

Fall 2018 – Spring 2019				
Developmental Studies: DRE 098, DMA 010-040				
Bus Admin Banking and Finance Certificate (C25120B)				
FALL		Pre -requisites	Contact Hours	Credit Hours
CIS 110 or CIS 111	Introduction to Computers or Basic PC Literacy	CIS 110: DRE 098 and DMA 010-040 CIS 111: NONE	4/3	3/2
BUS 125	Personal Finance	DMA 010-030	3	3
BAF 110	Principles of Banking	NONE	3	3
SPRING				
BAF 111	Teller Training	NONE	3	3
BAF 232	Consumer Lending	NONE	3	3
BAF 234	Residential Mortgage Lending	NONE	3	3

Total Credits Needed: 17/18

This Banking certificate program provides basic knowledge of banking, consumer lending, personal finance, and mortgage lending processes to prepare students for entry level positions in banking and mortgage lending. Upon completion students should be able to apply knowledge related to bank customer care, loan processing, and currency handling.

Program Outcomes:

- Demonstrate basic computer skills in word processing, spreadsheets, and database software.
- Develop a personal financial plan.
- Demonstrate an understanding of the business of banking from a broad perspective.
- Perform effectively as a teller after minimal on-the-job training.
- Identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.
- Demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.