

BANKING AND FINANCE

Program Description

The Banking and Finance program provides entry-level candidates with an elementary understanding of banking and credit union operations, customer service, and practical operational skills. Successful completion of the certificate program will provide current and future entry-level bank employees with a broad understanding of the concepts that support bank and credit union operations, and instill the academic and business skills necessary to advance in the industry. Students who wish to complete a bank operations certificate will have an opportunity to take courses that are vital towards excelling in the banking ranging from the principles of banking, business etiquette, English, and communications, and the techniques of selling. While the program can be completed in a relatively short period of time, it provides some useful knowledge that students who are interested in the banking industry can apply towards excelling in their career. Upon completion, students will gain a certificate in Bank Operations.

Career Opportunities

- Analyst
- Underwriter
- Administrative Assistant
- Personal Banker
- New Account Associate
- Call Center Associate
- Teller

Employers

- Banks
- Credit Unions
- Mortgage Brokers
- Consumer Finance Companies
- Consumer Credit Companies
- Insurance Companies

Wages

	Underwriter	
< \$19.81/hr	\$24.29/hr	\$32.58/hr >
	Administrative Assistant	
< \$14.94/hr	\$18.08/hr	\$21.62/hr >
	Teller	
< \$9.92/hr	\$11.26/hr	\$13.58/hr >

The following locally approved certificates may lead to employment competency, but do not lead to an associate in science degree:

BANK OPERATIONS

CE625

Certificate Program

Required Courses (13 units)

		Units
BAN-51	Principles of Banking	3
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-31	Business Communications	3
MKT-41	Techniques of Selling	3

