

# CENTER FOR FINANCIAL TRAINING & EDUCATION ALLIANCE

## Written Communication Webcourse

Instructor: Tanya Kolonoski

**Thursday, August 23, 2018**

Runs for 8 Sessions from 5:30-7:30PM

### **INCREASINGLY POPULAR CLASSROOM FORMAT OPTION FROM CFT: CFT WEBCOURSES**

A CFT Webcourse blends the convenience of attending a class online, wherever you may be, with the value of being a part of a live classroom. Use your telephone and computer to join the classroom at a specific time on a specific day with a "live" instructor. Prepare assignments that you will discuss in class and review material your instructor places online that you will see on your computer along with the rest of your class. Participate in discussions and ask questions of your instructor during class. Finish the class in six to eight sessions.

**Enrollment and class requirements:** Enrollment must be made at least one week prior to the start date of the class and may be made with the enrollment form on this flier or on the CFTEA website at [www.cftea.org](http://www.cftea.org).

**For most classes, materials and an assignment will be sent to each student prior to the first class session that will be expected to be completed for discussion during class. Prior to the first class session students will be sent call-in and online connection instructions. You will receive sign-on instructions weekly prior to class along with an e-mail with class notes and quizzes.**

**CFTEA has a new webcourse platform – participate in class from any computer including a Mac, OR iPhone®, iPad®, Android® or Windows Phone® device via the GoToMeeting app. as long as you have an Internet connection and audio availability!**

Students are required to attend each of the class sessions and complete assignments on a weekly basis in preparation for classroom discussion.

### **Why enroll into a CFT WEBCOURSE?**

- ◆ If a live class is preferred, our webcourses are **LIVE!!!** All students and the class instructor will attend the class together with their computer and telephone. They will discuss class topics together, view material placed online by the instructor and have questions answered directly and immediately by the instructor.
- ◆ If being able to plan on attending a class at a specific time helps a student to successfully complete the class, our webcourses are scheduled for specific days at a specific time. Students will be expected to participate in each class (2 to 12 sessions, depending on the subject).
- ◆ Our instructors are bankers within our Center for Financial Training footprint and have been CFT instructors teaching classes in our live classrooms.
- ◆ Attend your class in two to twelve ninety-minute or two-hour time slots, the same as a live classroom program. Participate from any location with a telephone and an online computer – office, home, library.....
- ◆ No live class available in your area? A CFT Webcourse can be attended from **ANYWHERE!!**
- ◆ No materials charges, no administration fees, just one tuition rate covers everything you need – your telephone and your computer connection and any materials being used for class.



CENTER FOR  
FINANCIAL  
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EDUCATION  
ALLIANCE



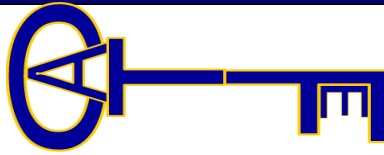
IS YOUR KEY TO SUCCESS



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E-mail: [tammy@cftea.org](mailto:tammy@cftea.org)

**[WWW.CFTEA.ORG](http://WWW.CFTEA.ORG)**



## **WRITTEN COMMUNICATION**

Students in this course will study the principles, strategies, and techniques of effective written business communication. Emphasis is placed on reviewing grammar and mechanics as students create successful written messages including e-mails, memos and letters.

**Upon successful completion of this program, students should be able to:**

- Demonstrate polished grammar, punctuation, and usage skills necessary to create, proofread, and edit typical written business messages.
- Prepare clear, concise, and well-organized e-mails, memos and letters.
- Implement problem-solving and critical-thinking skills in preparing business messages.
- Demonstrate professionalism while developing effective listening, nonverbal, meeting, team, and cross-cultural skills

**Not sure about our great live class webcourses? *Why not Test Drive one and Find Out!***

**Attend the first class... if you don't think the format will work for you, let us know by the second class session, send back any materials sent to you, and you can withdraw... no questions asked.**

## **REGISTRATION INFORMATION**

**Tuition is \$410.00 per participant, which includes materials.** Please register at least one week prior to the date of the program. For cancellation of a registration please see the withdrawal policy below.

***Withdrawal Policy:*** Withdrawal from a CFTEA Webcourse received in writing before materials are sent to the student will result in a full refund. Withdrawal made after the materials have been sent must be in writing and sent to the CFTEA office at least five business days prior to the first class date which will result in a tuition refund less a \$25.00 cancellation fee once the text is returned to the CFTEA office with no markings. No refund will be issued for withdrawal of a CFTEA Webcourse after that time. Before the class begins the enrollment may be transferred to another student with the approval of the student's employer and the CFTEA office.

**REGISTRATION FORM: *Written Communication Webcourse: 8/23 from 5:30—7:30 PM***

Name: \_\_\_\_\_ Last Four Digits of SS#: \_\_\_\_\_

eMail address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Financial Institution Name and Address: \_\_\_\_\_

\_\_\_\_\_ Authorization: \_\_\_\_\_

eMail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Register Online at: [WWW.CFTEA.ORG](http://WWW.CFTEA.ORG)**

**SCAN your registration form to [info@cftea.org](mailto:info@cftea.org) OR FAX to: 207-514-8260**

OR mail it to: CFT, Auburn Hall Suite 303, 60 Pineland Drive, New Gloucester, ME 04260

### **Questions?**

**Call 1-888-366-3242 or 207-688-6225 Email us at [info@cftea.org](mailto:info@cftea.org)**

CFTEA is committed to offering professional continuing education programs in partnership with area Financial Institutions and their employees. We value and deliver a high standard of cost effective educational programs while promoting personal growth through professional development.

The Center for Financial Training reaffirms its standing policy of nondiscrimination in employment and in all programs and activities with respect to race, creed, color, sex, sexual orientation, age, religion, ethnic or national origin, handicap or veteran status.