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# COURSE DESCRIPTIONS

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## BANKING

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### **BNK 2303: Money and Banking**

Addresses the various financial markets as well as economic factors and their impact on the banking industry.

### **BNK 2313: Principles of Banking**

Presents fundamental banking concepts and principles, the basics of how banks operate and serve providers and businesses, their obligation to operate in a safe and sound manner and manage risks, and the responsibilities of bank employees in a customer-focused financial services environment.

LEC: 3 hours

### **BNK 2323: Branch Operations**

Introduces essential bank teller skills such as cash handling, check cashing, deposit and withdrawal processing, cash payments, and daily settlements of teller cash and proof transactions. Will develop a broad understanding of bank products while learning the importance of building customer relationships and cross-selling products to meet customer needs by providing value-added service. Will also look at item processing department and other back-office departments which will directly affect and be effected by teller work.

3 Hours Lecture

### **BNK 2333: Loan Operations**

Prerequisites: BNK 2313 Principles of Banking and BNK 2323 Branch Operations.

Covers the skills necessary for successful loan operations. Will address the consumer lending process by breaking the process down. Students will learn of the various loan products available, and how to identify the components of the consumer installment credit market. Students will apply credit math and loan pricing principles, as well as learn to recognize variables that affect loan structure. Regulation and compliance regarding the loan process will be heavily addressed.

Lecture: 3 hours

### **BNK 2343: Legal Foundations in Banking**

Prerequisites: BNK 2313 Principles of Banking and BNK 2323 Branch Operations.

Presents the underlying legal structure for conducting the business of banking. This course covers key legal requirements affecting banks and bankers, as well as core language that must be understood to be effective. It provides the critical legal knowledge that every banker should know.

### **BNK 2593: BANKING WORKBASED LEARNING I**

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

### **BNK 2693: BANKING WORKBASED LEARNING II**

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

### **BNK 2793: BANKING WORKBASED LEARNING III**

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

### **BNK 2893: BANKING WORKBASED LEARNING IV**

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

### **BNK 2913: Banking Work-Based Learning**

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of the work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

### **BNK 2916: Banking Work-Based Learning**

Banking Work-Based Learning is a field-based learning experience that combines study, observation, and professional experience. The purpose of work-based learning is to provide an opportunity for students to apply educational, leadership, and communication concepts and theories in a practical context and to provide the student with the opportunity to develop knowledge and skills deemed desirable for a career in the banking field.

This course is for high school students only.

**BNK 2993: SPECIAL TOPICS IN BANKING**

This course is designed to introduce students to specific areas in Banking Services. Course content and credit are designed to meet the needs of the student. The topic will vary from offering to offering; thus, the course may be taken more than once for a total of 6 hours. This course requires 15 clock hours per one semester credit hour.