

**2006 - 2007 CERTIFICATE CHECKLIST - Student Version**  
**Bank Customer Service Representative**

Name (last,first):

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Indicate "Status" as: IP = In-progress, √ = Completed

**Course Substitution Forms (if applicable) must be submitted with this checklist.**

**Did you complete any of these classes at another college? \_\_\_Yes \_\_\_No**

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.

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	
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	