

BANKING AND FINANCE

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

AS631/CE631

BANKING AND FINANCE CONCENTRATION Certificate Program

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	Logistics Management
Banking and Finance	Management
Business	Marketing
Human Resources	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.

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.

