

FIELD : BUSINESS AND FINANCE
SPECIALTY : BANKING AND FINANCE

1. OBJECTIVE OF TRAINING

The objective of this specialty is to cover the deficit in number and quality, of human resources which credit establishments need to carry out their business. Besides, the training will provide enterprises, no matter their area of activity, with collaborators who will enable them seize the opportunities offered them by the financial system to evolve, expand and align their business to the world financial system.

2. SKILLS SOUGHT AFTER

❖ General skills

- Understand the professional and economic environment ;
- Be apt in oral and written communication ;
- Be skillful in sale and commercial negotiation ;
- Master the legal framework of the activity and be apt in analysing applicable taxation rules ;
- Master the use of NIT applicable to banks ;
- Be flexible ;
- Be able to work under pressure.

❖ Specific skills

- Construct and develop a relationship of confidence with each customer, in line with the marketing policy of the enterprise ;
- Develop quantitatively and qualitatively the goodwill of the business, notably by increasing the rate of goods and services offered to clients ;
- Contribute personally to quality reception ;
- Manage and develop quantitatively and qualitatively a professional customer portfolio within the framework of the marketing policy of the enterprise ;
- Contribute to the development of the enterprise through his/her marketing strategies with profession customers ;
- Develop a comprehensive approach to professional customers ;
- The holder of the HND in Banking and Finance may also be entrusted with :
 - Open and manage accounts ;
 - Distribute products and services where payments are made through accounts ;
 - Promote and use information transmission technologies ;
 - Distribute banking and non-banking saving products and manage the finance of the enterprise ;
 - Distribute products linked to savings, notably those under collective management ;
 - Promote consumer credits awards, award of building construction loans to individuals, and preparing files ;
 - Promote modes of financing during exploitation and investment period of enterprises and prepare files ;
 - Promote insurance products offered by the bank ;
 - Follow-up and management of risks customers are exposed to carry out economic and financial analyses of the situation of customers, evaluating and follow-up of risks.

3. OUTLETS

- Commercial banks ;
- Credit establishments ;
- Stock Exchange ;
- Insurance companies ;
- Central Bank ;
- Bank commission ;
- Ministries in charge of finance and economic and financial matters ;
- Microfinance establishments ;
- Savings banks and the service responsible for finance of the post office, etc...

4. PROGRAM DURATION

For a period of two years, a set of theoretical and practical courses is administered to students with a view to obtaining a Higher National Diploma (HND) sanctioned by MINESUP.

5. CONDITION FOR ADMISSION

Direct registration on file study :

- A hand written application addressed to the Director of ISTTI ;
- A complete registration form available on campus ;
- A photocopy of birth certificate ;
- A photocopy of A/L certificate ;
- Registration fees : 35,000 FCFA ;
- File study fees : free of charge ;
- Annual medical coverage : 5000 F CFA.

6. PEDAGOGICAL APPROACH

- Lectures ;
- Practical work and personal work ;
- Immersion courses in the professions accompanied by a teaching body and company executives.

7. EVALUATION TECHNIQUES

- Continuous monitoring for each lecture ;
- An exam session (oral or written) at the end of each semester organised according to the subjects registered for the semester ;
- Writing of an internship report defended in front of a jury at the end of the cycle ;
- National HND exam.

8. ORGANISATION OF TEACHINGS

SEMESTER 1

Code	Courses titles	Number of credits
BFI111	Mathematics and Computer Science I	5
BFI112	Quantitative techniques I	4
BFI113	Accounting, ethics, and regulations I	5
BFI114	Operations and banking techniques I	5
BFI115	Finance I	4
BFI116	Monetry economics and banking I	4
BFI117	Bilingual training I and economic environment I	3
Total		30

SEMESTER 2

Code	Course Titles	Number of credits
BFI121	Mathematics and Computing II	5
BFI122	Quantitative Techniques II	4
BFI123	Accounting ethics and regulations II	5
BFI124	Operations and banking techniques II	4
BFI125	Finance II	5
BFI126	Monetry economics and banking II	4
BFI127	Bilingual training and Economic Environment II	3
Total		30

SEMESTER 3

Code	Course titles	Number of credits
BFI231	Quantitative techniques III	5
BFI232	Mathematics and Computer Science III	4
BFI233	Accounting III	4
BFI234	Operations and banking techniques III	4
BFI235	Finance and the work of Synthesis I	4
BFI236	Monetary economics and banking III	6
BFI237	Legal environment and civic education I	3
Total		30

SEMESTER 4

Code	Course Title	Number of credits
BFI241	Quantitative techniques IV	5
BFI242	Mathematics and Computer Science IV	4
BFI243	Accounting IV	4
BFI244	Operations and banking techniques IV	4
BFI245	Finance and work of synthesis II	4
BFI246	Professional internship	6
BFI247	Legal environment and civic education II	3
Total		30