

NAME: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_/\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_ Tel# \_\_\_\_\_

This curriculum introduces students to the role of accounting and the supporting functions it provides to an organization. The programs provided in this certificate provide a balanced approach to necessary skills to support the trust within an accounting role. The development of knowledge and practical skills in this area provides the foundation for an educational career path leading to the **Accounting Diploma** and the **General Banking Diploma** and/or **Bank Operations Diploma**.

**REQUIRED COURSES:**

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Accounting, Financial or General	●	●			●
		Balancing Priorities	●	●	●		●
		Business Telephone Skills	●	●	●		●
		Certificate in Business Communication <u>or</u>			●		
		Written Communication	●	●			●
		Excel Basics			●		
		Handling Workplace Conflict	●	●	●		●
		Introduction to Critical Thinking			●		
		Introduction to Data Analysis			●		
		Organizational Trust	●	●	●		●
		Principles of Banking <u>or</u>	●	●		●	●
		Banking Today <u>or</u>	●	●		●	●
		Banking Fundamentals <u>or</u>				●	
		Banking Basics Suite			●		
		Quality Service	●	●	●		●

L= Live    W=CFTEA Webcourse    SP= Self-paced Online    ILO = Instructor-Led Online    GL = Guided Learning

PLEASE CONTACT THE CFTEA OFFICE FOR CONFIRMATION OF COMPLETION WHEN APPROACHING COMPLETION OF A CERTIFICATE OR DIPLOMA