

## **(B84) Certificate**

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This program is designed to prepare students for employment in many different industries including: banking, retail sales, insurance, government, and education.

The financial services representative may become the first step toward the completion of the Associate in Applied Science degree in Computer Software Technology.

### **Work and Employment**

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The financial services representative is an entry-level position. The program graduate will typically be the first point-of-contact for the employer and will be responsible to assist and direct customers to appropriate organizational representatives. Click here for further career information: <https://www.svcc.edu/academics/programs/individual/b84.html>

### **Special Considerations**

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The financial services representatives must be friendly, customer oriented, and financially responsible. Students will learn how to use many types of technology including multi-line telephone systems, calculating machines, microcomputers, fax and copy machines.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

Major Field Requirements

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- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- CIS 220 - Computer Accounting 2 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 234 - Calculating Machines I 1 Semester hour(s)

Total Hours Required for Certificate: 16

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### **Suggested Program**

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First Semester - Sem/Hrs: 9

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- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)

Second Semester - Sem/Hrs: 7

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- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 220 - Computer Accounting 2 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 234 - Calculating Machines I 1 Semester hour(s)

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