



Financial Services Education

DISTANCE LEARNING SCHEDULE 2010

Career Enhancing Courses and Diploma Programs



The **Center for Financial Training (CFT)** has been in the business of training and educating the financial services industry for over 100 years. CFT tuition is NOT subject to registration fees or assessment fees. Even the textbook is included where applicable! If you have any questions about today's Center for Financial Training, please call Marta Carey at 800-795-5242 x1179 or send an e-mail to marta@cftacs.org.

WEBINARS - LIVE SEMINARS ONLINE

A webinar is a seminar that combines the clarity of an audio teleconference with the interaction and visual presentation of the internet. All you need to fully participate is a telephone and an internet connection. If you do not have an internet connection, listening to the program over the telephone and following the written materials is an effective alternative! Webinar pricing (subject to change) is as follows:

Live Participation Webinar (one PC & Phone Connection)	\$255
On Demand Recorded Web Link	\$255
Combination of Live Participation & Web Link options	\$375

To register for a webinar, please use the registration form found at the back of this brochure or visit our website at www.cftacs.org.

<u>DATE</u>	<u>TIME (EST)</u>	<u>WEBINAR TITLE</u>	<u>INSTRUCTOR</u>
Aug 3	11:00 am - 1:00 pm	Effective Use of Credit Risk Ratings	Jeffery Johnson
Aug 4	2:30 pm - 4:30 pm	Overcoming Negativity on the Frontline	Janice Branch
Aug 17	11:00 am - 1:00 pm	Call Center Customer Service	Margaret DeMarino
Aug 17	2:30 pm - 4:30 pm	Compliance for Marketing	Carl Pry
Aug 18	11:00 am - 1:00 pm	Safe Deposit Fundamentals	David McGuinn
Aug 24	11:00 am - 1:00 pm	Avoiding Bank Liability in the Collection Process	Adam Laboda
Aug 25	11:00 am - 1:00 pm	Notary Public	Terri Thomas
Aug 31	11:00 am - 1:00 pm	Record Retention	Carl Pry
Aug 31	2:00pm - 3:00 pm	*Compliance Perspectives (One Hour)	Carl Pry
Sep 1	11:00 am - 1:00 pm	Writing an Effective Credit Memorandum	Jeffery Johnson
Sep 2	11:00 am - 1:00 pm	Opening New Accounts I	Patrice Konarik
Sep 8	11:00 am - 1:00 pm	Appraisal Review for Residential Mortgage Decisions	J.T. Turner
Sep 14	11:00 am - 1:00 pm	Common Compliance Violations	Carl Pry
Sep 14	2:30 pm - 4:30 pm	Dealing with Subpoenas, Summonses, Garnishments, ETC.	Terri Thomas
Sep 16	11:00 am - 1:00 pm	Legal Liabilities When Check Fraud Occurs	Terri Thomas
Sep 21	11:00 am - 1:00 pm	Call Report	Ann Thomas
Sep 23	11:00 am - 1:00 pm	Opening New Accounts II	Patrice Konarik
Sep 28	11:00 am - 1:00 pm	Vendor Due Diligence	Carl Pry
Sep 28	2:00pm - 3:00 pm	*Compliance Perspectives (One Hour)	Carl Pry
Sep 29	2:30 pm - 4:30 pm	Best Sales Practices for the Front-Line	Honey Shelton
Sep 30	11:00 am - 1:00 pm	IRA Basics	Patrice Konarik
Oct 5	11:00 am - 1:00 pm	Real Estate Law for Bankers	Douglas Waldorf
Oct 6	11:00 am - 1:00 pm	Power of Attorney & Living Trust	Terri Thomas
Oct 7	11:00 am - 1:00 pm	How to Use Business Resolutions and Authorizations	Terri Thomas
Oct 13	11:00 am - 1:00 pm	Loan Origination	J.T. Turner
Oct 19	11:00 am - 1:00 pm	Regulation Z	Carl Pry
Oct 19	2:00pm - 3:00 pm	*Compliance Perspectives (One Hour)	Carl Pry
Oct 21	2:30 pm - 4:30 pm	Ratio Analysis to Determining Liquidity, Leverage, A/M Capability	Jeffery Johnson
Oct 27	2:30 pm - 4:30 pm	Managing a Successful Branch	Honey Shelton

*The Compliance Perspectives webinars will cover hot compliance topics, upcoming deadlines, and new regulations. Two packages are available: 6 months for \$954 and 12 months for \$1749 (first month FREE!). Both packages include the live webinar and access to the recorded webinar for 30 days.

Win an Apple iPad or an HP Laptop!

To enter the drawing, please visit our new website at www.cftacs.org and submit an entry form no later than August 31, 2010. No purchase necessary. Enter Today!

Employees of the Center for Financial Training and members of their immediate families are not eligible.

INSTRUCTOR FACILITATED ONLINE COURSES

	Course #	Sec #	Start Date(s)	Length	Credits	Tuition	ACE
Accounting	A197	OL1	8/2,9/20,10/18,11/15	15 Weeks	3.00	\$545.00	ACE
Analyzing Financial Statements	A199	OL1	8/9,9/13,10/12,11/8	15 Weeks	3.00	\$545.00	ACE
Asset Liability Management I	9805	OL1	9/7	4 Weeks	1.00	\$395.00	
Asset Liability Management II	9808	OL1	10/4	4 Weeks	1.00	\$395.00	
Business Communication	A170	OL1	8/2,9/27,12/6	15 Weeks	3.00	\$545.00	ACE
Business Math	A236	OL1	8/23,9/27,11/15	15 Weeks	3.00	\$545.00	ACE
Commercial Lending	A204	OL1	8/9,9/13,10/18,12/6	15 Weeks	3.00	\$545.00	ACE
Consumer Lending	A205	OL1	7/19,8/16,9/20,10/25	15 Weeks	3.00	\$545.00	ACE
Customer Service Excellence	9927	OL1	7/19,10/25,12/6	10 Weeks	2.00	\$495.00	
Economics	A195	OL1	7/12,9/27,11/8,12/6	15 Weeks	3.00	\$545.00	ACE
Financial Accounting	ACC201	OL1	7/26,9/13,10/12	15 Weeks	3.00	\$545.00	ACE
Fraud Identification	9807	OL1	10/4	5 Weeks	1.00	\$545.00	
Human Relations	SUP106	OL1	7/12,9/13,11/15	15 Weeks	3.00	\$545.00	ACE
IRA Overview (Self-Paced) - NEW!	A843	OL1	8/2,9/7,10/4,11/1,12/6	5 Weeks	0.25	\$195.00	
Law and Banking: Applications	A206	OL1	7/19,9/20,10/18	15 Weeks	3.00	\$545.00	ACE
Law and Banking: Principles Management	A196	OL1	7/26,9/13,10/12,12/6	15 Weeks	3.00	\$545.00	ACE
Managing Human Resources	A443	OL1	10/4	15 Weeks	3.00	\$545.00	ACE
Marketing	A513	OL1	8/9,10/25	15 Weeks	3.00	\$545.00	
Marketing	A198	OL1	7/26,9/20,11/8	15 Weeks	3.00	\$545.00	ACE
Money and Banking	A200	OL1	7/19,9/27,11/15	15 Weeks	3.00	\$545.00	ACE
Principles of Banking	A207	OL1	7/12,8/16,9/13,9/27	15 Weeks	3.00	\$545.00	ACE
Real Estate Appraisal	A217	OL1	10/4	15 Weeks	3.00	\$545.00	ACE
Real Estate Appraisal - Advanced	9838	OL1	10/4	5 Weeks	1.00	\$695.00	
Real Estate Finance	9987	OL1	7/19,10/4	15 Weeks	3.00	\$545.00	
Real Estate Law	A218	OL1	9/13	15 Weeks	3.00	\$545.00	ACE
Residential Mortgage Lending	A201	OL1	7/12,9/13,12/6	15 Weeks	3.00	\$545.00	ACE
Sales Excellence	9926	OL1	7/12,9/20,12/6	10 Weeks	2.00	\$495.00	
Supervision	A208	OL1	7/26,9/27,11/15	15 Weeks	3.00	\$545.00	ACE
Understanding Organizational Behavior	A564	OL1	7/19,10/18	15 Weeks	3.00	\$545.00	

CFT online courses provide students a convenient learning format that fits any busy lifestyle. Utilizing a website classroom and e-mail, students will read an online lecture, a chapter in their textbook, and complete an online assignment each week. Quizzes and exams are also administered electronically. And best of all, **students enjoy the flexibility of not being required to be online at a specific day or time**, the convenience of having an instructor with subject matter expertise only an e-mail away, and technical support available 24 hours a day! The industry standard for online course completion is less than 50%, but thanks to the dedication of CFT students and instructors, **better than 95% of CFT students successfully complete their online course.**

GUIDED SELF-STUDY COURSES

Length	Cr	Tuition	ACE
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GUIDED SELF-STUDY COURSES

Length	Cr	Tuition	ACE
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Accounting - NEW!	6 Months	3.00	\$545.00	X	Law and Banking: Applications	6 Months	3.00	\$545.00	X
Accounting Basics	6 Months	3.00	\$545.00		Law and Banking: Principles	6 Months	3.00	\$545.00	X
Advertising - NEW!	6 Months	3.00	\$545.00		Leading Your People to Success	4 Months	2.00	\$495.00	
Analyzing Financial Statements	6 Months	3.00	\$545.00	X	Management	6 Months	3.00	\$545.00	X
Business Communication	6 Months	3.00	\$545.00	X	Managing Change	1 Month	0.25	\$345.00	
Business Math	6 Months	3.00	\$545.00	X	Managing Human Resources	6 Months	3.00	\$545.00	
Commercial Lending	6 Months	3.00	\$545.00	X	Managing Performance & Productivity	4 Months	2.00	\$495.00	
Communication Skills for Business	4 Months	2.00	\$495.00		Marketing	6 Months	3.00	\$545.00	X
Consumer Lending	6 Months	3.00	\$545.00	X	Money and Banking	6 Months	3.00	\$545.00	X
Consumer Lending Overview	1 Month	0.25	\$345.00		Motivating Your Staff	1 Month	0.25	\$345.00	
Customer Service Excellence	4 Months	2.00	\$495.00		Principles of Banking	6 Months	3.00	\$545.00	X
Deposit Accounts & Services	4 Months	2.00	\$495.00		Real Estate Appraisal	6 Months	3.00	\$545.00	X
Economics	6 Months	3.00	\$545.00	X	Real Estate Finance	6 Months	3.00	\$545.00	
Effective Business Writing	4 Months	2.00	\$495.00		Real Estate Law	6 Months	3.00	\$545.00	X
Employment & Labor Law	6 Months	3.00	\$545.00		Residential Mortgage Lending	6 Months	3.00	\$545.00	X
Ethics in Business	1 Month	0.25	\$345.00		Residential Mortgage Lending Overview	1 Month	0.25	\$345.00	
Human Relations	6 Months	3.00	\$545.00	X	Sales Excellence	4 Months	2.00	\$495.00	
Human Resource Development	6 Months	3.00	\$545.00		Supervision	6 Months	3.00	\$545.00	X
Human Resource Selection	6 Months	3.00	\$545.00		Teller Operations	4 Months	2.00	\$495.00	
Interviewing and Hiring Techniques	1 Month	0.25	\$345.00		The 21 st Century Supervisor	4 Months	2.00	\$495.00	
Intro to e-Commerce - NEW!	6 Months	3.00	\$545.00		The Future of Business	6 Months	3.00	\$545.00	
					Understanding Organizational Behavior	6 Months	3.00	\$545.00	

Over 90% of the students who enroll in a CFT self-study course successfully complete their course. You will be required to study on your own; however, you will have a local instructor only a telephone call away. Upon registering for a three credit course, you will be mailed a textbook, syllabus outlining your course, and your first open-book quiz. Your exams (two per class) will be proctored by an officer or manager at your financial institution. If you are registering for a guided self-study class with less than three credits, you will be sent everything you need to complete the course, including a syllabus outlining your course. Courses with less than three credits are all open book; therefore, proctors are not needed for exams. For all guided self-study courses, an advisor at the CFT office will keep in touch with you to provide additional assistance to help keep you on schedule. Upon satisfactory completion of your class, you will receive your grade and the appropriate credits for the class, which are the same as though you had earned them by attending the class week-to-week. If you have questions about CFT's online or Guided Self-Study courses, please call 800-795-5242. **You may register for and begin a Guided Self-Study Program at any time throughout the year.**

Tuition - Includes textbook where applicable.
ACE - The American Council on Education recommends these courses for college credit transfer.

CFT DIPLOMAS AND CERTIFICATES

INTRO TO FINANCIAL SERVICES CERTIFICATE

- _____ Principles of Banking
- _____ Economics
- _____ Law and Banking: Applications or
Law and Banking: Principles
- _____ Marketing
- _____ Business Math
- _____ Customer Service

GENERAL FINANCIAL SERVICES DIPLOMA

All of the requirements as shown above for the Intro to Financial Services Certificate, **PLUS:**

- _____ Accounting or Financial Accounting
- _____ Money and Banking

ADVANCED FINANCIAL SERVICES DIPLOMA

All of the requirements as shown above for the General Financial Services Diploma, **PLUS:**

- _____ Analyzing Financial Statements
- _____ Communication Skills (min 1 credit)
- _____ Selling Skills (min 1 credit)

Plus two of the following:

- _____ Consumer Lending
- _____ Commercial Lending
- _____ Residential Mortgage Lending

INTRO TO FINANCIAL OPERATIONS CERTIFICATE

- _____ Principles of Banking
- _____ Law and Banking: Applications or
Law and Banking: Principles
- _____ Business Math
- _____ Deposit Accounts & Services (min 1 credit)
- _____ Communication Skills (min 1 credit)

FINANCIAL SERVICES OPERATIONS DIPLOMA

All of the requirements as shown above for the Financial Services Operations Diploma, **PLUS:**

- _____ Customer Service
- _____ Accounting or Financial Accounting
- _____ Economics
- _____ Money and Banking
- _____ IRA's (minimum 1/4 credit)
- _____ EFTA (minimum 1/4 credit)

INTRO TO HUMAN RESOURCES CERTIFICATE

- _____ Principles of Banking
- _____ Communication Skills
- _____ Managing Human Resources
- _____ Human Relations

Plus two of the following:

- _____ Human Resource Development
- _____ Human Resource Selection
- _____ Employment & Labor Law
- _____ Understanding Organizational Behavior

PROFESSIONAL TELLER CERTIFICATE

- _____ Principles of Banking
- _____ Business Math
- _____ Customer Service
- _____ Teller Training
- _____ Marketing
- _____ Selling Skills (min 1 credit)
- _____ Communication Skills (min 1 credit)
- _____ Deposit Accounts & Services (minimum 1 credit)

INTRO TO SUPERVISION CERTIFICATE

- _____ Principles of Banking
- _____ Communication Skills
- _____ Customer Service
- _____ Supervision
- _____ Leadership Skills (min 1/2 credit)
- _____ Human Relations

Plus two of the following:

- _____ Managing Human Resources
- _____ Managing Performance & Productivity (minimum 1 credit)
- _____ Management
- _____ Managing Change (min 1/4 credit)
- _____ Interviewing and Hiring Techniques (min 1/4 credit)
- _____ Ethics (min 1/4 credit)
- _____ Motivating Your Staff (min 1/4 credit)

FINANCIAL SERVICES MANAGEMENT DIPLOMA

- _____ Principles of Banking
- _____ Understanding Organizational Behavior
- _____ Human Relations
- _____ Human Resource Selection
- _____ Communication Skills
- _____ Marketing
- _____ Management
- _____ Economics
- _____ The Future of Business

Plus two of the following:

- _____ Accounting
- _____ Financial Accounting
- _____ Business Math

INTRODUCTION TO MARKETING CERTIFICATE

- _____ Principles of Banking
- _____ Marketing
- _____ Sales (minimum 1 credit)
- _____ Intro to eCommerce
- _____ Communication Skills
- _____ Ethics (minimum 1/4 credit)

FINANCIAL SERVICES MARKETING DIPLOMA

All of the requirements as shown above for the Intro to Marketing Certificate, **PLUS:**

- _____ Advertising
- _____ Law and Banking: Applications or
Law and Banking: Principles
- _____ Management
- _____ Economics

Plus one of the following:

- _____ Accounting
- _____ Financial Accounting
- _____ Business Math

INTRODUCTION TO ACCOUNTING CERTIFICATE

- _____ Principles of Banking
- _____ Accounting
- _____ Business Math
- _____ Communication Skills
- _____ Economics
- _____ Financial Accounting

INTRO TO CREDIT ANALYSIS CERTIFICATE

- _____ Principles of Banking
- _____ Accounting or Financial Accounting
- _____ Analyzing Financial Statements
- _____ Commercial Lending
- _____ Economics

Plus one of the following:

- _____ Business Math
- _____ Money and Banking
- _____ Real Estate Law

INTRO TO LENDING CERTIFICATE

- _____ Principles of Banking
- _____ Accounting or Financial Accounting
- _____ Analyzing Financial Statements
- _____ Marketing
- _____ Economics

Plus one of the following:

- _____ Consumer Lending
- _____ Residential Mortgage Lending
- _____ Commercial Lending

ALL LENDING DIPLOMAS

- _____ Principles of Banking
- _____ Economics
- _____ Law and Banking: Applications or
Law and Banking: Principles
- _____ Business Math
- _____ Customer Service
- _____ Accounting or Financial Accounting
- _____ Money and Banking
- _____ Communication Skills (min 1 credit)
- _____ Selling Skills (min 1 credit)

CONSUMER LENDING DIPLOMA

All of the requirements as shown above for the Lending Diplomas, **PLUS:**

- _____ Consumer Lending
- _____ Marketing

REAL ESTATE LENDING DIPLOMA

All of the requirements as shown above for the Lending Diplomas, **PLUS:**

- _____ Residential Mortgage Lending
- _____ Real Estate Law
- _____ Real Estate Finance
- _____ Real Estate Appraisal

COMMERCIAL LENDING DIPLOMA

All of the requirements as shown above for the Lending Diplomas, **PLUS:**

- _____ Commercial Lending
- _____ Real Estate Appraisal
- _____ Real Estate Finance
- _____ Analyzing Financial Statements



**For Specific Diploma
and Certificate
Requirements and
Course Descriptions,
please visit our website
at www.cftacs.org.**

