

Diploma of Banking Services Management

Programme Code: FNS50915

Program Description

The BHCK Diploma in Banking Services Management aims at teaching the fundamentals of banking and finance. The program will develop skills in budgeting, cash flow management and the use of credit. A Diploma in Banking Services Management requires students to be able to make decisions and provide advice based on financial information. A Diploma in Banking Services Management is a two-year diploma. Students will need to complete 63 credit hours to graduate with a Diploma in Banking Services Management.

Career Pathway

Students with a diploma of Banking Services Management are able to continue toward a Bachelor's Degree in Finance.

Diploma Components

The 63 credits of the Diploma are composed of:

- 18 credits of General Education courses
- 21 credits of Core Business courses
- 24 credits of Specialist courses

General Education Courses – All BHCK Mainstream students take these courses

Course Code	Course Title	Credits
STA100	Elementary Statistics	3
MAT100	Basic Maths	3
ENG110	Critical Reading and Writing 1	3
ENG210	Critical Reading and Writing 2	3
IT111	Business Technology	3
ARB110	Arabic Language	3
ARB110-F(N)	Arabic (as a Second Language)	3
Total		18

Core Business Courses – Students studying ALL business majors take these courses

Course Code	Course Title	Credits
BUS200	Public Speaking	3
ECO101	Principles of Microeconomics	3
ACC101	Principles of Accounting	3
HR203	Human Resources	3
BUS202	Fundamentals of Project Management	3
MGT201	International Business	3
ECO102	Principles of Macroeconomics	3
Total		21

Specialist Courses – Only Banking Services Management Students take these courses

Course Code	Course Title	Credits
ACC102	Accounting Systems	3
LDR202	Leadership	3
FIN200	Financial Management	3
FIN201	Financial Markets and Institutions	3
FIN220	Investment Banking	3
FIN221	Financial Products and Services	3
FIN103	Introduction to Financial Services Industry	3
ACC200	Cost Accounting	3
Total		24

Total Credits for Diploma of Banking Services Management

63

Course:	STA100 Elementary Statistics
B.H.I. Codes:	N/A
This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation.	
Prerequisites:	Math 100
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	MAT100 Basic Maths
B.H.I. Codes:	N/A
This is an intermediate-level course building on the mathematics material covered in the Foundation Program. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others.	
Prerequisites:	MS030 Foundation maths or equivalent
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ENG110 Critical Reading and Writing 1
B.H.I. Codes:	N/A
In any undergraduate programme, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their undergraduate courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels.	
Prerequisites:	ENG030 Foundation or equivalent
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ENG210 Critical Reading and Writing 2
B.H.I. Codes:	N/A
<p>This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analysing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.</p>	
Prerequisites:	ENG110 Critical Reading and Writing 1
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	IT111 Business Technology
B.H.I. Codes:	BSBINM401 Implement Workplace Information System BSBMGT407 Apply digital solutions to work processes
<p>This intermediate level computer course builds on the basic computer skills learnt in the Foundation programme or elsewhere. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world applications and integration of digital data from different sources into business solutions. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.</p>	
Prerequisites:	CS030 Foundation Basic Computer Skills or equivalent
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ARB110 Arabic Language
B.H.I. Codes:	N/A
<p>This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.</p>	
Prerequisites:	None
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ARB110-F(N) Arabic as a Second Language
B.H.I. Codes:	N/A
<p>This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.</p> <p>Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers (for example, every other semester).</p>	
Prerequisites:	None
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	BUS200 Public Speaking
B.H.I. Codes:	BSBCMM401 Make a Presentation BSBCRT401 Articulate, present & debate ideas
<p>This course provides students with the practical experience required to prepare, deliver and review a presentation to a target audience and at the same time articulate, present and debate ideas in a work or broader life context using creative techniques in order to provoke response, reaction and critical discussion. Learners will learn how to effectively target an audience, deliver ideas and arguments using effective presentation aids, and monitor and review their presentations in order to improve presentation performance.</p>	
Prerequisites:	None
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ECO101 Principles of Microeconomics
B.H.I. Codes:	N/A
<p>This is an introductory course in microeconomic theory. The course focuses on examining the behaviour of individuals and firms in the market and the implications of their choices, using basic economic principles and tools.</p>	
Prerequisites:	MAT100 Basic Math
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ECO102 Principles of Macroeconomics
B.H.I. Codes:	N/A
<p>This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students examine how an economy allocated and uses resources, and they evaluate its economic condition, students also study the interdependency of global economies.</p>	
Prerequisites:	ECO101 Principles of Microeconomics
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ACC101 Principles of Accounting
B.H.I. Codes:	N/A
<p>The Principles of Accounting course will provide the essential skills and knowledge required to understand the accounting cycle and to be able to prepare and maintain the daily accounting records (journal, ledger, financial statements) and the business documents like invoices and banking documents. It includes the processing of financial transactions and how to extract interim reports; the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, extracting a trial balance and interim reports and how to record general journal adjustment entries and to prepare end of period financial reports.</p>	
Prerequisites:	None
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	HR203 Human Resources
B.H.I. Codes:	BSBHRM405 Support the recruitment, selection and induction of staff BSBMGT502 Manage People Performance BSBHRM513 Manage workforce planning
<p>This course teaches the skills and knowledge required to execute tasks associated with the recruitment cycle and how to manage the performance of staff who report to them directly. It makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.</p>	
Prerequisites:	None
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	BUS202 Fundamentals of Project Management
B.H.I. Codes:	BSBPMG522 Undertake project work Internship
<p>This capstone course addresses the management of projects including the development of a project plan, administering and monitoring the project, finalizing the project and reviewing the project to identify lessons learnt for application to future projects as well as effectively developing the budget for the project. The project component of this course prepares the students to undertake professional internships within the industry in the latter part of the course.</p>	
Prerequisites:	All courses in stages 1 and 2
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	MGT201 International Business
B.H.I. Codes:	FNSSAM502 Assess market needs BSBMKG512 Forecast International Markets BSBMKG513 Promote Products and Services to International Markets
This course covers various components of International Business and discusses in detail methods to monitor and assess market needs to identify and exploit business opportunities and to gather intelligence about an international target market to inform business development. In addition, it covers the necessary tools required for promoting products and services to international markets.	
Prerequisites:	LDR202 Leadership, HR203 Human resources
Co-requisites:	BUS202 Fundamentals of project management
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	LDR202 Leadership
B.H.I. Codes:	BSBLDR501 Develop and use emotional intelligence BSBLDR502 Lead and manage effective workplace relationships
This unit covers the theoretical and practical leadership competence necessary to manage at a senior level. In addition, the course covers the aspects of emotional intelligence and influence in the leadership processes.	
Prerequisites:	FIN201 Financial markets and institutions
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ACC102 Accounting Systems
B.H.I. Codes:	None
The course focuses on accounting systems and how to maintain books and prepare financial statements by using MYOB software with more explanation about the accounts receivable and payroll. Content includes preparation of source documents, journal entries, adjusting entries, general ledgers, subsidiary ledgers, payroll records, and financial statements.	
Prerequisites:	ACC101 Principles of accounting
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	ACC200 Cost Accounting
B.H.I. Codes:	None
The cost accounting course will provide the essential skills and knowledge required to perform budgetary and job costing activities within a business organization. Students will learn how to use complex spread sheets to calculate and show the budget reports.	
Prerequisites:	ACC101 Principles of accounting, IT111 Business technology
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	FIN200 Financial Management
B.H.I. Codes:	None
The Financial Management course will provide the essential skills and knowledge required to maintain records for fixed assets and inventory, maintain the taxation accounting records and process lodgments and develop financial reports.	
Prerequisites:	ACC101 principles of accounting
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	FIN201 Financial Markets and Institutions
B.H.I. Codes:	FNSINC401 Apply principles of professional practice to work in the financial services industry
The Financial Markets and Institutions course will provide the students with the essential skills and knowledge required to help them to work and make appropriate decisions within the parameters of laws, regulations and organizational guidelines. At the end of this course the student will have become familiar with the roles and responsibilities of government bodies, the financial services industry and will have learned to comply with laws and industry standards.	
Prerequisites:	None
Co-requisites:	FIN103 Introduction to financial services
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	FIN220 Investment Banking
B.H.I. Codes:	FNSCRD402 Establish and maintain appropriate securitization
<p>This course examines the impact of today's changing, competitive environment on commercial banks and banking services, as well as the entire financial services industry. Students will gain a better understanding of the risks associated with loans and securities, the process of securitization, excessive leverage and inadequate liquidity. The emphasis is on the determination and implementation of appropriate security options in relation to individual customers to protect the organization against loss and exposure and gain a solid foundation in the key issues confronting managers today as they become familiar with basic financial models used to formulate decisions and better understand the strengths and weaknesses of data analysis and dealing with securitization.</p>	
Prerequisites:	FIN200 Financial Management
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	FIN221 Financial Products and Services
B.H.I. Codes:	BSBSMB405: Monitor and Manage Small Business Operations. FNSBNK402: Align Banking Products with the need of Small Business Customers. FNSCUS501: Develop and nurture relationships with clients, other professionals and third party referrers.
<p>This introduces all concepts of management while focusing on implementation of a business plan and then modifying operations as required, diagnosing small business customer needs and identifying, matching and communicating banking products and services to reflect these requirements, and at the same effectively managing a diverse workplace.</p>	
Prerequisites:	FIN201 Financial markets and institutes, FIN200 Financial management
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.

Course:	FIN103 Introduction to Financial Services Industry
B.H.I. Codes:	FNSBNK501 Manage Banking and Services Strategy for Small Business Customer BSBCUS501 Manage quality customer service
<p>This course enables students to develop the necessary skills and knowledge to embark upon a successful career in the financial services sector in a clerical or administrative role. It also provides them with the necessary skills and knowledge to communicate effectively at workplace with customers and with their co-employees.</p>	
Prerequisites:	None
Co-requisites:	None
Course Load:	3 cr. hrs. p/w
Duration:	48 hrs.