



# GREATER ATLANTIC REGION FALL 2010



## Career Enhancing Courses and Diploma Programs

The **Center for Financial Training (CFT) Atlantic & Central States** is pleased to offer you the following continuing education courses designed for today's banking professional. Please note that tuition includes the textbook where applicable! If you have any questions about today's Center for Financial Training, please call Karen McMullen at 800-795-5242 x9958 or send an e-mail to karen@cftacs.org. Inside you will find the complete Online and Self-Study Course schedules. Here's the Classroom Schedule:

|   | <u>Course No.</u> | <u>Sec No.</u> | <u>Instructor</u> | <u>Loc</u> | <u>Day</u> | <u>Date</u> | <u>Class Time</u> | <u># of Sess.</u> | <u>Credit</u> | <u>Tuition</u> |
|---|-------------------|----------------|-------------------|------------|------------|-------------|-------------------|-------------------|---------------|----------------|
| <b><u>NJ - Bergen County</u></b>          |                   |                |                   |            |            |             |                   |                   |               |                |
| Customer Service Excellence               | 9927              | NJ             | Sayther           | CBF        | Th         | 9/16/2010   | 6:00 PM - 9:00 PM | 10                | 2.00          | \$495          |
| Human Relations*                          | SUP106            | NJ             | Chaffin           | CBF        | T          | 9/7/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| Money & Banking*                          | A200              | NJ             | Cohen             | CBF        | W          | 9/8/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| Supervision*                              | A208              | NJ-01          | Tilstra           | CBF        | M          | 9/20/2010   | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| BMS-Performance Management                | A428              | NJ-01          | Carfano           | CBF        | M          | 10/18/2010  | 9:00 AM - 12 noon | 1                 | 0.25          | \$210          |
| BMS-Team Building                         | A427              | NJ-01          | Carfano           | CBF        | F          | 10/22/2010  | 9:00 AM - 12 noon | 1                 | 0.25          | \$210          |
| <b><u>NJ - Passaic County</u></b>         |                   |                |                   |            |            |             |                   |                   |               |                |
| Principles of Banking*                    | A207              | NJ-01          | Cooper            | LBOR       | T          | 9/7/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| Supervision*                              | A208              | NJ             | Cooper            | LBOR       | Th         | 9/9/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| <b><u>NJ - Monmouth County</u></b>        |                   |                |                   |            |            |             |                   |                   |               |                |
| Commercial Lending                        | A204              | NJ             | Bailey            | ISBL       | W          | 9/8/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| Teller Operations                         | 9928              | NJ             | Schenck           | ISB        | Th         | 9/16/2010   | 6:00 PM - 9:00 PM | 10                | 2.00          | \$495          |
| <b><u>NJ - Union County</u></b>           |                   |                |                   |            |            |             |                   |                   |               |                |
| Principles of Banking*                    | A207              | NJ             | Cohen             | ISBS       | T          | 9/7/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| Beginning Spanish I                       | SPN 111           | NJ             | CLST              | NJBA       | T          | 7/27/2010   | 9:00 AM - 4:00 PM | 2                 | 1.00          | \$550          |
| BMS-Strong Teams/Happy Customers          | A841              | NJ             | Mach              | NJBA       | W          | 10/13/2010  | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| BMS-Team Building                         | A427              | NJ             | Pryor             | NJBA       | W          | 10/6/2010   | 1:00 PM - 4:00 PM | 1                 | 0.25          | \$210          |
| Effective & Efficient Email Writing       | A803              | NJ             | Vassallo          | NJBA       | M          | 10/4/2010   | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$325          |
| Managing & Leading in Turbulent Times     | WS2504            | NJ             | Mach              | NJBA       | Th         | 12/09/10    | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| Negotiate To Win                          | S144              | NJ             | Mach              | NJBA       | Th         | 11/04/10    | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| Phrases for ESL as Second Language        | COM104            | NJ             | CLST              | NJBA       | T          | 8/3/2010    | 9:00 AM - 4:00 PM | 2                 | 1.00          | \$550          |
| Presenting Your "Self"                    | WS5415            | NJ             | Mach              | NJBA       | Th         | 11/18/10    | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| BMS-Performance Management                | A428              | NJ             | Pryor             | NJBA       | W          | 10/6/2010   | 9:00 AM - 12 noon | 1                 | 0.25          | \$210          |
| <b><u>NJ - Morris County</u></b>          |                   |                |                   |            |            |             |                   |                   |               |                |
| BMS-Commercial & Small Business Lend.     | A510              | NJ             | Bailey            | ISBM       | T          | 10/5/2010   | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| BMS-Eff. Communication/Business Writing   | A796              | NJ             | Vassallo          | ISBM       | M          | 10/11/2010  | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$325          |
| BMS-Sales Skills                          | A430              | NJ             | Pryor             | ISBM       | Th         | 10/7/2010   | 1:00 PM - 4:00 PM | 1                 | 0.25          | \$210          |
| <b><u>NJ - Middlesex County</u></b>       |                   |                |                   |            |            |             |                   |                   |               |                |
| BMS-Consumer Lending                      | A429              | NJ             | Bailey            | ISBP       | Th         | 10/14/2010  | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| BMS-Sales Management                      | A431              | NJ             | Pryor             | ISBP       | Th         | 10/7/2010   | 9:00 AM - 12 noon | 1                 | 0.25          | \$210          |
| <b><u>MD - Prince George's County</u></b> |                   |                |                   |            |            |             |                   |                   |               |                |
| Principles of Banking*                    | A207              | MD-01          | Benson            | TFCU       | T          | 9/7/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| BMS-strong Teams/Happy Customers          | A841              | MD             | Mach              | TFCU       | W          | 10/6/2010   | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$295          |
| Effective & Efficient Email Writing       | A803              | MD             | Vassallo          | TFCU       | Th         | 10/14/2010  | 8:30 AM - 4:00 PM | 1                 | 0.50          | \$325          |
| Supervision*                              | A208              | MD             | Faculty           | TFCU       | Th         | 9/9/2010    | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| <b><u>MD - Talbot County</u></b>          |                   |                |                   |            |            |             |                   |                   |               |                |
| Principles of Banking*                    | A207              | MD             | Lawton            | EBTE       | M          | 9/13/2010   | 6:00 PM - 9:00 PM | 15                | 3.00          | \$545          |
| BMS-Sales Management                      | A431              | MD             | Pryor             | EBTE       | T          | 10/12/2010  | 9:00 AM - 12 noon | 1                 | 0.25          | \$210          |
| BMS-Sales Skills                          | A430              | MD             | Pryor             | EBTE       | T          | 10/12/2010  | 1:00 PM - 4:00 PM | 1                 | 0.25          | \$210          |
| BMS-Branch Marketing                      | A424              | MD             | Benson            | EBTE       | W          | 10/13/2010  | 9:00 AM - 12 noon | 1                 | 0.25          | \$210          |
| BMS-Consumer Compliance                   | WS0031            | MD             | Benson            | EBTE       | W          | 10/13/2010  | 1:00 PM - 4:00 PM | 1                 | 0.24          | \$210          |

\* ACE Approved for college transfer credit.

#### CLASSROOM LOCATIONS

|      |  |
|------|--|
| ISBL | Investors Savings Bank, 425 Route 70, Lakewood, NJ               |
| ISBS | Investors Savings Bank, 101 JFK Parkway, Short Hills, NJ         |
| LBOR | Lakeland Bank, 250 Oak Ridge Road, Oak Ridge, NJ                 |
| ISBM | Investors Savings Bank, 1 Giralda Farms, Madison, NJ             |
| ISB  | Investors Savings Bank, 1421 Route 35, Middletown, NJ            |
| ISBP | Investors Savings Bank, 598-606 State Street, Perth Amboy, NJ    |
| NJBA | New Jersey Bankers Association, 411 N. Avenue East, Cranford, NJ |
| CBF  | Columbia Bank, 19-01 Route 208 North, Fairlawn, NJ               |
| EBTE | Easton Bank & Trust, 101 E. Dover Street, Easton, MD             |
| TFCU | Tower Federal Credit Union, 7901 Sandy Spring Road, Laurel, MD   |

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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) - <b>NEW!</b> | 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 |
|--------|----|---------|-----|
|--------|----|---------|-----|

**GUIDED SELF-STUDY COURSES**

| Length | Cr | Tuition | ACE |
|--------|----|---------|-----|
|--------|----|---------|-----|

|                                    |          |      |          |   |   |          |      |          |   |
|------------------------------------|----------|------|----------|---|---|----------|------|----------|---|
| Accounting - <b>NEW!</b>           | 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 - <b>NEW!</b>          | 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 <sup>st</sup> Century Supervisor | 4 Months | 2.00 | \$495.00 |   |
| Intro to e-Commerce - <b>NEW!</b>  | 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

## INTRO 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](http://www.cftacs.org).**

