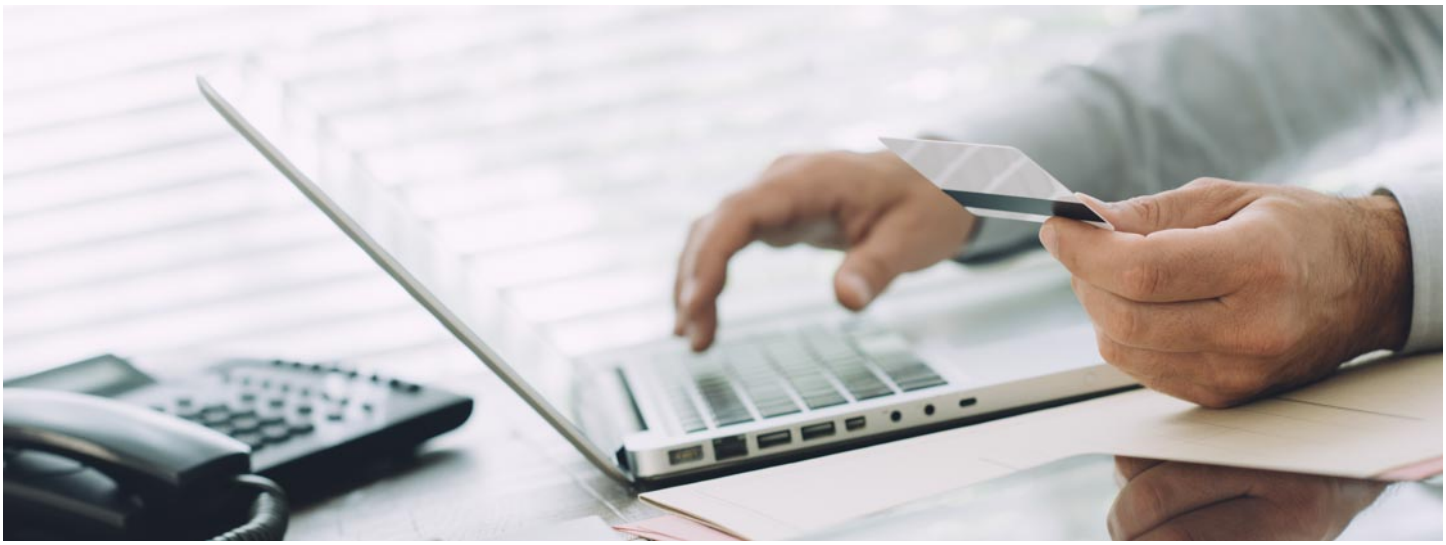
BANKING, BASIC CERTIFICATE



College(s): HW

Program Code: 0417

The Basic Certificate program in Banking is designed to provide students who have little or no formal business knowledge of the banking industry with introductory information and understanding of business and banking. Students will gain knowledge of business and banking operations, aptitude in mathematical calculations, client interaction and client management skills, business development aptitude, technological proficiency, soft skills, and cash handling experience.

Program Requirements

Code	Title	Hours
Required Program Core		
ENGLISH 101	Composition	3
BUSINES 141	Business Mathematics	3
BUSINES 161	Prin Of Bank Operations	3
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 237	Selling	3
BUSINES 284	Business Communications	3
Total Hours		**18**

Pathway

This is an **example course sequence** for students interested in pursuing Banking. It does not represent a contract, nor does it guarantee course availability. If this pathway is followed as outlined, you will earn a Basic Certificate.

Semester-by-Semester Program Plan for Full-Time Students

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
ENGLISH 101	Composition	3
BUSINES 141	Business Mathematics	3
BUSINES 161	Prin Of Bank Operations	3
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 237	Selling	3
BUSINES 284	Business Communications	3
	Hours	**18**
	Total Hours	**18**

Choose your courses with your College Advisor.

Careers

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings, and how much education people in that field have. For additional guidance and resources on career options, current City Colleges students and alumni can contact the Career Services Office (https://www.ccc.edu/departments/Pages/Career-Services.aspx).

Loan Interviewers and Clerks

Job Description

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10th Percentile	$42,551
Median 50th Percentile	$54,399
Senior-Level 90th Percentile	$72,541

Hourly Wages

Entry-Level 10th Percentile	$20
Median 50th Percentile	$26
Senior-Level 90th Percentile	$35

Annual Job Openings

293 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	42.85%
A certificate	12.12%
Some college	0.09%
An Associate degree	6.69%
A Bachelor's degree	38.26%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

38.26% continue their education beyond an associate degree

New Accounts Clerks

Job Description

Interview persons desiring to open accounts in financial institutions. Explain account services available to prospective customers and assist them in preparing applications.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10th Percentile	$39,775
Median 50th Percentile	$45,510
Senior-Level 90th Percentile	$64,379

Hourly Wages

Entry-Level 10th Percentile	$19
Median 50th Percentile	$22
Senior-Level 90th Percentile	$31

Annual Job Openings

55 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	45.60%
A certificate	15.45%
Some college	28.22%
An Associate degree	10.73%
A Bachelor's degree	0.00%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

0.00% continue their education beyond an associate degree

Credit Authorizers, Checkers, and Clerks

Job Description

Authorize credit charges against customers' accounts. Investigate history and credit standing of individuals or business establishments applying for credit. May interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customers of acceptance or rejection of credit.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10th Percentile	$52,163
Median 50th Percentile	$65,537
Senior-Level 90th Percentile	$95,713

Hourly Wages

Entry-Level 10th Percentile	$25
Median 50th Percentile	$32
Senior-Level 90th Percentile	$46

Annual Job Openings

11 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	26.97%
A certificate	1.73%
Some college	2.33%
An Associate degree	22.90%
A Bachelor's degree	46.07%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

46.07% continue their education beyond an associate degree