



COURSE SYLLABUS

LOAN PROCESSOR

Course Information

Our Loan Processor course is a 200 clock course that is designed to offer the student all phases of loan processing. The course utilizes the Microsoft Office environment, which includes Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook. Students are also introduced to Quickbooks accounting applications.

Course Focus and Emphasis

Focus is placed on mastering the skills needed to gain successful employment in the loan processing environment. Emphasis is placed on maintaining good relationships with and between lenders and clients.

Course and Career Objectives

Graduates will be employable as Loan Processors, Commercial Loan Collectors, Loan and Credit personnel, Mortgage Closing agents, Disbursement processors, and Mortgage Processors.