O.E.C., FINANCIAL SERVICES REPRESENTATIVE

Occupational Endorsement

The financial services representative program provides education and training to qualify students for customer service and teller positions in banks, credit unions and other financial institutions. This 15-credit occupational endorsement may be earned in one semester and represents half the credits required for the applied business management certificate in finance. Upon completion of the coursework, students may enroll in BA F253 for an optional additional 1-3 credits and get practical work experience in a financial institution.

This program is open to students who can document a high school diploma or GED. To be hired in any financial institution, graduates must be able to pass credit and criminal background checks. Applicants must be 16 years old to be admitted.

Minimum Requirements for Financial Services Representative Occupational Endorsement: 15 credits

Admission Requirements

Complete the following admission requirements:

- Be at least 16 years old by the first day of the semester in which you are admitted.

Program Requirements

Students must earn a C- grade or better in each course.

Minimum Requirements for Financial Services Representative Occupational Endorsement: 15 credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUS F154</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>or ABUS F175</td>
<td>Customer Service</td>
<td></td>
</tr>
<tr>
<td>ABUS F155</td>
<td>Business Math (or MATH F100-level or above)</td>
<td>3</td>
</tr>
<tr>
<td>ABUS F233</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete 6 credits from the following:

- ABUS F160 Principles of Banking
- ABUS F161 Personal and Business Finance
- ABUS F234 Introduction to Investing