

Name (last,first): _____	<p align="center"><b>2005 - 2006 CERTIFICATE CHECKLIST</b></p> <p align="center"><b>Bank Customer Service Representative</b></p> <p align="center">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 San Joaquin Delta College. Units earned through Credit by Exam do not apply.</p>
Date: _____ SSN: _____	
Evaluator: _____ Phone: _____	
Applied: _____ Summer _____ Fall _____ Spring _____ Year _____	
Status: _____ Pending _____ Complete _____ Denied	
	Notes: _____
	_____
	_____
	_____

Minimum units required = 29.5		Units	Status
BUS 22	Professional Selling	3.0	
BUS 61	Prin. & Oper. of Financial Institutions	3.0	
BUS 78	Introduction to Teller Training	1.5	
BUS 82A	Business Math 1	3.0	
BUS 82B	Business Math 2	3.0	
BUS 94F	Customer Service Strategies	1.0	

Take one of the following:

BUS/CS 14	Microcomputers & Sm. Bus. Systems	3.0	
CSA 20	Microsoft Word, Excel, & Access	3.0	

Take one of the following:

BIM 31	Electronic Calculation	3.0	
<b>OR</b>			
BIM 32A &	Beginning Office Calculation	1.0	
BIM 32B &	Intermediate Office Calculation	1.0	
BIM 32C	Advanced Office Calculation	1.0	

Take one of the following:

BUS 1A	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	

Take at least 6 units from the following:		Units	Status
BUS 17A	Beginning Business Communication	3.0	
BUS 18A	Business Law	3.0	
BUS 20	Introduction to Business	3.0	
BUS 66	Principles of Money & Banking	3.0	
BUS 67	Introduction to Personal Finance	3.0	
BIM 1A	Beginning Keyboarding	1.5	
BIM 81	Records Management & Filing	3.0	
COM ST 1A	Fundamentals of Speech	3.0	
COM ST 7	Intercultural Communication	3.0	