



Instructor: Melissa G.

# GENERAL ACCOUNTING

Course #: C1000L

Union Bank, 20 Lower Main Street, Morrisville, Vermont

**STARTING OCTOBER 27, 2020 FOR EIGHT SESSIONS**

**5:30—8:30 PM**

## course description

This course provides exactly the right balance between conceptual understanding and technical application and analysis of accounting issues.

General Accounting is designed to ensure students' success, provide a strong real-world emphasis, integrate performance measurement, and emphasize technology.

The course teaches students the information needed to create and understand financial statements such as trial balances, balance sheets and income statements. It focuses on how to measure business transactions, business income, and the fine points of financial reporting and analysis. The course explores internal controls, short-term liquid assets, current liabilities and the time value of money, and much more.

Looking for more details? [Visit our website](#) for a detailed course description.

## how to enroll

Enroll online at our website, [CFTEA.org](http://CFTEA.org) under Business Skills.

## how class works

Course sessions run for eight nights at a Union Bank location. Course applies toward:

Certificates: Accounting Certificate, General Banking Certificate

Diplomas: Advanced Financial Services Diploma, Bank Operations Diploma, Business Banking & Commercial Lending Diploma, Consumer Lending Diploma, Credit Analyst Diploma, Deposit Operations Diploma, General Banking Diploma, Introduction to Lending Diploma, Loan Servicing Diploma, Residential Mortgage Lending Diploma

## tuition

\$450 per participant for eight nights of college level training, assessments, materials and exam.

## withdrawal policy

CFTEA withdrawal policy is outlined within our latest catalog and on our website. Before class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office.

## Would you like to know more about new educational career paths?

Visit us at [cftea.org](http://cftea.org) and follow us on Facebook!

## Fall 2020 Live & Webcourse Offerings and Registration

### Select courses to register

#### On Demand

One price of \$295 per course and transcript credit for as many attendees that complete the two hour program within the six month access window. Attend one or both of these courses at a time and place that is convenient to your group across multiple organizational locations. See website for descriptions. Price includes access to presenter materials and supplementary handouts. These may be ordered at any time.

- Notary Public Overview
- Notary Public: More Than Just a Title

#### August 2020

- Verbal Communication Webcourse Accelerated 4 weeks starts 8/4/2020—6-8:30pm—Special Price \$399

#### September 2020

- Certified Modern Supervisor—New Gloucester, Maine for full days 9/15/2020, 9/22/2020, 9/29/2020 and 10/6/2020
- Principles of Banking—Machias Savings Bank, Machias, Maine for 8 weeks starting 9/16/2020 6-8:30pm
- Certified Modern Supervisor Webcourse starts 9/28/2020 for 8 weeks 6-8:30pm
- Enhance Your Potential, Build Your Leadership Narrative—New Gloucester, Maine –9/30/2020 & 10/7/2020—9am—Noon

#### October 2020

- Principles of Banking Webcourse starts 10/1/2020 6-8:30pm
- Communicate with Confidence, Comfort and Conviction—New Gloucester, Maine starts 10/1/2020 8:30am-4pm
- Banking Today Webcourse starts 10/6/2020 6-8:30pm
- Structuring Commercial Loan Packages 10/15/2020 8:30am-4pm

#### October 2020

- Business Telephone Skills—Machias Savings Bank, Machias, Maine for 2 nights starting 10/20/2020 6-8:30pm
- Handling Workplace Conflict Webcourse starts 10/21/20 for 2 nights 6-8:30pm

#### November 2020

- Working Effectively with Co-Workers Webcourse starts 11/3/2020 for 2 nights 6—8:30pm

#### December 2020

- Balancing Priorities—Machias Savings Bank, Machias, Maine for 2 nights starting 12/2/2020 6-8:30pm

#### Coming Spring 2021

- Legal Foundations in Banking Webcourse—TBA
- Quality Service Webcourse—TBA

### REGISTRATION - Scan to [tammy@cftea.org](mailto:tammy@cftea.org)

Name: \_\_\_\_\_

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

Month of Birth: \_\_\_\_\_ Day of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Register for courses selected above or another course and code:

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Approval Signature:

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