique</b>
The modules I to III	Expository / Demonstrative / Active
The modules I to III	Analysis of Real Cases
In every modules.	Interrogative

## Students Assessment

If the participant chooses to take, the valuation techniques used are part of the three time points as follows, as expressed in the following table:

<b>Moment</b>	<b>Technique</b>	<b>Instrument</b>	<b>Objective</b>
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

## Didactic Resources

- ✓ Theoretical documentation.

## Training Team

### Coordinator

#### **Dr. João Machado dos Santos**

Degree in Economics / Management from the Faculty of Economics of Porto, concluded in 1987. During his professional career, participation in various training courses with specific scope, seminars and conventions.



#### **Professional Career**

**1982** - As a finance technician at DGCI;

**1986 and 1990** - Operations Technician at Lusoleasing SA, during which time he was a trainer at Associação Industrial Portuense;

**1990 and 1992** - Operations Director at CISF SA;

**1992 and 1997** - North Regional Director at Mundileasing SA

**1995 and 1997** - General Director at the same entity;

**1997 and 2006** - General Director of Banif SA highlighted in the Azores as General Director of Banco Comercial dos Açores SA;

**2006 and 2012** –Executive Director of Banif, Chairman of the Executive Committee and Director of Banifserv, ACE, Non-Executive Director of Banif Açor Pensões SA and Non-Executive Director of SIBS SA.

**2012** - Executive Director of Prestarte SA and Consultant

**2015**– High Skills Consultant, Coordinator and Trainer

**1998/2000** - PriceWaterhouseCoopers (formerly at Coopers & Lybrand) Portugal Company Administration Services, financial functions, tax matters, consolidation, financial reporting, planning, budget control and treasury.

## Conditions

If you have more than two participants contact us to know our business benefits!

**High Skills – Formação e Consultoria, LDA.**

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

## Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

## Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Naturality:			
Mini-MBA:	Specialization Mini-MBA in Banking and Financial Markets - Online		
Birth Date:		Nacionality:	
Passport:		Expiration date:	

## Possible contacts for more information:

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

Phone: +351 217 931 365