

Fort Scott Community College
Department of Business

Recommendations for Students interested in the Bank Teller Certificate

This sheet may be printed and used as a check off list of classes to be taken.

Bank Teller Certificate

Semester 1	Hours
Word Processing	3 _____
Field Study I*	3 _____
Topics in Business	2 _____
Principles of Accounting	3 _____
Customer Service Fund	2 _____

Semester 2	Hours
Business Math	3 _____
Field Study II*	3 _____
Business Communications	3 _____
Financial Accounting	3 _____

Semester 3	Hours
Introduction to Marketing	3 _____
Employee Human Relations	3 _____
Intro to Business	3 _____

Total 34

NOTES

* Student must be working 10-15 hours per week.

While we do suggest these classes we recognize that a student may take classes in different semesters, use caution, some classes may need to be taken in a specific order.

Some classes may be taken during the summer or through intersession classes.

Students wishing to receive an Associate of Applied Science Degree will need to meet the required General Education courses outlined in the catalog.