

COMPLIANCE

COURSE DESCRIPTIONS

**Looking for QuickBooks, Microsoft Word, PowerPoint, Excel, I.T. or Adobe Training?
Please contact the CFTEA for additional options.**

CYBERSECURITY FUNDAMENTALS

Helps bank employees understand supervisory expectations, increase awareness of cybersecurity risks, and assess and mitigate the risks facing their institutions.

After completing this course, students will be able to:

- Describe the purpose of digital security laws and types of protected information
- Describe guidelines for protecting information through security measures

CYBERSECURITY MANAGEMENT

An understanding of the risks associated with technology and its importance to the bank's operations and its management. Learn what to consider regarding the protection of technology, systems and data from inappropriate modification or destruction.

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

- Learn how technology used by banks influences cybersecurity risk
- Describe the regulatory environment for cybersecurity, including GLBA requirements and financial regulatory guidance
- Identify risk stressors that affect the level of cyber risk
- Review the three key activities included in an effective cyber risk management program

Excel Power Hour – Analyzing Data with Lookup Functions

This course is an introduction to lookup functions in Microsoft Excel. Students will learn about a few different types of lookup functions, when to use each one, and how to use them to quickly find answers within a dataset. Lookup functions are one of the most frequently used advanced features in Excel, and this course will get you on your way to being an expert.

Excel Power Hour – Auditing and Protecting a Workbook

This course is designed to teach students how to prevent errors in their worksheets. Students will learn how to use various tools to evaluate formulas and how to encrypt data with passwords to prevent unwanted changes in order to make sure that everything is working properly.

Excel Power Hour – Calculating and Analyzing Data with Excel IF Statements

In this course, students will learn how to apply conditional logic to data using formulas, which allows for in-depth data analysis. This can mean anything from checking whether ranges of data meet certain criteria, to applying functions to specific categories of the data, to executing functions only under particular circumstances.

Excel Power Hour – Connecting Worksheets and

This course focuses on working with worksheets and workbooks, using linking techniques. It provides the user with information regarding efficient and effective methods for analyzing multiple worksheets and workbooks. Students will learn to evaluate and interpret data, to create a workbook more accessible and multi-functional.

Excel Power Hour – Creating Easy to Read Spreadsheets

This course gives an in-depth look at formatting worksheets to make them more professional, more readable, and more user-friendly. Students will learn how to use a variety of tools to improve a worksheet's design as well as some best practices for formatting data.

Excel Power Hour – Creating Interactive Reports with Pivot Charts

This course is designed to teach students everything they need to know about PivotCharts to use them effectively with their data. Students will learn about how PivotCharts work, as well as how to create, modify, filter, and format them to easily visualize and analyze interactive data.

Excel Power Hour – Discovering and Presenting Trends Data with Charts

This course is an introduction to data visualization with charts. Students will learn about the different types of charts, how to create them, and how to modify and format them to best reflect the data they represent. Students will also learn about some more advanced chart features to visually analyze trends in their data.

Excel Power Hour – Ensuring Data Integrity - \$49

This course is designed to help students learn to collaborate with other users and edit their work. The tools focused on in the class are targeting at locating and modifying data and working with others to participate in the same file, simultaneously, at the same time offering the opportunity to learn detailed-analysis tools to better assess and interpret the workbook.

Excel Power Hour – PivotTables Beyond the Basics - \$49

This course provides students with the information necessary to create and modify a PivotTable. Students will learn how to calculate, format, and filter within a PivotTable. Information is also included regarding PowerPivot, used for advanced analysis of a large dataset.

Excel Power Hour – Using PivotTables to Present interactive Data - \$49

This course is an introduction to using PivotTables, a fast and versatile way to summarize and analyze complex sets of data. This course covers the basics of how to create and organize PivotTables as well as some general information about when and why to use PivotTables.