

Advance your career in the financial services industry!



STAGE 1

Training Program

Enter the banking industry here. Start your career in three weeks. Call Mi Casa 303-539-5611 for more info.

STAGE 2

Prior Learning Assessment (PLA)

Short cut option. Earn up to nine college credits through a series of test-out exams. Bring your industry experience to get credit for what you already know.

STAGE 3

Banking Essentials Certificate

Build your resume. With nine PLA credits, this certificate is only seven more credits, and can be completed in one semester.

STAGE 4

Supervision Fundamentals Certificate

Advance your career. Learn the management and analytical skills needed to be a company leader. This certificate is 16 total credits.

JOIN THE PATHWAY AT ANY STAGE

TRANSFER ALL CREDITS TO MSU DENVER FOR B.S. IN BANKING
(PLA credits included)

- Earn one or both certificates
- Gain the skills you need to find a job and keep it
- Learn at your own pace

Offered in partnership with:



Visit www.ccaurora.edu/banking to learn more about this program!

Banking Essentials Certificate

New to the financial services industry? Learn everything you need to know to get started.

You will learn:

- Banking concepts and the functions of a bank
- Customer service for the banking industry
- Banking regulations
- Legal and ethical standards of banking
- Processing various financial transactions with accuracy

Required Courses:

- BTE 108 Ten-Key by Touch
- BUS 121 Basic Workplace Skills (PLA eligible)
- BUS 217 Business Communication and Report Writing
- FIN 105 Principles of Banking
- FIN 115 Retail Banking (PLA eligible)
- FIN 125 Teller Training (PLA eligible)
- FIN 255 Selling Bank Products (PLA eligible)
- MAR 160 Customer Service (PLA eligible)

Total: 16 credits

Supervision Fundamentals Certificate

Ready for a promotion? Learn the management and analytical skills needed to be a company leader. Example job titles include lead teller, product/sales consultant, or supervisor/manager.

You will learn:

- People skills needed to manage a team
- Customer relationship building
- Workplace communication
- Managerial decision-making
- Financial analysis
- Spreadsheets

Required Courses:

- ACC 121 Accounting Principles I
- CIS 155 PC Spreadsheet Concepts (Excel)
- MAN 116 Principles of Supervision
- MAN 215 Organizational Behavior
- MAN 225 Managerial Finances

Total: 16 credits

Getting Started Checklist

1. Let us know you're interested

Visit www.ccaurora.edu/banking to learn more about this program!

2. Apply to CCA

Visit www.ccaurora.edu/apply and submit the CCA online application – it's free! On the application, choose which certificate you would like to earn first: Financial Services: Banking Essentials or Financial Services: Supervision Fundamentals – we can always add a second certificate or degree later. Once you are admitted, you will receive an email with your Student ID number and a temporary password for your CCA email account.

3. Apply for financial aid and scholarships

Visit fafsa.ed.gov to submit the Free Application for Federal Student Aid (FAFSA). This form can take 2-6 weeks to process, so start early! This step is optional and only necessary if you will need student loans or to apply for certain college scholarships.

4. Set up your exams for Prior Learning Assessment (PLA)

Contact the CCA Business Department to schedule a date and time to take your exam(s). Please email the CCA Business Department Chair, Heather Dent, at heather.dent@ccaaurora.edu. Be sure to review the exam study guides before you take the exam(s). The business department can provide the study guide to you if you do not already have one. The cost for the exam is \$45/credit hour based on the number of credits each class is worth. Each exam can only be attempted once per semester (Spring, Summer, and Fall).

5. Contact your employer's Human Resource Office

to learn if you qualify for tuition reimbursement.

6. Start your classes!

All classes can be taken at night starting at 6 p.m. Some classes can even be taken online.