INSTRUCTOR-LED ONLINE COURSES

Save Time And Money With Online Courses

CFT/ABA courses are now more convenient than ever before. All you need is a computer with internet connection and an active e-mail account. That means employees don't have to leave the office or even home to get training, which saves time and travel costs.

Instructor Led Classes

Students enrolled in CFT online classes enjoy the flexibility of not being required to be online at a specific day or time and the convenience of having an instructor with subject matter expertise only an e-mail away. Programs are taught by experienced and knowledgeable training specialists. Choose from a variety of courses that can boost your career and the quality of your financial services. Instructor-led courses are offered in 5 through 16 weeks formats.

Make a Smart Investment

It's easy to see what a big difference these courses can make to your bank and your bottom line. Yet despite their value, they cost very little.

Textbook/Learning Materials

The textbook cost for 10, 15 and 16-week courses is included in the tuition. The 5-week course learning materials are available online. A fee of **$22.00** will be added to the invoice for shipping and handling of textbooks.

How Online Courses Work

The course will be facilitated by an instructor who will guide you through each lesson and is available to answer questions and provide feedback on your assignments. Each week you will receive an assignment over the Internet. The assignment will include:

- Reading a chapter in your textbook (mailed to you prior to the start of your course) or from your online course material.
- Completing a short assignment and either forwarding he assignment electronically to your instructor or posting it on the electronic class Discussion Board.
- Taking a self-check test.

In addition, you will also have assignments where you will collaborate with other students using electronic discussion boards and e-mail.

Examinations

Quizzes and exams are administered electronically and are submitted to the instructor for grading. CFT believes strongly in making every student's online technical experience as easy as possible. We support students by having our own technical team available to students 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. CFT is confident that you will too!

The semester length courses (10, 15 and 16-weeks) have a mid-term examination and a final examination. The 5-week seminars have a final examination only.

Withdrawal Policy

A student who must withdraw from a CFT instructor-led on-line course must submit a written cancellation. Students who withdraw 7 days or more before the start date of class are not subject to a withdrawal fee. Students who withdraw between 6 days before the class begins and 13 days from the start date will be responsible for a withdrawal fee of **$100** plus book cost (if applicable) unless the book is returned in new condition within 7 days. A student who withdraws after 13 days from the start date will be responsible for the full class tuition.

CFT online registration forms accessible online: www.sfcft.org

ABA Instructor-Led Online Courses

Course Title	Catalog Number	Start Date	End Date	Length	Credits	Price Member	Price Nonmember
Analyzing Financial Statements (w/ebook)	3010911	01/05/2015	04/26/2015	16 Weeks	3	550.00	675.00
Analyzing Financial Statements (w/ebook)	3010922	02/02/2015	05/26/2015	16 Weeks	3	550.00	675.00
Analyzing Financial Statements (w/ebook)	3010942	03/02/2015	06/21/2015	16 Weeks	3	550.00	675.00
Analyzing Financial Statements (w/ebook)	3010961	04/06/2015	07/26/2015	16 Weeks	3	550.00	675.00
Analyzing Financial Statements (w/ebook)	3010978	05/04/2015	08/23/2015	16 Weeks	3	550.00	675.00
Analyzing Financial Statements (w/ebook and printed version)	3010912	01/05/2015	04/26/2015	16 Weeks	3	575.00	700.00
Analyzing Financial Statements (w/ebook and printed version)	3010923	02/02/2015	05/26/2015	16 Weeks	3	575.00	700.00
Analyzing Financial Statements (w/ebook and printed version)	3010943	03/02/2015	06/21/2015	16 Weeks	3	575.00	700.00
Analyzing Financial Statements (w/ebook and printed version)	3010962	04/06/2015	07/26/2015	16 Weeks	3	575.00	700.00
Analyzing Financial Statements (w/ebook and printed version)	3010979	05/04/2015	08/23/2015	16 Weeks	3	575.00	700.00
Basic Administrative Duties of a Trustee	3010970	04/20/2015	05/26/2015	5 Weeks	1	300.00	375.00
Commercial Lending (w/ebook)	3010932	02/09/2015	05/03/2015	12 Weeks	3	550.00	675.00
Commercial Lending (w/ebook)	3010963	04/06/2015	06/28/2015	12 Weeks	3	550.00	675.00
Commercial Lending (w/ebook)	3010987	06/01/2015	08/23/2015	12 Weeks	3	550.00	675.00
Commercial Lending (w/ebook and printed version)	3010933	02/09/2015	05/03/2015	12 Weeks	3	575.00	700.00
Commercial Lending (w/ebook and printed version)	3010964	04/06/2015	06/28/2015	12 Weeks	3	575.00	700.00
Commercial Lending (w/ebook and printed version)	3010988	06/01/2015	08/23/2015	12 Weeks	3	575.00	700.00
Consumer Lending	3010915	01/12/2015	05/03/2015	16 Weeks	3	500.00	650.00
Consumer Lending	3010940	02/23/2015	06/14/2015	16 Weeks	3	500.00	650.00
Consumer Lending	3010967	04/13/2015	08/02/2015	16 Weeks	3	500.00	650.00
Consumer Lending	3010982	05/11/2015	08/30/2015	16 Weeks	3	500.00	650.00
Economics for Bankers	3010954	03/16/2015	07/05/2015	16 Weeks	3	500.00	650.00
Economics for Bankers	3010983	05/11/2015	08/30/2015	16 Weeks	3	500.00	650.00
General Accounting*	3010913	01/05/2015	04/26/2015	16 Weeks	3	600.00	725.00
General Accounting*	3010938	02/17/2015	06/07/2015	16 Weeks	3	600.00	725.00
General Accounting*	3010968	04/13/2015	08/02/2015	16 Weeks	3	600.00	725.00
General Accounting*	3010980	05/04/2015	08/23/2015	16 Weeks	3	600.00	725.00
General Accounting*	3010989	06/08/2015	09/27/2015	16 Weeks	3	600.00	725.00
Introduction to Agricultural Lending	3010944	03/02/2015	04/26/2015	8 Weeks	1	475.00	575.00
Introduction to Mortgage Lending (Residential Mortgage Lending)	3010945	03/02/2015	06/21/2015	10 Weeks	3	500.00	650.00
Introduction to Trust Products and Services	3010946	03/02/2015	04/05/2015	5 Weeks	1	300.00	375.00
Introduction to Trust Products and Services	3010999	06/22/2015	07/26/2015	5 Weeks	1	300.00	375.00
Law and Banking: Applications w/o Textbook	3010916	01/12/2015	05/03/2015	16 Weeks	3	500.00	575.00
Law and Banking: Applications w/o Textbook	3010947	03/02/2015	06/21/2015	16 Weeks	3	500.00	575.00
Law and Banking: Applications with Textbook	3010917	01/12/2015	05/03/2015	16 Weeks	3	575.00	700.00
Law and Banking: Applications with Textbook	3010948	03/02/2015	06/21/2015	16 Weeks	3	575.00	700.00
Law and Banking: Applications with Textbook	3010974	04/27/2015	08/16/2015	16 Weeks	3	575.00	700.00
Law and Banking: Principles w/o Textbook	3010924	02/02/2015	05/26/2015	16 Weeks	3	500.00	575.00
Law and Banking: Principles w/o Textbook	3010955	03/16/2015	07/05/2015	16 Weeks	3	500.00	575.00
Law and Banking: Principles w/o Textbook	3010973	04/27/2015	08/16/2015	16 Weeks	3	500.00	575.00
Law and Banking: Principles w/o Textbook	3010984	05/11/2015	08/30/2015	16 Weeks	3	500.00	575.00
Law and Banking: Principles with Textbook	3010925	02/02/2015	05/26/2015	16 Weeks	3	575.00	700.00
Law and Banking: Principles with Textbook	3010956	03/16/2015	07/05/2015	16 Weeks	3	575.00	700.00
Law and Banking: Principles with Textbook	3010985	05/11/2015	08/30/2015	16 Weeks	3	575.00	700.00
Marketing Financial Services	3010934	02/09/2015	05/31/2015	16 Weeks	3	500.00	650.00
Marketing Financial Services	3010971	04/20/2015	08/09/2015	16 Weeks	3	500.00	650.00
Money and Banking	3010935	02/09/2015	05/31/2015	16 Weeks	3	500.00	650.00
Money and Banking	3010975	04/27/2015	08/16/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010914	01/05/2015	04/26/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010919	01/20/2015	05/20/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010928	02/02/2015	05/26/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010939	02/17/2015	06/07/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010949	03/02/2015	06/21/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010957	03/16/2015	07/05/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010960	03/30/2015	07/19/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010969	4/13/2015	08/02/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010976	04/27/2015	08/16/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010986	05/11/2015	08/30/2015	16 Weeks	3	500.00	650.00
Principles of Banking	3010992	06/08/2015	09/27/2015	16 Weeks	3	500.00	650.00
Principles of Banking Accelerated	3010918	01/12/2015	03/22/2015	10 Weeks	3	500.00	650.00
Principles of Banking Accelerated	3010936	02/09/2015	04/19/2015	10 Weeks	3	500.00	650.00

INSTRUCTOR-LED ONLINE COURSES (continued)

Principles of Banking Accelerated	3010950	03/09/2015	05/17/2015	10 Weeks	3	500.00	650.00
Principles of Banking Accelerated	3010972	04/20/2015	06/28/2015	10 Weeks	3	500.00	650.00
Principles of Banking Accelerated	3010981	05/04/2015	07/12/2015	10 Weeks	3	500.00	650.00
Principles of Banking Accelerated	3010993	06/15/2015	08/23/2015	10 Weeks	3	500.00	650.00

*Requires participants to have Microsoft Excel software.

ABA ONLINE CERTIFICATE PROGRAMS

Course Title	Catalog Number	Start Date	End Date	Length	Credits	Price Member	Price Nonmember
AIB Supervisor Certificate	3010937	02/09/2015	05/31/2015	16 Weeks	3.25	750.00	950.00
AIB Supervisor Certificate	3010977	04/27/2015	08/16/2015	16 Weeks	3.25	750.00	950.00

ABA MANAGEMENT LEVEL COURSES

Course Title	Catalog Number	Start Date	End Date	Length	Credits	Price Member	Price Nonmember
ABA Online Review Course for the CRCM Examination w/o Textbook	3010951	03/16/2015	05/26/2015	10 Weeks	1	600.00	795.00
ABA Online Review Course for the CRCM Examination with eBook	3010952	03/16/2015	05/26/2015	10 Weeks	1	775.00	1025.00
ABA Online Review Course for the CRCM Examination with Textbook	3010953	03/16/2015	05/26/2015	10 Weeks	1	775.00	1025.00
ABA Online Review Course for the CTFA Examination w/o Textbook	3010929	02/09/2015	05/03/2015	12 Weeks	0	550.00	675.00
ABA Online Review Course for the CTFA Examination w/o Textbook	3010994	06/22/2015	09/13/2015	12 Weeks	0	550.00	675.00
ABA Online Review Course for the CTFA Examination with eBook	3010930	02/09/2015	05/03/2015	12 Weeks	0	875.00	1175.00
ABA Online Review Course for the CTFA Examination with eBook	3010995	06/22/2015	09/13/2015	12 Weeks	0	875.00	1175.00
ABA Online Review Course for the CTFA Examination with Textbook	3010931	02/09/2015	05/03/2015	12 Weeks	0	875.00	1175.00
ABA Online Review Course for the CTFA Examination with Textbook	3010996	06/22/2015	09/13/2015	12 Weeks	0	875.00	1175.00
Analyzing Bank Performance w/o Textbook	3010920	02/02/2015	03/22/2015	7 Weeks	2	750.00	975.00
Analyzing Bank Performance w/o Textbook	3010997	06/22/2015	08/09/2015	7 Weeks	2	750.00	975.00
Analyzing Bank Performance with the Textbook	3010921	02/02/2015	03/22/2015	7 Weeks	2	875.00	1125.00
Analyzing Bank Performance with the Textbook	3010998	06/22/2015	08/09/2015	7 Weeks	2	875.00	1125.00
IRA Online Institute	3010941	02/23/2015	05/18/2015	12 Weeks	2	1495.00	1795.00
Managing Funding, Liquidity, and Capital w/o Textbook*	3010926	02/02/2015	03/15/2015	6 Weeks	1	750.00	975.00
Managing Funding, Liquidity, and Capital w/o Textbook*	3010990	06/08/2015	07/19/2015	6 Weeks	1	750.00	975.00
Managing Funding, Liquidity, and Capital with Textbook*	3010927	02/02/2015	03/15/2015	6 Weeks	1	875.00	1125.00
Managing Funding, Liquidity, and Capital with Textbook*	3010991	06/08/2015	07/19/2015	6 Weeks	1	875.00	1125.00
Managing Interest Rate Risk w/o Textbook*	3010965	04/06/2015	05/31/2015	8 Weeks	2	750.00	975.00
Managing Interest Rate Risk with Textbook*	3010966	04/06/2015	05/31/2015	8 Weeks	2	875.00	1125.00
Managing the Bank's Investment Portfolio w/o Textbook	3010958	03/30/2015	05/03/2015	5 Weeks	1	750.00	975.00
Managing the Bank's Investment Portfolio with Textbook	3010959	03/30/2015	05/03/2015	5 Weeks	1	875.00	1125.00

INSTRUCTOR-LED ONLINE COURSES

Course Title	Start Date	End Date	Length	Credits	Price Member	Price Nonmember
Business Communication	01/12/2015	03/23/2015	10 Weeks	3	575.00	675.00
Business Communication	03/16/2015	05/25/2015	10 Weeks	3	575.00	675.00
Business Communication	05/18/2015	07/27/2015	10 Weeks	3	575.00	675.00
Business Math	01/05/2015	03/16/2015	10 Weeks	3	575.00	675.00
Business Math	02/02/2015	04/13/2015	10 Weeks	3	575.00	675.00
Business Math	03/16/2015	05/25/2015	10 Weeks	3	575.00	675.00
Business Math	04/27/2015	07/06/2015	10 Weeks	3	575.00	675.00
Business Math	06/08/2015	08/17/2015	10 Weeks	3	575.00	675.00
Customer Service Excellence	01/12/2015	03/09/2015	8 Weeks	2	525.00	625.00
Customer Service Excellence	02/23/2015	04/20/2015	8 Weeks	2	525.00	625.00
Customer Service Excellence	04/06/2015	06/01/2015	8 Weeks	2	525.00	625.00
Customer Service Excellence	06/01/2015	07/27/2015	8 Weeks	2	525.00	625.00
Deposit Accounts and Services	01/26/2015	03/23/2015	8 Weeks	2	525.00	625.00
Deposit Accounts and Services	04/06/2015	06/01/2015	8 Weeks	2	525.00	625.00
Deposit Accounts and Services	06/01/2015	07/27/2015	8 Weeks	2	525.00	625.00
Financial Accounting	01/19/2015	03/30/2015	10 Weeks	3	575.00	675.00
Financial Accounting	03/23/2015	06/01/2015	10 Weeks	3	575.00	675.00
Financial Accounting	06/01/2015	08/10/2015	10 Weeks	3	575.00	675.00
Human Relations	01/05/2015	03/16/2015	10 Weeks	3	575.00	675.00
Human Relations	03/02/2015	05/11/2015	10 Weeks	3	575.00	675.00
Human Relations	05/04/2015	07/13/2015	10 Weeks	3	575.00	675.00
Human Resource Management	02/16/2015	04/27/2015	10 Weeks	3	575.00	675.00
Human Resource Management	04/20/2015	06/29/2015	10 Weeks	3	575.00	675.00
Management	02/09/2015	04/20/2015	10 Weeks	3	575.00	675.00
Management	04/06/2015	06/15/2015	10 Weeks	3	575.00	675.00
Organizational Behavior	02/02/2015	04/13/2015	10 Weeks	3	575.00	675.00
Organizational Behavior	04/20/2015	06/29/2015	10 Weeks	3	575.00	675.00
Real Estate Appraisal	03/09/2015	05/18/2015	10 Weeks	3	575.00	675.00
Real Estate Appraisal	06/15/2015	08/24/2015	10 Weeks	3	575.00	675.00
Real Estate Finance	01/19/2015	03/30/2015	10 Weeks	3	575.00	675.00
Real Estate Finance	04/20/2015	06/29/2015	10 Weeks	3	575.00	675.00
Real Estate Law	02/16/2015	04/27/2015	10 Weeks	3	575.00	675.00
Real Estate Law	06/22/2015	08/31/2015	10 Weeks	3	575.00	675.00
Selling Fundamentals	01/19/2015	03/30/2015	10 Weeks	3	575.00	675.00
Selling Fundamentals	03/23/2015	06/01/2015	10 Weeks	3	575.00	675.00

INSTRUCTOR-LED ONLINE COURSES (continued)

Selling Fundamentals	05/18/2015	07/27/2015	10 Weeks	3	575.00	675.00
Statistics	01/19/2015	03/30/2015	10 Weeks	3	575.00	675.00
Statistics	04/27/2015	07/06/2015	10 Weeks	3	575.00	675.00
Supervision	01/05/2015	03/16/2015	10 Weeks	3	575.00	675.00
Supervision	02/09/2015	04/20/2015	10 Weeks	3	575.00	675.00
Supervision	04/27/2015	07/06/2015	10 Weeks	3	575.00	675.00
Teller Operations	01/12/2015	03/09/2015	10 Weeks	3	545.00	645.00
Teller Operations	03/16/2015	05/11/2015	10 Weeks	3	545.00	645.00
Teller Operations	05/25/2015	07/20/2015	10 Weeks	3	545.00	645.00

*Requires participants to have Microsoft Excel software.

*****THE FOLLOWING CLASSES SHARE TEXTBOOKS, IF YOU PURCHASED THE BOOK FOR ONE OF THESES COURES, YOU SHOULD REGISTER FOR THE SECOND COURSE WITHOUT THE TEXTBOOK**

GROUP 1
Analyzing Bank Performance
Managing Interest Rate Risk
Managing Funding, Liquidity and Capital
Managing Bank's Investment Portfolio

GROUP 2
Law and Banking – Principles
Law and Banking – Applications

GROUP 3
Basic Administrative Duties of Trustee
Introduction to Trust Products and Services

ASSISTED SELF-STUDY & *TESTING OUT

Assisted Self-Study Information: With assisted self-study, the student is expected to study on his/her own, yet he/she can contact an assigned instructor with any questions. Upon registering for a class, the student will receive a textbook, guidelines, and course assignments by chapter. The exams (usually a mid-term and a final) will be proctored by the student's supervisor or manager (or similar position) at his/her branch, department or other location convenient to both student and supervisor or manager.

A CFT instructor, with expertise in the student's chosen course, will provide personal attention to the student whenever he/she requests it. The student will have phone and fax numbers, as well as an e-mail address when available, to communicate with his/her instructor. Upon completion of the class the student will receive a grade report. The grade will be based on all written work submitted for the course (exercises, quizzes, mid-term, final).

A student may register for a self-study class at any time throughout the year. The registration form can be copied for multiple enrollments. The form must be completed in full, including the signatures of the student and a supervisor or manager who can approve the cost of the course.

*A **$100** drop fee applies for self-study courses. If a book has been sent, a textbook fee will also be charged. Any withdrawals received later than 7 days after materials have been mailed will be charged full tuition. Students can request an extension for a fee of **$100.***

Title	Self-Study Tuition
Accounting	545.00
Analyzing Financial Statements	545.00
Banking Today	210.00
Business Communication	545.00
Business Math	545.00
Communication Skills for Business	495.00
Consumer Lending	450.00
Customer Service Excellence	495.00
Deposit Accounts & Services	495.00
Developing as a Professional	180.00
Economics	545.00
Effective Business Writing	495.00
Employment & Labor Law	545.00
Essentials Business English Skills	495.00
Ethics in Business	345.00
Financial Accounting	545.00
Financial Planning	545.00
Fraud Examination	545.00
General Accounting	545.00
Human Relations	545.00
Human Resource Development	575.00

Title	Self-Study Tuition
Human Resource Selection	545.00
Introduction to e-Commerce	545.00
Introduction to (Residential) Mortgage Lending	545.00
Law & Banking: Applications	525.00
Law & Banking: Principles	525.00
Loan Collectors Training	225.00
Management	545.00
Managing Human Resources	545.00
Marketing Financial Services	450.00
Money & Banking	450.00
Principles of Banking	450.00
Real Estate Appraisal	545.00
Real Estate Finance	545.00
Real Estate Law	545.00
Sales Excellence	495.00
Statistics – New!	545.00
Supervision	545.00
Teller Operations	495.00
The 21st Century Supervisor	495.00
The Future of Business	545.00
Wills, Trusts, and Estate Administration	545.00

Shipping/Handling Fee: $22.00 / Additional fees apply for Orders Outside USA *** Testing Out Study Tuition: $95.00**

Non-members add $50.00 to Self-Study tuition and $20.00 to Testing Out) Maximum time allowed for completion is 4-6 months (Specific time noted on welcome letter). Prices are subject to change without notice.

CFT DISTANCE LEARNING REGISTRATION FORM

1 COMPLETE FORM WITH APPROPRIATE SIGNATURES FOR BILLING

2 SCAN & EMAIL TO: claguna@mdc.edu

3 or FAX TO: 305-237-7587

The Center for Financial Training does not discriminate on the basis of race color, gender, age, and national or ethnic origin. This document may contain privileged and/or confidential information. It is intended solely for the use of CFT and will not be shared without written permission.

Student Name	*SSN# (Required):*
Your Bank/Organization Title	*Dept.:*
Organization Name	*Work #:*
E-mail address (Required) ***(required for confirmations, online courses, webinars)***	*Cell & Home #:*
ADDRESS: Check One: ☐ *Residence* ☐ *Business*	*City/State/Zip:*

STUDENT SIGNATURE: _____ **DATE:** _____

I certify the accuracy of all information on this application and hereby grant permission to CFT to register and withdraw me upon proper notification from the company named above. I also authorize CFT to release a copy of my final grades and/or academic record (transcript) at the end of the term to the representative of CFT and/or the company named above. I have read and agree to all of CFT' registration policies and procedures, including the withdrawal policy and the academic integrity statement as outlined in the schedule or other marketing pieces.

Registration must be received 7 days prior to start date of course. ***When faxing please confirm registration has been received****. For more information, please call (305)237-3051 or visit our website at www.sfcft.org*

What you need to access these courses:

A computer with optional printer An Internet Service Provider An email account

COURSE (S)	CATALOG NUMBER	DATE

YOUR EDUCATIONAL GOAL: Please indicate below which CFT Diploma and/or Certificate you intend to earn.

_____ (Please see http://sfcft.org/diplomas-certificates-and-college-credit for your options)
(DIPLOMA/CERTIFICATE)

Refunds:

Instructor-led online classes*, there is a 100% refund for any cancellations or transfers made before the start of the class and upon the return of the textbook (unmarked) to CFT/ABA. Refunds will be made (less $100 cancellation fee) if a written request is received within 10 business days from the course start date and the textbook is returned (unmarked) to CFT/ABA. You may request a transfer only once for a fee of $100. There are no refunds for cancellations received more than 10 business days after the start of the class. No withdrawal is accepted once you have registered for any* ***self-paced*** *online course/seminar. Withdrawal policies vary among other programs, see individual schedule for policies.*

REGISTRATION WILL NOT BE PROCESSED WITHOUT APPROPRIATE SIGNATURES

CHOOSE ONE: ☐ *Bill bank ☐ A check is enclosed ☐ M/C ☐ VISA

*Person/Signature authorizing billing_____

(By signing this form, I accept full responsibility for all monies due to SFCFT and agree to adhere to SFCFT registration policies as stated in the SFCFT program schedule and/or marketing pieces.)

This authorizes CFT to charge my Credit Card #: _____Exp. Date: _____CVS #_____

Name on Card/ Billing Address Signature of Cardholder Amount: $