



If you're seeking a **position in finance or banking**, this certificate is exactly what you need to **begin a new career.**

Course Descriptions:

Training for Entry Level Bankers (BANK 010)

Formerly: Teller Training for Financial Institutions

Unit(s): 2.0 | **Class Hours:** 36.0 Lecture total.

Course provides prospective bank employees with a broad overview of financial institutions and basic knowledge of teller techniques including bank transactions and customer service.

Fundamentals of Business (BUS 100)

Unit(s): 3.0 | **Class Hours:** 54.0 Lecture total.

An introduction to the basic fundamentals of business. A survey of marketing, management, production, accounting, finance, and economics and how they interrelate in the business environment

Office Technology & Professional Skills (BA 018)

Unit(s): 3.0 | **Class Hours:** 54.0 Lecture total.

Develop and improve professional business skills using current standards and technology including job search and advancement, employment readiness, leadership skills, customer service, effective written and verbal communication, and office management. Instruction includes office technology, business ethics, decision-making skills, travel arrangements, effective meetings, time and stress management, and teamwork skills.



Part of the **MONEY MATTERS** Pathway

Personal Finance (BUS 130)

Unit(s): 3.0 | **Class Hours:** 54.0 Lecture total.

This course is designed to empower individuals with various tools to manage their money and make sound lifelong financial decisions.

Quickbooks I (ACCT 035)

Unit(s): 2.0 | **Class Hours:** 36.0 Lecture total.

This is an introductory course on using Quickbooks software in the business environment for preparation of accounting information. The course will cover accounting theory and practical knowledge of QuickBooks on topics that include company file setup, customizing QuickBooks, recording customer and vendor transactions, bank reconciliations, creation of accounting reports and customization.

Accounting Procedures (ACCT 010)

Unit(s): 3.0 | **Class Hours:** 54.0 Lecture total.

This course introduces the students to the accounting cycle including journal entries, general ledger, the adjustment process, and the related financial statements. The course is designed to prepare students for Accounting 101 and/or occupations in bookkeeping.

Visit www.sac.edu/banking to enroll and learn more.

The banking industry is ***constantly evolving.***

That's why our Financial Services Certificate will ***prepare you.***
Giving you the skills necessary for a career in a fast-moving environment.



For more information, contact:

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