Prerequisite Courses
CPTR 1002 – Computer Literacy & Applications
KYBD 1010 – Introductory Keyboarding

Can be completed in one semester
BUSB 1050 – Business Math
BTEL 1000 – Bank Teller Procedures
CSRV 1000 – Customer Service
JOBS 2450 – Job Seeking Skills
ACCT 1100 – Principles of Accounting, Part 1
TCA Bank Teller

Mission Statement:
The mission of the Business Office Technology/Associate of Applied Science and Diploma program is to provide specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed.