

BANKING SERVICES PROGRAM

CERTIFICATE OF PROFICIENCY IN BANKING SERVICES

The Certificate of Proficiency in Banking Services gives students the opportunity to earn a certificate while completing coursework toward a higher degree. Courses completed in the Certificate of Proficiency will apply toward the completion of both a Technical Certificate and an Associate of Applied Science degree in Banking Services. It will increase opportunities for entry level employability by improving qualifications of the applicant pool and better meet the increasing demand for support skills in the banking services field.

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course Number and Name	Credits
BNK 2313 Principles of Banking	3
BNK 2323 Branch Operations	3
BNK 2916 Banking Work-Based Learning Banking Work-Based Learning (high school students only) or BNK 2993 SPECIAL TOPICS IN BANKING SPECIAL TOPICS IN BANKING or BNK 2593 BANKING WORKBASED LEARNING I BANKING WORKBASED LEARNING I or BNK 2693 BANKING WORKBASED LEARNING II BANKING WORKBASED LEARNING II or BNK 2793 or BNK 2893 BANKING WORKBASED LEARNING IV BANKING WORKBASED LEARNING IV or BST 1043 Professional Communication Professional Communication or BST 2023 Organizational Leadership Organizational Leadership or BST 2533 Employee Recruiting, Training, and Compensation Employee Recruiting, Training, and Compensation or CIS 1213 Operating Systems Operating Systems or CIS 2143 Help Desk Support Help Desk Support or HS 2113 Cultural Diversity Cultural Diversity	6
Total Hours	12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.