



Correspondence Study Program



A Local ABA Training Provider

Minnesota Bankers Association's Correspondence Study, using AIB courses, gives you the flexibility and control you need with the same great level of education that AIB has long provided. This assisted self-paced study option lets you decide when class is in session!

WHAT YOU GET WITH CORRESPONDENCE STUDY

- The high quality bank training and education you want, on a schedule that fits your life-style.
- AIB Credits for each course apply toward a variety of nationally recognized diplomas & certificates.
- Flexible enrollment schedule.
- Courses that may not currently be offered in your area.
- Many AIB courses fulfill ICB prerequisites or continuing education credits.

When enrolling in an AIB correspondence course, we will provide the textbook for the course and a set of practical exercises to periodically complete and return for grading. Completing all the exercises, taking the required exam(s) under the direction of a bank supervisor and receiving an overall grade of "D" or higher qualifies the student for AIB credit.

COURSE DESCRIPTIONS

Analyzing Financial Statements (\$80.00)

A practical introduction to financial analysis from the viewpoint of the commercial loan officer. This course gives you the skills you need to effectively assess a borrower's ability to repay loans.

Consumer Lending (\$85.00)

This course covers closed-end and indirect loans, open-end credit and credit-related products and the consumer lending process from taking loan applications to collection and recovery. It also explores credit investigation, decision making, loan pricing and loan policy.

Economics for Bankers (\$85.00)

This course introduces you to the fundamental principles of economics. Special emphasis is placed on macroeconomics and topics of importance to you as a banker. The course covers the basics of economic theory and includes examples of the application of economics to banking.

Law & Banking: Applications (\$85.00*)

This course is an introduction to the basic laws and banking regulations that govern deposit accounts, lending, real estate lending, bankruptcy, non-deposit products and services, international banking, marketing, safety and soundness, and information reporting.

Law & Banking: Principles (\$85.00*)

This course is a foundation on the business law principles underlying banking law as well as a description of the context for and process of creating banking law and regulations, with special emphasis on the Uniform Commercial Code.

Marketing Financial Services (\$80.00)

This course takes a marketer from the basics of marketing through the steps necessary to integrate and grow marketing at an institution; to develop a marketing plan; to improve sales and sales management; and to coordinate with communications and public relations.

Money and Banking (\$85.00)

This course presents a fundamental treatment of how money functions in the U.S. and world economies. Topics include the concept of money supply and the role your bank plays as a money creator and participant in the nation's payment mechanism. Money and Banking also explains how the various types of financial institutions operate, the workings of monetary and fiscal policies, the functions and powers of the Federal Reserve and more.

Principles of Banking (\$80.00)

Long recognized as the standard introduction to the banking industry, this course touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. It is the foundation for all AIB training.

Trust Basics (\$85.00)

This course provides bankers an overview of the trust department in a commercial bank, including how it fits into the bank's overall operations, the services it provides and generally how those services are delivered. Particular emphasis is placed on the importance of accumulating, preserving and disposing of an estate.

*Same textbook used for both classes
Textbook fees indicated in parenthesis and are subject to state and local sales tax.

Tuition for each correspondence course is \$275.00 for MBA members/\$550.00 Qualified Non-Members.

2011-2012 Correspondence Study Registration Form

Today's Date: _____

Name _____

Bank Name _____

Bank Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Department /Supervisor's Name (who will proctor exam) _____

Title _____ Phone _____

Course Title	Tuition* MBA Member/ Non-Member	Materials (price found with course description)	Sales Tax (6.875% on textbook only)	Hennepin County Sales Tax (0.15%) (If applicable)	Transportation Sales Tax (0.25%) (Anoka, Dakota, Hennepin, Ramsey, Washington counties)	Testing Out	Total Due
	\$275.00*/ \$550.00					\$75.00/ \$150.00	
	\$275.00*/ \$550.00					\$75.00/ \$150.00	

**Registrations will not be processed without payment.
(Faxing the registration form ahead of the payment, will not expedite the process.)*

Method of Payment: Check Enclosed (made out to MBA)

Visa/MC _____ Exp. Date _____

 Name on Card _____

 Signature of cardholder _____

Tuition and Credit Hours

All courses award three (3) credit hours, except where noted. Tuition for all courses is \$275.00 for MBA Members/\$550.00 for Qualified Non-Members. Textbook and material prices are indicated on the front page of this flyer.

Important Information

1. You are required to complete the course within 6 months from the date of enrollment. One 3-month extension may be approved by the NBA/MBA once you have been in the course for five months. There is a \$75.00 extension fee. To receive an extension please send request in writing with payment to the MBA, Attn: Chris.
2. Study material consists of exercises based on text and directions for study.
3. Cancellation requests or transfers to another student must be made in writing five (5) days from receipt of materials. A handling fee of \$60.00 will be charged for all cancellations. There will be no refunds or transfers after the 5-day period.

I understand that I have six months in which to complete this course to my bank's satisfaction & will adhere to my bank's policy on tuition reimbursement. I hereby authorize the NBA to release my grade to the Minnesota Bankers Association. I realize the materials used for this AIB course are copyrighted and I agree not to duplicate any part of them without prior approval from the author.

Student Signature _____ Date _____

Return form and payment to:
Attn: Chris Harrison
Minnesota Bankers Association

To the address below: