



## Instructor-Led Online Courses

### How They Work

Each AIB Instructor-Led Online Course is facilitated by an instructor who guides the class through the course and provides feedbacks on your assignments. Every week, your instructor posts a new assignment. Assignments may include:

- Reading a chapter in your textbook or online
- Completing a short assignment and either sending the assignment via email to your instructor or posting it on the electronic class Discussion Board
- Taking a self-check test to verify your understanding of the material

In addition, you also will have some assignments where you collaborate with other students using electronic discussion boards and e-mail. You complete each assignment during the week, but at your convenience.

### Exams and Proctoring

The semester-length courses last for 16 weeks, including a week dedicated to the mid-term examination and the final examination. Exams and the self-check quizzes for each assignment are taken over the Internet and proctored by someone in your bank. Your overall grade for the class will be based on a combination of your performance on the weekly assignments, class participation, mid-term examination and the final examination. Courses that are less than 16 weeks in length have at least one graded measurement of learning, typically a final exam.

Many of these 16 week courses require a proctor for the midterm and final exam. You will need to identify a person from your institution who will proctor the exam for you. This person should be your Human Resources Training Manager, supervisor, or someone from the management team of your organization.

*If you do not work with an institution, you may want to contact a university/college, Library, or a Testing Center close to you to proctor your exam. However, we should have the telephone number of your proctor in case we need to reach that person for verification. A relative cannot proctor the exam. All participants must abide by the ABA/AIB exam policy. **There are no exceptions.***

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## Required Software

Microsoft Excel is required for some courses.

Click the link on the MBC website for additional Technical Specifications.

## 2011-2012 Course Schedule

*\*Registration for one or more courses that include accompanying textbooks will also incur a shipping & handling fee of \$15.00.*

<b>Course Title Length Price (Member/Nonmember)</b>	<b>Catalog Numbers</b>	<b>Start Dates</b>	<b>End Dates</b>
<b><u>ABA Online Review Course for the CRCM Examination</u></b> <i>(with textbook provided in 3-hole punch format)</i> 8 weeks \$695/\$925*	3007024 3007112	01/23/12 08/13/12	03/18/12 10/09/12
<b><u>ABA Online Review Course for the CRCM Examination</u></b> <i>(with textbook on CD-ROM in searchable Adobe format)</i> 8 weeks \$575/\$765*	3007023 3007111	01/23/12 08/13/12	03/18/12 10/09/12
<b><u>ABA Online Review Course for the CRCM Examination</u></b> <i>(without textbook)</i> 8 weeks \$475/\$705	3007022 3007110	01/23/12 08/13/12	03/18/12 10/09/12
<b><u>ABA Online Review Course for the CTFA Examination</u></b> <i>(with textbook)</i> 8-12 weeks \$795/\$1125*	3007027 3007084	01/30/12 05/28/12	
<b><u>ABA Online Review Course for the CTFA Examination</u></b> <i>(without textbook)</i> 8-12 weeks \$325/\$425	3007026 3007083	01/30/12 05/28/12	
<b><u>Analyzing Bank Performance</u></b> <i>(with textbook)</i> 7 weeks \$765/\$995*	3007030 3007093	02/06/12 07/03/12	03/25/12 08/19/12
<b><u>Analyzing Bank Performance</u></b> <i>(without textbook)</i> 7 weeks \$645/\$875	3007029 3007091	02/06/12 07/03/12	03/25/12 08/19/12
<b><u>AIB Basic Administrative Duties of a Trustee</u></b> 5 weeks \$225/\$300	3007007 3007064 3007113	12/05/11 04/23/12 08/13/12	01/15/12 05/27/12 09/16/12

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<b>Course Title Length Price (Member/Nonmember)</b>	<b>Catalog Numbers</b>	<b>Start Dates</b>	<b>End Dates</b>
<b><u>Introduction to Agricultural Lending</u></b> 8 weeks \$395/\$495	3007062 3007087	04/16/12 06/18/12	06/10/12 08/12/12
<b><u>AIB Introduction to Mortgage Lending</u></b> 16 weeks \$425/\$525	3007046 3007096	03/05/12 07/09/12	06/24/12 10/28/12
<b><u><a href="#">AIB Introduction to Trust Product &amp; Services</a></u></b> 5 weeks \$225/\$300	3007047 3007094	03/05/12 07/03/12	04/08/12 08/05/12
<b><u>IRA Online Institute</u></b> 12 weeks \$1495/\$1795	3007044 3007115	02/27/12 09/04/12	05/20/12 12/02/12
<b><u>Managing Funding, Liquidity, and Capital</u></b> <i>(with textbook)</i> 6 weeks \$625/\$805*	3007016 3007075	01/09/12 05/07/12	02/19/12 06/17/12
<b><u>Managing Funding, Liquidity, and Capital</u></b> <i>(without textbook)</i> 6 weeks \$505/\$685	3007015 3007074	01/09/12 05/07/12	02/19/12 06/17/12
<b><u>Managing Interest Rate Risk</u></b> <i>(with textbook)</i> 8 weeks \$765/\$995*	3007001 3007052	11/14/11 03/12/12	01/22/12 05/06/12
<b><u>Managing the Bank's Investment Portfolio</u></b> <i>(without textbook)</i> 6 weeks \$505/\$685	3007040 3007088	02/12/12 06/18/12	04/01/12 07/22/12
<b><u>AIB Supervisor Certificate</u></b> 16 weeks \$695/\$875	3007038 3007071 3007106	02/14/12 04/30/12 07/23/12	06/03/12 08/19/12 11/11/12