

# Banking & Finance Essentials

## Career Transition into Banking

Lay the foundation for your career in the financial sector

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## 1. Your springboard into the world of banking: Career transition made easy

Are you interested in entering the banking world and starting a new career? With its Banking & Finance Essentials (BFE) course, CYP has been helping career changers successfully enter the banking sector for almost 20 years. You can tailor this continuing education programme to your professional and personal needs, because your everyday life is important to us. That's why you decide which training option suits you best: classroom course, webinar or distance learning.

- **Classroom course:** You attend classes on site at specified times ([see course dates/course location](#))
- **Webinar:** You complete the course online on specified dates ([see course dates/course location](#))
- **Distance learning:** You learn flexibly, anywhere and anytime, at your own pace.

The BFE course consists of two main components: 'Basic' and 'Advanced'. It comprises a total of 12 modules, 3 additional modules and 2 examination modules. You can start in February (in Zurich or Bern) or in August (in Zurich, Bern or St. Gallen/Triesen). Swiss Banking (SBVg) also recommends this course.

### How we provide you with optimal support as a career changer

Entering the banking world can be challenging. That is why our [Educational design – CYP](#) is structured to enable you to learn in a structured and efficient manner. Our modules are clearly structured. You begin with targeted preparation, deepen your knowledge in the course or webinar, and consolidate it through follow-up assignments. This proven structure enables you to acquire theoretical knowledge and develop practical skills such as decision-making and leadership skills.

We use teaching methods that are perfectly tailored to adults who would like to study alongside their careers. Boring lectures? Not here! Instead, we teach content that reflects your everyday banking reality. You will learn to analyse and evaluate complex situations while working in teams to hone the communication and cooperation skills that are essential in today's banking world.

## 2. Our trainers – professionals with passion and expertise in banking

We rely on trainers who don't just shine in theory. They have also earned their spurs in practice. With many years of professional experience, they cover various areas and institutions within the financial sector. They also have advanced training in economics, banking or in the field of education and teaching. This ensures that you are taught by experienced trainers who know exactly what is important in everyday banking

What makes our [trainers – CYP](#) stand out? Their comprehensive methodological expertise enables them to convey learning content in a lively and effective manner. Real-life examples and exercises promote the transfer of what has been learned into practice. This enables you to grasp complex interrelationships more quickly and apply them confidently in your everyday work. But our trainers don't just promote your specialist knowledge. They also help you to develop your social skills, self-management and teamwork abilities. These skills are indispensable in today's banking world.

**Did you know that this continuing education programme is based on the performance targets of the banking apprenticeship? This ensures that the content of this course corresponds to the banking topics and practical skills covered in a three-year apprenticeship as a commercial clerk EFZ Bank.**

### 3. Start August: Module overview

The course consists of 12 modules, 3 additional modules (optional) and 2 examination modules. After completing the "Basic" modules, you can take an examination. All modules last 1 day, except for module 814-ANLE, which lasts 2 days. Module 817-BREP is offered as a half-day webinar.

#### Basic modules

August	September	October	November	December	January	February
Distance learning available <b>811-FINP</b> The Swiss financial centre	Distance learning available <b>812-GEVO</b> Laws and regulations	Distance learning available <b>813-BADL</b> Basic services and payment transactions	Distance learning available <b>814-ANLE</b> Introduction to the world of investing, investment advisory and portfolio analysis	Distance learning available <b>815-KRED</b> Introduction to the world of credit	Distance learning available <b>816-HAUS</b> Dream house	<b>820-BASP</b> Basic examination
						<b>817-BREP</b> Basic repetition additional module (1/2 day webinar)

#### Advanced modules

March	April	May	May	June	July	August
Distance learning available <b>821-BOER</b> The stock exchange and calculations	Distance learning available <b>822-ANKU</b> Complex needs – Investment clients	Distance learning available <b>823-FIRM</b> Complex needs – Corporate clients	Distance learning available <b>824-INVE</b> Complex needs – Investment banking	Distance learning available <b>825-ECOS</b> Economics & Trends	Distance learning available <b>826-GELD</b> Monetary policy	<b>840-ZERT</b> Certificate examination
<b>818-VERK</b> Sales and communication – additional module						Distance learning available <b>830-REPE</b> Repetition – additional module

Basic module    Advanced module    Additional module    Examination module

### 4. Start February: Module overview

#### Basic modules

February	March	April	May	June	July	August
Distance learning available <b>811-FINP</b> The Swiss financial centre	Distance learning available <b>812-GEVO</b> Laws and regulations	Distance learning available <b>813-BADL</b> Basic services and payment transactions	Distance learning available <b>814-ANLE</b> Introduction to the world of investing, investment advisory and portfolio analysis	Distance learning available <b>815-KRED</b> Introduction to the world of credit	Distance learning available <b>816-HAUS</b> Dream house	<b>820-BASP</b> Basic examination
					<b>818-VERK</b> Sales and communication – additional module	<b>817-BREP</b> Basic repetition additional module (1/2 day webinar)

#### Advanced modules

September	October	November	November	December	January	February
Distance learning available <b>821-BOER</b> The stock exchange and calculations	Distance learning available <b>822-ANKU</b> Complex needs – Investment clients	Distance learning available <b>823-FIRM</b> Complex needs – Corporate clients	Distance learning available <b>824-INVE</b> Complex needs – Investment banking	Distance learning available <b>825-ECOS</b> Economics & Trends	Distance learning available <b>826-GELD</b> Monetary policy	<b>840-ZERT</b> Certificate examination
						Distance learning available <b>830-REPE</b> Repetition – additional module

Basic module    Advanced module    Additional module    Examination module

## 5. Module content: Specialist knowledge and skills that will help you get ahead

### 811-FINP – The Swiss financial centre

This module marks the start of your further training at CYP. You will learn how the CYP modules are structured and get to know our teaching environment.

You will also learn about the framework conditions for this course. The first specialist topics will familiarise you with the economic tasks of banks. You will learn who the most important players in the Swiss financial centre are. You will also find out which banking group your bank belongs to. In addition, you will learn about the various business areas of banks and understand how stakeholders and sustainability influence your bank.

### 812-GEVO – Laws and regulations

In the "Laws and regulations" module, you will learn about the legal foundations that shape the banking industry. You will find out how the legal framework has developed over the years. You will gain a deeper understanding of banking secrecy and analyse the topic of money laundering. You will also learn how the CDB fits into this context. You will also learn about the legal basis governing the issuance of money in Switzerland. You will apply the most important laws and regulations in practical exercises. The topics of data protection and account opening round off this module.

### 813-BADL – Basic services and payment transactions

In this module, you will apply what you have learned about regulations in the previous module to basic services. You will learn which account products and services your bank offers to private customers. You will also learn how payment transactions work in Switzerland. You will gain insight into the Swiss pension system and relevant products for your customers. Finally, you will compare your bank's product range with those of other banking groups.

### 814-ANLE – Introduction to the world of investing, investment advisory and portfolio analysis

Can you earn money quickly with investments? After this two-day module, you will be able to answer this question competently. You will take an in-depth look at various investment options to gain a solid foundation. You will learn to distinguish between debt and equity securities. You will also learn how to use money market instruments and what important points to consider when investing in precious metals. After learning the basics, you will find out how different investor profiles influence the investment process. You will examine this process in detail. You will also look at investment funds and other topics such as sustainability and FIDLEG.

**815-KRED - Introduction to the world of credit**

In this module, you will learn the principles according to which a bank lends money. You will examine the entire credit process in detail and identify the individual important steps. You will also develop a basic understanding of different types of credit, such as mortgage loans, loans secured by personal property, and secured and unsecured personal loans. An overview of sustainable financing products rounds off the topic.

**816-HAUS – Dream house**

Can you make your dream home a reality? In the "Dream house" module, you can calculate how much income you would need and how much of your own funds would be required. You will also learn about the aspects of credit checks for financing home ownership. In addition, you will find out more about important topics such as mortgage models, repayment options and home ownership subsidies.

**817-BREP - Basic Repetition (additional module)**

In this half-day webinar, you will review the material covered in the previous basic modules. You will have the opportunity to clarify questions directly with the trainers. In addition, you will consolidate your knowledge with further practice material. This will ensure that you are well prepared for the upcoming basic exam.

**818-VERK – Sales and communication (additional module)**

In this module, you will acquire the skills you need to conduct a successful consultation. You will learn about the different phases of a client consultation and how to effectively identify customer needs. We will also examine the principles of communication and the use of appropriate questioning techniques. Through expert input and role-playing, you will have the opportunity to expand your consulting skills.

**821-BOER - The stock exchange and calculations**

What is a stock exchange and how does it differ from a street market? In this module, you will learn about the Swiss stock exchange (SIX Swiss Exchange). You will follow events on the world's most important trading venues in real time. You will take an in-depth look at how a stock exchange order is processed, the different types of orders and the fees involved.

But is it worth buying securities on the stock exchange? To assess this, you will learn how various key figures are calculated and interpreted. Your own virtual portfolio will help you to link the day's insights to real-life practice.

**822-ANKU - Complex needs - Investment clients**

In the "Complex Needs – Investment Clients" module, you will deal with options, structured products and asset management mandates. You will also learn about the influence of economic and market factors on portfolio management. In addition, you will find out how taxes can be optimised within the framework of financial planning.

### 823-FIRM - Complex needs - Corporate clients

In diesem Modul lernen Sie die Basisdienstleistungen der Bank für Firmenkunden kennen. Sie setzen sich damit auseinander, wie Firmenkunden Kapital beschaffen können. Ausserdem erfahren Sie, welche Kreditart in Frage kommt, wenn keine Sicherheiten vorhanden sind. Abschliessend werden Sie verstehen, wie die Bonitätsprüfung bei Firmenkunden abläuft und welche Bilanzkennzahlen berechnet und interpretiert werden müssen.

### 824-INVE - Complex needs – Investment banking

Apart from loans, how can a corporate client raise capital? In this module, we focus on types of capital raising that have not yet been covered in detail. You will learn how a company can raise equity and debt capital on the capital market. You will also learn how an investment bank can assist in this process. Another topic is the types of foreign exchange transactions and their possible uses.

### 825-ECOS - Economics & Trends

In this module, you will analyse the effects of trends and technologies such as artificial intelligence. You will examine how these can be used in the banking sector. You will also deal with economic aspects and interrelationships. The focus is on the economic cycle and the extended economic cycle.

### 826-GELD – Monetary policy

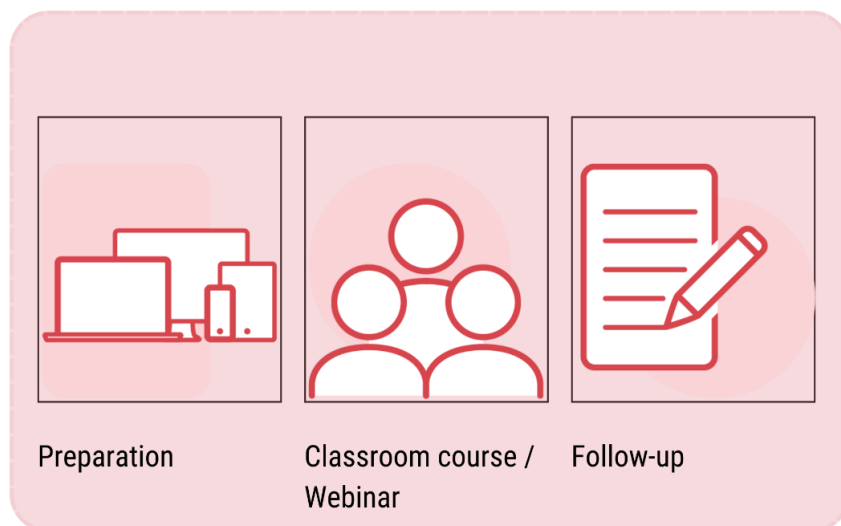
What do monetary policy and price stability mean? To answer this question, this module takes a closer look at the Swiss National Bank. You will learn about its tasks and objectives. You will also find out what instruments the SNB uses to influence monetary policy in Switzerland. As monetary policy is highly interconnected at the international level, you will also learn about the ECB and the Fed. You will also find out what tasks these institutions perform.

### 830-REPE - Repetition (additional module)

To prepare yourself optimally for the certificate exam, clarify any technical questions you may have on this revision day. The trainers present will be happy to assist you. Additional practice materials are also available.

## 6. How is a module structured (Classroom course and Webinar)?

### Module CYP



#### Preparation

The learning materials will be available to you **35 days before the classroom course**. These include banking documents, interactive web-based tools and guiding questions to help you familiarise yourself with the most important topics. This allows you to prepare flexibly and at your own pace. At the end of the preparation phase, you will test your knowledge with a short online pre-test (e-learning). This ensures that you are optimally prepared for the start of the course.

#### Classroom course/Webinar

In the classroom course or webinar, you will deepen the knowledge you acquired during the preparation phase. Using a variety of learning methods, you will put the content directly into practice. Specific exercises give you the opportunity to apply what you have learned and learn from your mistakes in a safe environment.

#### Follow-up and module test

After the classroom course or webinar, you will consolidate your knowledge with follow-up assignments. You will repeat the course content, complete additional tasks and use interactive e-learning tools. This will help you to further consolidate your understanding. At the end of this phase, you will take an electronic module test to check your knowledge. If you have any questions, you can use the same resources that you used during the preparation phase.

**Note:** In the **distance learning** programme, you have access to the course materials at any time, regardless of the three phases (preparation, classroom course and follow-up work). You can work through these **independently and at your own pace**.



## 7. Special features of this course: Module picking and individual Zoom support

### Module picking

If you are **not** working towards the **Basic Examination or the BFE certificate**, you can use **module picking** to flexibly decide which modules you would like to take. This allows you to put together your own personal training programme. Let us advise you – we will be happy to help you make your decision. Or take a look at the PDF [Performance targets BFE](#) to get an overview of the content.

**🔔 Important:** If you wish to obtain the Basic Examination and/or the BFE certificate, all modules (excluding optional additional modules) must be completed.

### Individual Zoom support

During the course, we offer you an additional opportunity to ask your subject-specific questions (for all course options). Every Monday and Thursday, a trainer will be available via Zoom for 15 minutes.

## 8. Important course information at a glance



Do you have any questions about the course? Or would you like more details about the different course options? Urs Gasser, Lead Training Programme Banking & Finance Essentials, will be happy to advise you. You can reach him at email: [urs.gasser@cyp.ch](mailto:urs.gasser@cyp.ch) or on tel. 043 222 53 53.

### Admission requirements

Completed initial basic education.

### Costs

6 basic modules (7 course days), 6 advanced modules (6 course days), 3 additional modules and 2 exams, including exam fees. The cost of teaching material is also included.

- Classroom course: CHF 7450.-
- Webinar: CHF 6610.-
- Distance learning: CHF 4920.-

Would you like to combine different training options? Then use our price calculator at [cyp.ch/preisrechner](http://cyp.ch/preisrechner)

### Registration deadline

**Classroom course or webinar:** Registration must be completed at least 21 days before the course starts (in February or August). The exact start dates can be found here: [Banking & Finance Essentials – CYP](#)

**Distance learning:** No registration deadline – you can book at any time.

### Course duration

max. 12 months for all “Basic” and “Advanced” modules

### Basic-Examination

### BFE-Certificate

The Basic Examination Confirmation and/or the BFE Certificate will be issued once you have completed the entire course either as a classroom course, webinar or distance learning course and passed the examination.