

## Program Description

This program prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. This includes instruction in communications and public relation skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial services.

**Campus**  
NOR, RIV

**Award Type**  
AS, S, CP

## Career Opportunities

- Bank Teller
- Customer Service Representative
- New Account Representative
- Personal and Consumer Banker
- Underwriter

## Wages

	Annual	Hourly
Bank Teller	\$29,422	\$15.32
Customer Service Representative	\$31,800	\$15.29
New Account Representative	\$32,300	\$15.53

## Contact Information

Riverside – (951) 222-8551

## BUSINESS ADMINISTRATION BANKING AND FINANCE CONCENTRATION Certificate Program

AS631/CE631

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Intro. to Computer Information Systems	3
or		
CIS/CAT3	Computer Applications for Working Professionals	3

## Major Concentration Requirements 12

In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units from the Banking and Finance Concentration listed below:

Business Administration Major Core Requirements	18	
Select another 6 units from the following:	6	
BAN-51	Principles of Banking	3
BAN-52	Consumer Lending	3
and		
Select another 6 units from the following:	6	
ACC-1B	Principles of Accounting II	3
BUS-18B	Business Law II	3
ECO-4	Introduction to Economics	3
MAG-44	Principles of Management	3
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-41	Techniques of Selling	3
RLE-83	Real Estate Finance	3

Accounting  
**Banking and Finance**  
Business  
Human Resources

Logistics Management  
Management  
Marketing  
Real Estate

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

## Associate in Science Degree

The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. Note: A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

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

NOTE: Bank Operations is a certificate offered under the Banking and Finance program. For the Banking and Finance degree, see the Banking and Finance Concentration.

