

## Business - Bilingual Banking and Finance

### Certificate of Mastery

*Minimum of 30 credit hours*

Financial institutions are looking for bilingual employees. This program can lead to entry level job placement with financial institutions.

### Course Sequence

| Course ID                              | Course Name                                | Credits | Type        | Min Gd |
|--|--|---------|-------------|--------|
| <b>Suggested Freshman 1st Semester</b> |  |         |             |        |
| SCL 1001                               | Success in College and Life                | 1       | Life Skills |        |
| ENGL 1103                              | Multicultural English Composition I        | OR      | Gen Ed      |        |
| ENGL 1113                              | English Composition I                      | 3       | Gen Ed      |        |
| BF 1303                                | Introduction to Financial Institutions     | 3       | Support     | C      |
| SPAN 1115                              | Elementary Spanish I                       | 5       | Gen Ed      |        |
| CS 1103                                | Introduction to Computers and Applications | 3       | Support     |        |
| <b>Suggested Freshman 2nd Semester</b> |  |         |             |        |
| BUS 1083                               | Employment Transitions                     | 3       | Support     |        |
| BUS 1323                               | Mathematics for Business Careers           | 3       | Major       | C      |
| BUS 2033                               | Business Communication                     | 3       | Support     | C      |
| SPAN 1010                              | Conversational Spanish I                   | 3       | Gen Ed      |        |
| FIN 2500                               | Financial Services Internship              | 3       | Major       | C      |

### Course Grouping

Major Courses: (6 credit hours) Banking and Finance: (C)BF 1303; Finance: (C)FIN 2503

General Education Courses: (11 credit hours) English: ENGL 1103 or ENGL 1113; Spanish: SPAN 1013; SPAN 1115

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (12 credit hours) Business: BUS 1083; (C)BUS 1323; (C)BUS 2033; Computer Science: CS 1103

(C) - A grade of "C" or higher must be achieved.

### Program Notes

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate.

## Degree Program Course Descriptions

### **BF 1303 - Introduction to Financial Institutions**

*Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits The student will trace the history, the organization and the operations of the commercial financial industry and explain the impact of these fundamental financial concepts on today's economy. (This course is generally offered in the fall semester only.)

### **BUS 1083 - Employment Transitions**

*Prerequisites: None*

3 Credits This class will provide students an opportunity to gain the proper skills for successful entry or reentry into their field of interest for employment. Students will be required to complete a personal inventory assessing their interests, abilities, and experiences for strategic career planning. Job readiness skills, including keyboarding, resume preparation, interviewing techniques, interpersonal ("soft skills") and professional demeanor, will be addressed. Particular focus will regard the qualities that today's employers are seeking in job candidates, such as integrity, accountability, competence, and critical thinking.

### **BUS 1323 - Mathematics for Business Careers**

*Prerequisites: MATH 0103 or adequate math placement test score and ENGL 0203 or adequate placement score, or by meeting determined placement measures.*

3 Credits The student will demonstrate the ability to use basic mathematical processes, and use mathematical concepts in solving everyday business problems in operations, trade, taxation, accounting and finance.

### **BUS 2033 - Business Communication**

*Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.*

3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

### **CS 1103 - Introduction to Computers and Applications**

*Prerequisites: Math 0103 or adequate math placement test score; ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits This hands-on course affords students a basic understanding of computers and their application. Upon completion of this course, the student will be able to demonstrate the ability to use a computer operating system, an office suite, productivity tools, as well as the Internet at an introductory level. Advanced Standing is available. This course satisfies the computer proficiency requirement.

### **ENGL 1103 - Multicultural English Composition I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits Multicultural English Composition I for multicultural and international students who speak a second language.

### **ENGL 1113 - English Composition I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

### **FIN 2500 - Financial Services Internship**

*Prerequisites: MATH 0203 or adequate math placement test score, FIN 1013 or BF 1303, and by evaluation. Criteria for evaluation is in division office.*

1-6 Credits The course will assist students in earning academic credit in a planned process that integrates academic preparation with supervised work experience. Students will work in an approved financial services environment with cooperating employers for a specified period of time, and will attend arranged lectures relating to a variety of financial services topics.

### **SCL 1001 - Success in College and Life**

*Prerequisites: ENGL 0106 or adequate reading/writing assessment scores*

1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic

community. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans to satisfy the Life Skills requirement.

### **SPAN 1010 - Conversational Spanish I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

VARIABLE 1-4 Credits The beginning student will develop oral communication skills through intensive practice in Spanish with a focus on listening and speaking activities. The student will be able to function in Spanish on topics of everyday life. This class is taught completely in Spanish. Credit is variable and, with different content, may be repeated for up to 4 credits.

### **SPAN 1115 - Elementary Spanish I**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

5 Credits The beginning student will acquire fundamental proficiency in understanding, speaking, reading, and writing Spanish. The student will also explore important aspects of Spanish and Latin American culture.