

**2008 - 2009 CERTIFICATE CHECKLIST
Bank Customer Service Representative**

Name (last, first):		
Student ID:	Date:	
Evaluator:		
David Bayne	dbayne@deltacollege.edu	(209) 954-5004
Chris Leach	cleach@deltacollege.edu	(209) 954-5821
Jennifer Ohta	johnta@deltacollege.edu	(209) 954-5010
<p>All courses must have a grade of "C" or above.</p> <p>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.</p> <p>Units earned through Credit by Exam do not apply.</p> <p>Minimum units required = 29.5</p>		
Evaluation Only		
Applied:	Term:	Status:
<input type="checkbox"/>	Summer 2008	<input type="checkbox"/> Pending
<input type="checkbox"/>	Fall 2008	<input type="checkbox"/> Complete
<input type="checkbox"/>	Spring 2009	<input type="checkbox"/> 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	