



## Diploma Worksheet

# CFT Upper Midwest Branch Management Diploma

*The CFT Branch Management Diploma curriculum provided students with both general knowledge and specific competencies that establish a foundation for a successful financial services career.*

**NAME:** \_\_\_\_\_ **Last Four Digits of SS#:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

| REQUIRED COURSES          | Credits | Date | Grade |
|---------------------------|---------|------|-------|
| Principles of Banking     |         |      |       |
| Law & Banking: Principles |         |      |       |
| Accounting                |         |      |       |
| Supervision               |         |      |       |
| Selling Bank Services     |         |      |       |
| Management Essentials     |         |      |       |
| Written Communication     |         |      |       |
| Elective                  |         |      |       |
| Elective                  |         |      |       |
|                           |         |      |       |
| <b>Total Credits</b>      |         |      |       |

*Electives: 2 courses required – choose from any CFT course not already listed above.*

### DIPLOMA REQUIREMENTS AND ELIGIBILITY

The student is eligible for the diploma when the following requirements have been met:

- Successfully complete 21 credits
- Required courses are completed with a passing grade
- Grade Point average is at least a “C”
- All electives must be Business, Financial Services or Computer Courses
- Up to half of the course credits needed for this diploma can be transferred from a college or university or by local credit review. All transfer courses must directly relate to the study of finance and financial services.

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