

Teller Certificate in Business

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Banks, credit unions, financial institutions

- This program provides the soft skills needed for entry-level teller/money-handling positions.
- Students must have a clear credit record to be eligible for this program.
- Requires a minimum grade of “C” in all AOT, OST, CPT, MKT, and BAF courses.
- Exemption tests are available for some courses for a fee assessed by the college.
- Credits earned in this program may be applied to other programs in Administrative Office Technology. Credits earned prior to this five-year period must be documented by successful completion of the applicable exemption exam. Not all courses have exemption exams; courses without exemption exams will have to be retaken.

Recommended Program Schedule***First Semester***

CPT	101	Introduction to Computers*	3.0
MKT	130	Customer Service Principles	3.0
AOT	134	Office Communications	3.0
MAT	155	Contemporary Mathematics	3.0

Second Semester

BAF	101	Personal Finance	3.0
MKT	120	Sales Principles	3.0
PSY	103	Human Relations	3.0
AOT	145	Office Math Applications	3.0
		Elective**	3.0

Total credit hours **27.0**

****Required Elective (Choose one):**

AOT	251	Administrative Systems and Procedures	3.0
SPA	105	Conversational Spanish	3.0