2007 - 2008 CERTIFICATE CHECKLIST
Bank Customer Service Representative

Name (last,first):

Student ID: Date:

Evaluator:

David Bayne	dbayne@deltacollege.edu	(209) 954-5004
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All courses must have a grade of "C" or above.
A minimum of 12 or two-thirds (whichever is greater) of the required units of the specific subject matter must be completed at Delta College.
Units earned through Credit by Exam do not apply.
Minimum units required = 29.5

☐ Evaluation Only

☐ Applied: Year

Term:		Status:	
☐	Summer	☐	Pending
☐	Fall	☐	Complete
☐	Spring	☐	Denied

Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 1A **OR**	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	
BUS 22	Professional Selling	3.0	
BUS 61	Prin & Oper Financial Inst	3.0	
BUS 78	Intro to Teller Training	1.5	
BUS 82A	Business Math 1	3.0	
BUS 82B	Business Math 2	3.0	
BUS 94F	Customer Service Strat	1.0	
BIM 31	Electronic Calculation	3.0	
	OR		
BIM 32A **&**	Beg Office Calculation	1.0	
BIM 32B **&**	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
CSA 20	MS Word, Excel, & Access	3.0	

Take a minimum of 6.0 units from the following:

BUS 17A	Beg Bus Communication	3.0	
BUS 18A	Business Law	3.0	
BUS 20	Introduction to Business	3.0	
BUS 66	Prin of Money & Banking	3.0	
BUS 67	Intro to Personal Finance	3.0	
BIM 1A	Beginning Keyboarding	1.0	
BIM 81	Records Mgmt & Filing	3.0	
COM ST 1A	Fundamentals of Speech	3.0	
COM ST 7	Intercultural Communication	3.0	