

FINANCIAL SERVICES

Associate in Applied Science Degree

This 60 credit-hour curriculum is designed for persons interested in preparing for positions in the dynamic field of finance.

Career opportunities in finance are quite extensive and diversified. Career objectives of persons completing this program would be in the areas of banking, commercial credit and collections, finance, insurance and real estate.

Students can choose a basic program of study in finance or one of the specialized study areas. Students earning an associate in applied science degree in financial services must complete the general education courses, required core courses and course work from the specialized study areas.

Required General Education Courses:

ENG	101	Composition.....	3
ENG	102	Composition or	
ENG	130	Business Writing or	
SPE	101	Fundamentals of Speech Communication.....	3
		Humanities elective*	3
MGT	150	Business Math.....	3

Required Core Courses:

ACC	101	Introduction to Financial Accounting.....	4
ACC	102	Introduction to Managerial Accounting.....	3
BFC	102	Commercial Law.....	3
CIS	120	Introduction to Business Software Packages.....	3
ECO	115	Consumer Economics or	
ECO	211	Microeconomics.....	3
ECO	200	Introduction to Economics or	
ECO	212	Macroeconomics.....	3
MGT	111	Introduction to Business Organization.....	3
MGT	218	Introduction to Finance.....	3

Specialized Study Area:

Depending on the student's career needs, he/she may choose from the following specialized study areas. It is recommended that students pursue one of the following specialized areas and consult with the program coordinator or a Student Development faculty member.

Banking

Required:

BFC	101	Principles of Financial Institution Operations.....	3
BFC	115	Advanced Principles of	
		Financial Institution Operations.....	3
BFC	117	Marketing of Financial Institutions.....	3
BFC	215	Financial Statements Interpretation and Analysis.....	3
BFC	225	International Finance.....	3
ECO	210	Money and Banking.....	3
		Electives ¹	5

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Commercial Credit Management

Required:

	BFC 101	Principles of Financial Institution Operations.....	3
	BFC 117	Marketing for Financial Institutions	3
	BFC 201	Commercial Credit and Collection Principles.....	3
	BFC 202	Advanced Commercial Credit and Collection	3
	BFC 215	Financial Statement Interpretations and Analysis	3
	Electives ²	8

Finance

Required:

	BFC 101	Principles of Financial Institution Operations.....	3
	BFC 200	Investment Management.....	3
	BFC 215	Financial Statements Interpretation and Analysis	3
	BFC 225	International Finance.....	3
	ECO 210	Money and Banking.....	3
	Electives ³	8

Insurance

Required:

	BFC 121	Principles of Property and Liability Insurance.....	3
	BFC 122	Principles of Personal Insurance.....	3
	BFC 123	Principles of Commercial Insurance	3
	BFC 215	Financial Statements Interpretation and Analysis	3
	Electives ⁴	11

Real Estate

Required:

	RES 101	Real Estate Transactions	3
	Electives ⁵	20

¹ Select at least five credit hours from the following: BFC 118, BFC 121, BFC 122, BFC 123, BFC 200, BFC 211, BFC 212, BFC 213, BFC 216, BFC 219, BFC 220, BFC 225, BFC 230, BFC 235, CIS 122, CIS 123, CIS 124, CIS 126, MGT 270, RES 101.

² Select at least eight credit hours from one of the following: ACC 201, BFC 121, BFC 200, BFC 225, CIS 122, CIS 123, CIS 124, CIS 126, ECO 210, MGT 225, MGT 270.

³ Select at least eight credit hours from one of the following: BFC 118, BFC 201, BFC 212, BFC 219, BFC 220, CIS 122, CIS 123, CIS 124, CIS 126, MGT 270.

⁴ Select at least 11 credit hours from one of the following: CIS 117, CIS 122, CIS 123, MTH 103 or MTH 134, MGT 225, PHI 150, PSY 101, PSY 145.

⁵ Select at least 20 credit hours from the following: ATE 209, BFC 101, CIS 118, CIS 119, CIS 123, MGT 154, MKT 140, MKT 141, MKT 217, MKT 240, MKT 245, RES 105, RES 110, RES 140, RES 141, RES 142, RES 143, RES 144, RES 190, RES 192, RES 194, RES 196, RES 220, RES 221.

♦ Students need to choose a course to meet this requirement that also meets the World Cultures and Diversity graduation requirement.

Commercial Credit Management Certificate

This 16 credit-hour certificate program is designed for those currently employed in, or seeking employment in the credit and collection field. The curriculum emphasizes developing the competencies necessary to effectively implement sound collection practices. Students may apply this entire program toward the two-year associate degree in Financial Services.

Required:

	ACC 101	Introduction to Financial Accounting	4
	BFC 201	Commercial Credit and Collection Principles.....	3
	BFC 202	Advanced Commercial Credit and Collection	3
	BFC 215	Financial Statements Interpretation and Analysis	3
	Elective ¹	3

¹ BFC 200, BFC 217, BFC 225, ECO 210, MGT 111

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Financial Management Certificate

This 19 credit-hour certificate program is designed for those currently employed in, or seeking employment in finance departments, banks, investment companies or other finance-related enterprises. The curriculum emphasizes developing the competencies necessary for supervisory and public contact positions in the finance field.

Required:

ACC	101	Introduction to Financial Accounting	4
BFC	101	Principles of Financial Institution Operations	3
BFC	215	Financial Statements Interpretation and Analysis	3
MGT	111	Introduction to Business Organization	3
MGT	218	Introduction to Finance	3
Electives ¹		3

¹ Electives: BFC 121, BFC 200 or MGT 170, MGT 150.

Real Estate Brokers License Preparation Certificate

This eight credit-hour certificate program will provide the minimum number of hours and mandatory courses to complete the education requirements for application to take the State of Illinois Real Estate Brokers test.

Required:

RES	101	Real Estate Transactions	3
RES	190	Contracts and Conveyancing	1
RES	192	Advanced Principles of Real Estate	1
RES	198	Brokerage Administration	1
Electives ¹		2

¹ Electives: RES 105, RES 110, RES 194, and RES 196.

Real Estate Sales Professional Certificate

This three credit-hour certificate program is designed to prepare students for the Illinois real estate salesperson's licensing exam.

Required:

RES	101	Real Estate Transactions	3
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