



Certificate of Banking Fundamentals

2018–2019

DESCRIPTION:

This certificate is designed to educate entry-level employees for commercial and community banks. Students will learn business, communications, and customer service basics to help bank customers. All content will be taught with an emphasis on ethics, finance, banking operation and financial strategies.

The certificate provides college level courses, positioning graduates with the necessary skills for a position in the banking industry and the ability to complete an associate or bachelor degree in the future. For more information, see csc.edu/academics/departments/finance/fundamentals-of-banking.shtml.

ADMISSION REQUIREMENTS:

This is a non-selective, open admission program. Students may begin in any semester.

ONGOING REQUIREMENTS:

Students must maintain the minimum overall GPA required by the College.

OPPORTUNITIES FOR GRADUATES:

Career:

The certificate is intended for those entering the banking field for entry-level positions with small, medium, or large banks. The certificate is ideally suited for those desiring a long-term career in banking. The certificate is also a starting point, so students can add industry experience and more education while working.

Transfer:

Several classes in the certificate will transfer to other schools. The certificate can be leveraged into a Finance or Business Management Associate Degree from Columbus State. After that, normal transfer rules apply.

CERTIFICATE REQUIREMENTS (CERTIFICATE OF BANKING FUNDAMENTALS):**FIRST SEMESTER**

Course	Term	Credits	Milestones/Progress Check
BMGT 1101 Principles of Business	AU/SP/SU	3	
MKTG 1230 Customer Service & Sales	AU/SP/SU	3	
FMGT 1101 Personal Finance	AU/SP/SU	3	
COLS 1100 First Year Experience Seminar	AU/SP/SU	1	
ENGL 1100 Composition I	AU/SP/SU	3	
MATH 1104 Mathematical Concepts for Business	AU/SP/SU	3	
Semester Credits		16	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
BMGT 2254 Negotiation	AU/SP	3	
COMM 2232 Interpersonal Communication or COMM 2200 Business Communication	AU/SP/SU	3	
BMGT 2216 Business Ethics	AU/SP/SU	3	
FMGT 2200 Foundations of Banking	SP	3	
Semester Credits		12	
Total		28	

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester
Requirements subject to change.