

2006 - 2007 CERTIFICATE CHECKLIST - Student Version	
Bank Teller	
Name (last,first):	
Student ID:	Date:

Indicate "Status" as: IP = In-progress, √ = Completed
Course Substitution Forms (if applicable) must be submitted with this checklist.

All courses must have a grade of "C" or above.
 All courses must be completed at San Joaquin Delta College.
 Units earned through Credit by Exam do not apply.

Minimum units required = 14.5

		Units	Status
BUS 78	Introduction to Teller Training	1.5	
BUS 82A	Business Math 1	3.0	
BUS 94F	Customer Service Strategies	1.0	

Take one of the following:

BUS 61	Prin. & Oper. of Financial Institutions	3.0	
BUS 66	Principles of Money & Banking	3.0	

Take one of the following:

BIM 31	Electronic Calculation	3.0	
<u>OR</u>			
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:

COM ST 3	Interpersonal Communication	3.0	
COM ST 7	Intercultural Communication	3.0	