



**CERTIFICATE,
FINANCIAL SERVICES
2006-2007**

These certificate programs offer opportunities for individuals changing careers or starting a career and needing updates on skills in financial fields. These certificates will provide career and job opportunities and advancements at many financial organizations: banks, savings institutions, brokerage, insurance, mortgage companies, financing companies and the like.

Major Courses – 21 credit hours

	BUS 217 Business Communications and Report Writing	3
	CIS 118 Introduction to PC Applications	3
	FIN 101 Introduction to Finance	3
	MAR 160 Customer Service	3
	Select any three of the following courses:	
	ACC 121 Principles of Accounting I	4
	BUS 226 Business Statistics	3
	ECO 201 Principles of Macroeconomics	3
	ECO 202 Principles of Microeconomics	3
	INV 115 Investments, Stocks and Bonds	3
	MAN 128 Human Relations	3
	MAN 226 Principles of Management	3
	MAR 111 Principles of Sales	3
	MAR 216 Principles of Marketing	3

To complete a certificate program choose from one of the following tracks:

Finance Track – choose 9 credit hours from the following classes

The Finance track prepares students for entry-level positions in a broad range of financial occupations

	ACC 118 Analyzing Financial Statements	3
	BTE 108 Ten Key by Touch	1
	FIN 210 International Finance and Economics	3
	FIN 226 Money and Banking	3
	FIN 260 Retirement Pension Planning	3
	FIN 287 Cooperative Education Career Training	3
	INS 230 Risk Management	3
	INS 269 Personal Financial Planning	3
	INV 115 Investments	3
	INV 215 Advanced Investments	3
	MAN 230 Corporate Responsibility	3
	REE 115 Introduction to Real Estate	3

Total with Finance Track – 30 credits

Banking Track – choose 10-12 credit hours

The Banking track prepares students for entry-level positions at commercial banks. Many of the courses are offered at Center for Financial Training Western States.

	ACC 118 Analyzing Financial Statements	1-3
	FIN 105 Principles of Banking	1-3
	FIN 125 Teller Training	1
	FIN 131 Introduction to Mortgage Banking	3
	FIN 205 Consumer Lending Series	1-3
	FIN 211 Commercial Lending	3
	FIN 226 Money and Banking	3
	FIN 240 Law and Banking Principles	2-3
	FIN 245 Law and Banking Applications	2

	FIN 250 Financial Marketing for Bankers	2
	FIN 255 Understanding and Selling Bank Products	2
	FIN 287 Cooperative Education Career Training	3
	INV 115 Investments	3
	INV 215 Advanced Investments	3
	MAN 230 Corporate Responsibility	3

Total with Finance Track – 30 credits

Mortgage Banking Track – choose 9 credit hours from the following classes

The Mortgage Banking track prepares students for entry-level positions at mortgage banking firms. Many of the courses are offered at the Mortgage Training Institute.

	ACC 118 Analyzing Financial Statements	2-3
	FIN 131 Residential Mortgage Lending	1
	FIN 132 Residential Mortgage Loan Origination	1
	FIN 133 Residential Mortgage Loan Processing	1
	FIN 137 FHA for Loan Officers	.5
	FIN 138 FHA for Loan Processors	.5
	FIN 226 Money and Banking	3
	FIN 237 Advanced Loan Processing	.5
	FIN 287 Cooperative Education Career Training	3
	INV 115 Investments	3
	INV 215 Advanced Investments	3
	MAN 230 Corporate Responsibility	3
	REE 115 Introduction to Real Estate	3

Total with Mortgage Banking Track – 30 credits

Insurance Track – choose 9 credit hours from the following classes

The Insurance track prepares students for entry-level positions at insurance companies. Many of the courses are offered through LOMA.

	ACC 118 Analyzing Financial Statements	2-3
	FIN 287 Cooperative Education Career Training	3
	INS 200 Property and Liability Insurance	3
	INS 201 Personal Insurance	3
	INS 202 Commercial Insurance	3
	INS 204 Delivering Insurance Services	3
	INS 230 Risk Management	3
	INV 115 Investments	3
	INV 215 Advanced Investments	3
	INS 269 Personal Financial Planning	3
	MAN 230 Corporate Responsibility	3

Total with Insurance Track – 30 credits

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IMPORTANT TELEPHONE NUMBERS:

STUDENT SERVICES

Admission and Records	M2470	303.797.5621
<ul style="list-style-type: none"> • Graduation coordination • Residency petitions • General information 		
Advising and Counseling Center	M 2010	303.797.5664
<ul style="list-style-type: none"> • Educational planning • Transfer advising • Academic success counseling 		
Bookstore	M1200	303.797.5676
<ul style="list-style-type: none"> • Order books online at www.efollett.com 		
Campus Police	M2600	303.797.5800
<ul style="list-style-type: none"> • Student ID cards, parking permits, locker rental • Crime reporting, escort to your car after hours • First aid • Lost and found 		
Career Center	M2025	303.797.5805
<ul style="list-style-type: none"> • Career planning seminars • Career resource library • Employment services • Job fairs 		
Cashier	M2300	303-797-5638
<ul style="list-style-type: none"> • Tuition payment, payment plans, refunds, general financial information • Ticket sales 		
Child Development Center	N1000	303.797.5678
<ul style="list-style-type: none"> • High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis 		
Disability Services	M2710	303.797.5937 v/tty
<ul style="list-style-type: none"> • Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities. 		
Financial Aid	M2115	303.797.5661
<ul style="list-style-type: none"> • Apply online at www.FAFSA.ed.gov 		
Information Central	M2800	303-797-4222
<ul style="list-style-type: none"> • Registration, Add/Drop, Withdrawal, Schedules and general information • Name/address/personal information changes etc. 		
Library (Weber Center for Learning Resources)	M2500	303.797.5090
<ul style="list-style-type: none"> • Private study rooms 		
Math Lab	M3610	303.797.5877
<ul style="list-style-type: none"> • Students must register for MAT 101 Enhanced Mathematics Lab 		
Open Computer Lab	M1650	303.797.5907
<ul style="list-style-type: none"> • FREE computer access for registered students with an ACC Student ID 		
Student Affairs	M2820	303.797.5668
<ul style="list-style-type: none"> • Student Senate • Student Newspaper • Student Clubs and Programming • Student Grievances and Discipline 		
Testing Center	M2280	303.797.5993
<ul style="list-style-type: none"> • Computerized Placement Test (CPT) • GED testing, Instructor testing, CLEP/correspondence testing 		
Tutorial Services	M2710	303.797.5937 v/tty
<ul style="list-style-type: none"> • FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify 		
Writing Center	M2855	303.797.5830
Location Abbreviations:		
<ul style="list-style-type: none"> • A – Annex. • AD – Art and Design Center • CSB – Church Street Building • DTC – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village) • M – Main Building • N – North Building • UCC – University Center at Chaparral (15653 Brookstone Dr, Parker) 		

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits
Sentence Skills					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
Mathematics					
			Arithmetic 24-56	MAT030	2
			Arithmetic 57-120	MAT060	3
			Elem. Alg. 45-60	MAT090	4
			Elem. Alg. 61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135/179	4
Study Skills/Orientation					
			Academic Achievement Strategies	AAA090	3
			College Orientation	AAA103	1
			Advanced Academic Achievement	AAA 109	3

EXEMPTIONS TO TESTING:

1. Have successfully completed a college-level mathematics and college-level english course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow a waiver for the CPT.

IMPORTANT TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.

SUGGESTIONS FOR SUCCESS

1. Take your CPT or be exempted (see above) before meeting with an academic advisor.
2. Take English, Speech and Math classes early in your program.
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits Fall/Spring and six credits Summer.
5. Transfer and financial aid students should consult an advisor before registering.

ADDITIONAL CLASS FORMATS

Many of the classes in this degree can be taken as **flex**, **online** or **hybrid** courses. Symbols in the semester schedule indicate which classes are offered in these formats.

You must apply for graduation at www.arapahoe.edu (Student Support Services) or at Information Central by: **April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

For more information log on to www.arapahoe.edu.