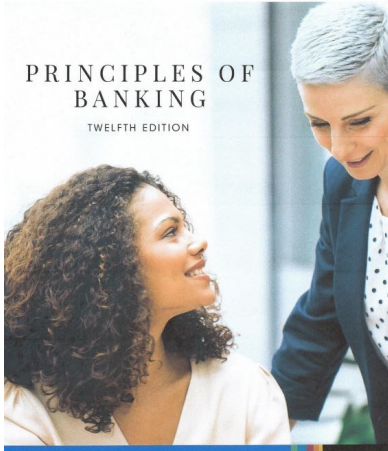


Instructor: Wendy S.



# PRINCIPLES OF BANKING (Updated Textbook)

Course #: A1370WC

Machias Savings Bank, 4 Center Street, Machias, Maine

**STARTING SEPTEMBER 16, 2020 FOR 8 WEEKS**

**6:00 PM—8:30 PM**

## course description

### New 2020 Textbook!

The purpose of the Principles of Banking course is to provide participants with the fundamental information they need to understand the business of banking and how the participant, as a bank employee, is a part of the overall business.

### Objectives:

- Explain the context, structure, and operation of banks as both service providers and profit-making enterprises that rely on employees to provide customer-focused service
- Describe how the evolution of the U.S. banking system has led to the opportunities and responsibilities of banks and bank employees today

### AND MUCH MORE!

Looking for more details, [visit our website](#) for detailed course descriptions.

## how to enroll

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

## how class works

Course sessions run for 8 consecutive weeks at a live location with appropriate social distancing and enhanced cleaning practices.

### Principles of Banking applies toward the following:

Certificates: Accounting, Bank Solutions Provider, Bank Teller, Branch Manager, Call Center/Customer Care, Cash Management, Certified Banker, Certified Business Credit Analyst, Certified Modern Branch Professional—Level I, Customer Service Representative, Deposit Operations, Digital Banking, Loan Processing, Loan Servicing, Personal Banker, Residential Mortgage Lending, Sales Manager, Supervisor / Team Leader, Universal Banker

Diplomas: Advanced Financial Services, Bank Marketing, Bank Operations, Business Banking & Commercial Lending, Consumer Lending, Credit Analyst, General Banking, Introduction to Lending, Supervision

## tuition

\$450 per participant for eight weeks of 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.

## 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 6/4/2020—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:

\_\_\_\_\_

Approval Signature:

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