



ABA SELF-PACED BUSINESS BANKING AND COMMERCIAL LENDING PROGRAMS

A \$10.00 shipping, recordkeeping and administrative fee will be added to all self-paced enrollments.

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Course Descriptions Below

Certificate in Business & Commercial Lending Bundle	\$600
Level 1: Understanding Business Borrowers	\$150
Level 2: Analyzing Business Financial Statements and Tax Returns	\$150
Level 3: Analyzing Personal Financial Statements and Tax Returns	\$150
Level 4: Qualitative Analysis and Determining a Credit Risk Rating	\$150
Level 5: Loan Structuring, Documentation, Pricing and Problem Loans	\$150
Small Business Banker Certificate <i>(updated January 2018)</i>	\$595
Calling on Small Business Customers	\$95
Credit Products for Small Businesses	\$95
Deposit Products and Services for Small Businesses	\$95
Fundamentals of Small Business Banking Suite:	\$95
Small Business Basics	\$55
Small Business Operating and Life Cycles	\$55
Introduction to Analyzing Financial Statements	\$95
Personal Tax Return Analysis	\$95
Relationship Selling to Small Business Customers	\$95
Retirement Products for Small Businesses	\$95
Sales Planning Suite:	\$55
Servicing and Growing Small Business Relationships	\$95
Small Business Borrowing	\$95
The Commercial Real Estate Lending Decision Process Package	\$720
Series 1: Types of CRE Loans, Risk Areas and Performance Drivers	\$125
Series 2: The CRE Underwriting Process	\$125
Series 3: Financing Different Types of Commercial Properties	\$125
Series 4: Understanding & Evaluating Leases, Appraisals & Environmental Assessments	\$175
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Series 3: Analyzing the Company's Financial Performance and Condition	\$200
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Series 5: Analyzing Cash Flow Statements to Measure Long-Term Repayment Ability	\$150
Series 6: Using Financial Projections to Fine Tune the Credit Analysis	\$150
Understanding Business Borrowers	\$150

COURSE DESCRIPTIONS

Evaluating and Structuring Commercial Loans: A Decision Tree Approach

This series provides the commercial lending process and the related financial analysis of a borrower. This involves a mix of qualitative and quantitative skills that cover over five "levels" with each level having four or five courses of instruction. To accelerate learning, each course has a pre-test to allow the elimination of subjects where the learner demonstrates sufficient knowledge. This curriculum also includes a comprehensive glossary of terms and job aids that are valuable references to download and print throughout the series of courses and back on the job. This curriculum focuses on commercial and industrial lending (C&I), and excludes commercial real estate or investment properties.

Sign up for the entire program or each level individually.

Developed for Commercial and/or Business Bankers and Credit Analysts.

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Level 1: Understanding Business Borrowers

- Business Sectors and Operating Cycles
- Why Business Borrow
- Business Legal Structures and Life Cycles
- Introduction to Business Financial Statements
- How Business Financial Statements are Constructed (Accounting Refresher)

Level 2: Analyzing Business Financial Statements and Tax Returns

- Income Statement Analysis
- Balance Sheet Analysis
- Ratio Analysis
- Cash Flow Analysis
- The UCA Model
- Cash Budgets and Pro Forma Statements

Level 3: Analyzing Personal Financial Statements and Tax Returns

- Types of Personal Financial Statements
- Key Ratios and Adjusted Net Worth
- Personal Tax Returns and Cash Flow
- Combining Business and Personal Cash Flow into Global Cash Flow

Level 4: Qualitative Analysis and Determining a Credit Risk Rating

- More Than Numbers: The Commercial Lending Process
- Loan Policies and Procedures
- Assessing Industry, Market and Management Risks
- Compiling a Risk Rating and Written Analysis

Level 5: Loan Structuring, Documentation, Pricing and Problem Loans

- Business Loan Structuring
- Identifying Viable Secondary and Tertiary Loan Repayment Sources
- Key Documents, Loan Agreements and Covenants
- Loan Pricing, Negotiating and Closing
- Problem Loan Basics

Small Business Banker Certificate

Calling on Small Business Customers

This course focuses on preparing for and executing the perfect sales call.

After successfully completing this course, you will be able to:

- Explain the importance of pre-call planning in relation to successful sales calls
- Describe the essential elements of call planning
- Identify the nuances among the four types of calls
- Implement a strategy for profitable initial contacts with small business customers.

Credit Products for Small Businesses

This course teaches students how to recognize the factors that drive the need for small business credit products and how to match products to client needs.

After completing this course, students will be able to:

- Describe small business market characteristics
- Describe features and benefits of small business credit products
- Match credit products to client needs.

Deposit Products and Services for Small Businesses

This course provides participants with an understanding of general banking needs, and enables them to recognize potential non-credit needs. It discusses common deposit and non-credit products and needs by focusing on the benefits to the small business customer.

After successfully completing this course, you will be able to:

- Explain the role of banks in helping small business customers
- Describe the features and benefits of business products and services
- Identify the life stages of a small business and the products and services each will need.

Fundamentals of Small Business Banking Suite

This suite of two courses explores the characteristics, expectations, and operational needs of small businesses. Explore the different legal structures and business types to better understand your small business clients. Discover the different steps in each type of operating cycle and the stages of a small business' life cycle. Completing this suite helps develop the key skills needed to create and sustain successful small business relationships. Concise, impactful lessons can be applied on the job immediately.

Small Business Basics

Guides you through the operating and life cycles of small businesses. Learn the different small business industry types and identify their corresponding traits and financial needs. Explore small businesses' legal structures and their corresponding traits, advantages, and risk profiles.

After successfully completing the course, you will be able to:

- Define the operating and life cycles that impact business operations
- Describe the four common types of businesses
- Describe the six ways a business can be structured legally

Small Business Operating and Life Cycle

Guides you through the steps of the operating cycle. Discover how the steps may vary based on industry type. Explore the stages of the small business life cycle. Get insight into detecting a small business owner's banking product needs during each step of the operating cycle and life cycle.

After successfully completing the course, you will be able to:

- Explain the steps of the operating cycle
- Describe the business needs, and small business products, that are common to each step.
- Explain the phases of the life cycle
- Describe the business needs and products that correspond to each need

Introduction to Analyzing Financial Statements

This course introduces financial statement analysis as a means of determining the viability of a small business loan request or monitoring the financial solvency of the business. The course covers the income statement and balance sheet, determining key financial ratios and trends, and performing basic cash flow analysis.

After successfully completing this course, you will be able to:

- List the basic steps of financial statement analysis and the purpose of each step
- Describe the cash flow cycles of the different business types
- Perform a simple cash flow analysis.

Personal Tax Return Analysis

This course provides participants with the ability to extract key information from 1040 Federal Tax Returns to determine projected income. It reviews tax returns, projected income forms, income sources, and cross-selling possibilities. Participants will learn how to explain to customers why a loan was declined due to insufficient projected income and how the different schedules were analyzed.

Relationship Selling to Small Business Customers

This course walks participants through a complete sales cycle, focusing on the needs of the small business customer. Participants apply the operating cycle and life stages to evaluate needs and present solutions.

After successfully completing this course, you will be able to:

- Identify the six steps in the relationship selling process
- Use rapport-building techniques to establish a professional relationship
- Identify the customer's business life cycle and business operating cycle
- Match products solutions to customer needs
- Respond to objections
- Close the sale and follow up.

Retirement Products for Small Businesses

Retirement Products for Small Businesses teaches students how to refer small business clients to retirement product specialists successfully, by learning about retirement products, small business needs and the referral process. The course begins with an overview of the small business market and the opportunities that exist to sell retirement products to small business owners. Students will learn referral process steps, how to match client needs, and how to refer them to a retirement specialist using the H.E.L.P. tool.

After completing this course, students will be able to:

- Define the benefits associated with retirement planning for the small business owner
- Identify various retirement products appropriate for small business owners
- Compare characteristics of various retirement products
- Match characteristics of retirement products to small business owners' needs
- Refer small business clients to retirement specialists using the H.E.L.P tool

Sales Planning Suite

This suite of three courses and one exercise module* explores tactics to focus sales efforts by identifying the most promising opportunities from a client base. Completing this suite provides tools, such as the Sales Portfolio Process, to help select clients and organize data in order to effectively plan calls, track contacts, and make sales. Concise, impactful lessons can be applied on the job immediately.

*Courses only available as a suite

- **Creating Sales Portfolios**
Guides you through using the Sales Portfolio Process. Explore ways to create sales opportunities with existing clients by tracking activity in a Sales Portfolio. Get tips for selecting and prioritizing clients for your Portfolio.
- **Managing Client Portfolios**
Guides you through strategies for grouping and prioritizing client contacts in a Sales Portfolio. Explore how a Client Profile can help manage client information.
- **Planning a Call**
Guides you through strategic use of sales contacts. Explore setting the frequency of calls based on sales potential. Get tips for organizing information gathered during client conversations.
- **Sales Planning – Apply What You've Learned**
Practice applying the Sales Portfolio Process to sales contacts and building an effective Sales Portfolio.

Servicing and Growing Small Business Relationships

This course addresses activities involving small business customers to effectively protect bank assets while expanding the customer relationship. Activities include monitoring financials and information after the sale, and conducting site visits on the four business types: Manufacturing, Wholesaler, Retailer, and Service.

After successfully completing this course, you will be able to:

- Explain the importance of following up after a sale has been made
- Identify routine functions that turn into opportunities to service and grow small business relationships
- Implement a strategy to conduct routine follow-up on small business customer relationships.

Small Business Borrowing

Describes the characteristics of the small business market that make it an attractive source of potential business. This course explores the overall relationship between the borrowing cause, loan purpose, and repayment source to better understand the small business client credit needs. This course also explains the key steps to effectively communicate credit decisions to clients.

After completing this course, students will be able to:

- Describe small business market characteristics
- Identify borrowing causes, loan purposes, and repayment sources
- Effectively communicate approvals, counteroffers, and declines

The Commercial Real Estate Lending Decision Process

The Commercial Real Estate Lending Decision Process provides a comprehensive study of commercial real estate (CRE) lending, beginning with a description of CRE loan types and progressing to an understanding of the underwriting process, leases, appraisals, loan structures and related risks. The Series also includes resources to help the student apply the concepts learned in each course. These resources include job aids, reproducible work sheets for cash flow, compliance and important financial ratio calculations.

The Commercial Real Estate Lending Decision Process and the courses in the curriculum are products of The Risk Management Association.

The six parts of The Commercial Real Estate Lending Decision Process will provide students with a foundation in CRE through the use of an innovative virtual bank. Each section is presented in an interactive format to include exercises to check for knowledge throughout the courses. Each course within the complete program includes case studies that are used to insure depth and understanding of the concepts presented throughout the program series.

The Commercial Real Estate Lending Decision Process Complete Package	\$720
Series 1: Types of CRE Loans, Risk Areas and Performance Drivers	\$125
Series 2: The CRE Underwriting Process	\$125
Series 3: Financing Different Types of Commercial Properties	\$125
Series 4: Understanding and Evaluating Leases, Appraisals and Environmental Assessments	\$175
Series 5: Loan Structure and Documentation Considerations	\$125
Series 6: Construction Lending	\$175

Series 1: Types of CRE Loans, Risk Areas and Performance Drivers

The purpose of this series is to help the student learn about the different types of CRE loans and to be able to provide the right loan for both the borrower and the bank. The Series also will identify the risk areas in CRE lending and help analyze the drivers of CRE performance.

After completing this course, students will be able to:

- Evaluate the differences between commercial and industrial (C&I) and CRE loan categories
- Identify how C&I, CRE, and owner-occupied loans fit into the credit decision framework
- Define and describe the characteristics and purposes of the four primary types of CRE loans
- Identify the loan's purpose and related use of funds, type of property and collateral, and ultimate repayment source
- Explain repayment source co-dependence
- Identify the risk area of CRE lending
- Analyze the drivers of CRE performance
- Identify the drivers of CRE loan performance and apply the CRE Drivers of Loan Performance checklist to an actual loan
- Identify the three primary areas of loan performance risk (operational, market, and credit risk)
- Identify which of the three primary areas of risk the bank can influence and steps lenders can take to influence those risks

Series 2: The CRE Underwriting Process

The purpose of this series is to help the student identify a company's net operating income (NOI) or cash flow and to analyze the project and proposed loan. Capitalization rates and valuation basics are also introduced as well as the appraisal process and identifying best practices regarding environmental assessments.

After completing this course, students will be able to:

- Identify the components of CRE quantitative analysis, including gross lease income, vacancy, operating expenses, and net operating income (NOI)
- Identify underwriting guidelines for your own bank
- Construct a basic income property cash flow using the components of CRE analysis
- Evaluate loan repayment sources using the DSC ratio, capitalization rates and valuation, and the LTV ratio
- Conduct a stress test of DSC for potentially lower cash flow and higher interest rates and of LTV for potentially higher CAP rates.
- Explore changes in property variables on an individual basis using sensitivity analysis
- Explain the role and function of capitalization rates
- Compare and contrast the direct capitalization valuation approach with the discounted cash flow approach
- Identify the key steps in ordering and reviewing appraisals
- Explain the rules and regulations regarding appraisals that lenders must follow
- Define and describe the types of CRE appraisals and their components
- Identify the key steps and issues involved in ordering and reviewing environmental assessments
- Describe the rules and guidelines for Phase I environmental reports
- Identify and describe the types of environmental risk management tools

Series 3: Financing Different Types of Commercial Properties

The purpose of this series is to help the student identify and define important credit risk considerations for major property groups and special properties. In addition students will identify and compare components used in reporting statements for various income properties, estimate rental income using various approaches and create pro forma operating statements.

After completing this course, students will be able to:

- Identify the key characteristics of and differences between the major types of commercial properties
- Identify the key terminology and underwriting considerations for each property type
- Identify the key characteristics of and differences among specialized properties
- Identify the key terminology, underwriting considerations, and documentation for each property type
- Identify and compare income and expense components for different types of commercial property
- Identify and compare operating statement formats that use varying methods of calculating and reporting on real estate projected income
- Calculate: NOI from Schedule E tax returns, monthly rent payment from percentage rents and CAMs, and effective rents from differing scenarios
- Calculate income property pro forma cash flow on as-is and as-stabilized basis from qualitative and quantitative information sources

Series 4: Understanding and Evaluating Leases, Appraisals and Environmental Assessments

The purpose of this series is to help the student recognize and use lease terminology and recognize the cash flow and economic considerations of leases. Students will be shown how to review commercial property leases, assess the role and scope of an appraisal and identify issues in reviewing appraisals. The final section of this Series 4 will assess the role and scope of an environmental assessment and identify issues when reviewing environmental assessments.

After completing this course, students will be able to:

- Identify economic, legal, and business issues in commercial property leases including key documents, lease terms, and objectives or purposes.
- Describe the role of an appraisal in the loan underwriting process, its uses, and its limitations
- Identify the key considerations in defining the appraisal problem and determining the scope of work
- Determine how valuation concepts are developed and executed in a sample appraisal
- Identify key areas of an appraisal to evaluate in the review process and common errors to watch for
- Describe the role of an environmental assessment in the loan underwriting process, its uses, and its limitations.
- Describe potential environmental risks and ways to mitigate those risks.
- Identify key considerations in defining the required level of due diligence.
- Evaluate and interpret the findings of a Phase I environmental report.

Series 5: Loan Structure and Documentation Considerations

The purpose of this series is to help the student assess various borrowing structures, identify issues involving owner occupied lending, determine loan documentation and due diligence considerations and to identify key components of CRE Loan structure.

After completing this course, students will be able to:

- Identify the strategic advantages and disadvantages of various forms of business ownership
- Identify the primary tax returns used for each borrowing entity and the sections that provide valuable financial information for loan underwriting
- Identify the ways cash moves among business entities
- Identify the decision-making process for an owner-occupant when either purchasing or leasing a building
- Identify repayment sources, their hierarchy, and their co-dependence for owner-occupied loans
- Determine how to structure owner-occupant loans to address unique attributes such as holding company structure, property condition, and valuation issues
- Identify key elements in the SBA 504 program to finance owner-occupied real estate
- Identify the key instruments necessary to document a loan transaction and perfect a lien on collateral
- Identify organizational documents required for various entity forms and execution requirements
- Recognize key elements of due diligence to be submitted and reviewed prior to closing
- Evaluate and interpret the findings of a title policy
- Identify key components of CRE loan structure
- Demonstrate the use of loan covenants and other techniques to protect property cash flow and property value
- Identify how permanent market pricing and loan structure differs from and influences the traditional bank market

Series 6: Construction Lending

The purpose of this series is to help the student identify the key types of construction projects and loans. In addition the series explains construction lending underwriting and administration issues and how to recognize the different elements of the construction lending process. Finally the student will identify key elements for successful completion of construction projects and also the special issues involved with homebuilders and subdivision developers.

After completing this course, students will be able to:

- Identify the six general types of construction loans
- Identify the additional risks, considerations, and review needed with construction loans
- Explain the steps in determining the proper administration of a construction loan based on approval conditions, the commitment letter, and loan policies and procedures
- Identify key concerns in reviewing construction contracts, budgets, and site information
- Calculate the adequacy of a construction loan interest reserve requirement
- Identify best practices in construction and loan documentation and administration
- Identify components of construction loan agreements, surety bonds, permits and zoning, and insurance including steps in processing draw requests and analyzing inspection reports
- Identify key elements for successful completion of the project
- Identify acceptance by the customer, punch list items, payment of retainage to the contractor, and the certificate of occupancy
- Recognize various segments in the single-family home markets and their characteristics
- Identify the key issues for administering or monitoring builder construction lines
- Build a timeline of the development process and identify developer attributes needed to achieve each step
- Identify various types of risk inherent in lending to single-family-home developments, risks from both external and internal sources
- Identify the key issues for monitoring homebuilder and subdivision loans

[The Lending Decision Process](#)

The Lending Decision Process is designed to teach the analytical and decision-making techniques needed to make sound credit decisions using financial accounting, financial statement analysis and cash flow analysis.

The Lending Decision Process and the courses in the curriculum are products of The Risk Management Association.

The six parts of The Lending Decision Process will provide learners with a foundation in the following areas of study: Business and industry risk analysis, Management assessment, Financial accounting, Balance sheet and income statement analyses, Ratio trend analysis, Cash cycle and seasonality analysis, Borrowing causes and repayment source assessment, Cash flow analysis and Using financial projections

The Lending Decision Process Complete Package **\$720**

Series 1: Industry, Management and Economic Influences **\$100**

Series 2: Interpreting Quality of Financial Reports and Accounts **\$100**

Series 3: Analyzing the Company's Financial Performance and Condition **\$200**

Series 4: The Cash Cycle, Seasonality & Discovering Borrowing Causes & Repayment Sources **\$150**

Series 5: Analyzing Cash Flow Statements to Measure Long-Term Repayment Ability **\$150**

Series 6: Using Financial Projections to Fine Tune the Credit Analysis **\$150**

Series 1: Industry, Management and Economic Influences

The purpose of this course is to teach students to interpret repayment risks related to industry, economic, market and management influences. In order for the course to be considered completed all exercises in each course module must be completed

After completing this course, students will be able to:

- Analyze the competitive forces in an industry
- Determine key success factors in the company's industry
- Explain the stages of the general business cycle and the impact economic cycles and conditions can have on different businesses
- Describe the financial behavior of industries, products and companies throughout their life cycles
- Connect a company's industry, business and product life cycles to their related financing needs
- Prepare a company overview of its products and services, customers, suppliers, facilities, management, ownership and company history
- Appraise the company's likelihood of success, considering prior risk mitigation, competitive advantages, management qualifications and effectiveness of business strategies
- Appraise the depth and breadth of management skill, experience and organization

Series 2: Interpreting Quality of Financial Reports and Accounts

In this series, Trainees will interpret risks stemming from the quality of financial reports and underlying financial accounts.

After completing this course, students will be able to:

- Analyze the reliability of accountant prepared financial statements.
- Compare and contrast the differences among cash, modified-cash, and tax-basis accounting methods.
- Interpret repayment risks stemming from identified financial reporting issues.
- Assess the implication of estimates permitted by GAAP.
- Identify the characteristics of a company's assets, liabilities, and net worth accounts.
- Determine the integrity of a company's reported financial condition based on a review of both on- and off-balance sheet accounts.
- Identify the characteristics of a company's income and expense accounts.
- Analyze the quality of a company's earnings, the consistency and authenticity of its income and expense accounts, and the sustainability of revenues.

Series 3: Analyzing the Company's Financial Performance and Condition

In this series, Trainees will interpret repayment risks suggested by the company's historical financial performance and financial condition.

After completing this course, students will be able to:

- Apply financial statement spreading techniques to reclassify accounts and provide details needed to prepare financial statements for credit analysis
- Convert financial statements to a format that expresses accounts as percentages of total sales or total assets
- Compute a company's liquidity using various ratios
- Analyze a company's ability to meet its short- term obligations
- Determine how a company's industry sector influences its financial statement characteristics
- Compute a company's leverage using various ratios
- Analyze a company's ability to meet its long-term obligations
- Determine how a company's industry sector influences its financial statement characteristics

- Calculate and analyze a company's profit margins
- Perform a trend analysis on a company's profitability
- Compare a company's profitability with industry composites
- Compute and analyze a company's productivity ratios
- Compare a company's productivity trends with industry composites
- Compute and analyze a company's efficiency ratios
- Compare a company's efficiency trends with industry composites

Series 4: The Cash Cycle, Seasonality & Discovering Borrowing Causes & Repayment Sources

In this series, Trainees will examine a company's cash cycle and seasonal characteristics. They will interpret both short- and long-term borrowing causes and repayment sources.

After completing this course, students will be able to:

- Identify and measure cash cycles using days' sales in receivables and days' COGS in inventory and accounts payable.
- Identify the benefits and limitations of cash cycle analysis
- Determine variations in cash cycles by type of business
- Determine the effects of seasonality of business operations on the cash cycle.
- Interpret budgets of cash receipts and disbursements to estimate the amount and duration of seasonal borrowing needs.
- Identify the benefits and limitations of analyzing interim financial statements.
- Differentiate between seasonal and permanent asset and liability levels.
- Identify borrowing causes including sales growth, change in asset efficiency, change in trade credit, fixed asset expenditures, and change in net worth
- Determine repayment sources that are appropriate matches to each borrowing cause

Series 5: Analyzing Cash Flow Statements to Measure Long-Term Repayment Ability

In this series, Trainees will analyze cash flow statements to distinguish between profit and cash flow. They will use cash flow statements and traditional debt service coverage measures to interpret cash flow repayment risks.

After completing this course, students will be able to:

- Compare and contrast the three Cash Flow Statement formats in order to understand how the company generates and uses cash flow.
- Define the three types of cash flow to determine how business events are reflected on the Cash Flow Statement.
- Compare accrual and cash-based financial statements in order to differentiate between cash and non-cash events.
- Convert an accrual based statement to a cash-basis presentation to isolate cash generation or contraction
- Determine cash flow to repay debt by answering four key questions
- Evaluate cash flow quality using three tests
- Rank cash flow quality based on the ability to repay debt
- Identify and predict the demands on cash that might compromise loan repayment
- Calculate and interpret profit-based debt service coverage ratios
- Identify the benefits and limitations of profit-based debt service coverage ratios
- Calculate and interpret UCA cash flow-based debt service coverage ratios
- Outline the benefits and limitations of UCA cash flow-based debt service coverage

Series 6: Using Financial Projections to Fine Tune the Credit Analysis

In this series, Trainees will construct and analyze financial projections to interpret future ability to repay debt, identify the most appropriate type of loan, and to evaluate margins of protection in the event of changes in business, industry, or management risks.

After completing this course, students will be able to:

- Explain the benefits of using financial projections in a credit analysis
- Prepare a pro forma monthly balance sheet to evaluate peak borrowing needs based on a company's cash budget and projected monthly income statements
- Prepare an annual financial projection
- Interpret the ability to repay debt given assumptions about cash flow drivers and other variables
- Interpret loan types based on projected borrowing needs and repayment sources
- Determine an appropriate repayment schedule for long-term loans

Understanding Business Borrowers

Learn how to identify and understand business industries and types—and why they borrow money. An introduction to the basic concepts of business financial accounting and entity structures is also covered.

The courses included in Understanding Business Borrowers and their objectives are listed below:

Business Sectors and Operating Cycle

- Explain the operating cycles of various business industries

- Analyze the financial data and evaluate the risks of the different industries

Why Businesses Borrow

- Explain how a firm's cash flow cycle can affect debt requirements and repayment sources
- Identify the reasons businesses need to borrow
- Identify the various borrowing arrangements used to structure a business loan
- Describe the way alternative lending sources compete with or complement community banks

Business Legal Structures and Life Cycles

- Define the basic types of legal structures available to a business
- Describe the general characteristics of the four stages in the business life cycles

Introduction to Business Financial Statements

- Describe the financial statement analysis process
- Describe basic guidelines for preparing a spreadsheet and analyzing the data
- Identify and evaluate a borrower's financial strengths, weaknesses, and uncertainties
- Explain the different types of financial statement preparation
- Describe the other components associated with financial analysis

How Business Financial Statements are Constructed (Accounting Refresher)

- Compare and contrast the cash method and accrual method of accounting
- Construct a balance sheet and income statement on the accrual basis for an example business