

BANKING SERVICES PROGRAM

TECHNICAL CERTIFICATE IN BANKING SERVICES

Curriculum

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

Fall

Course Number and Name	Credits
BNK 2313 Principles of Banking	3
BNK 2323 Branch Operations	3
BST 1083 Introduction to Economics	3
BST 1303 Introduction to Computers or CIS 1113 Fundamental Computer Operation	3
BST 1003 Business English or ENGL 1013	3
Total Hours	15

Spring

Course Number and Name	Credits
BNK 2303 Money and Banking	3
BST 1053 Spreadsheets	3
BST 1073 Accounting	3
BST 1013 Word Processing	3
TMAT 1203 Technical Mathematics	3
Total Hours	15

Summer

Course Number and Name	Credits
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	6

Approved Electives may include BNK 2993 SPECIAL TOPICS IN BANKING, BST 1043 Professional Communication, BST 2013, BST 2023 Organizational Leadership, BST 2533 Employee Recruiting, Training, and Compensation, CIS 1233 Systems Analysis and Design, CIS 2143 Help Desk Support, HS 2113 Cultural Diversity. Any other elective must be approved by program chair.