

Name (last,first):		CERTIFICATE CHECKLIST - FALL 2003	
Date: _____ SSN: _____		Bank Customer Service Representative	
Evaluator: _____ Phone: _____		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.	
Applied: Year _____ Summer _____ Fall _____ Spring _____		Notes:	
Status: _____ Pending _____ Complete _____ Denied _____			

Minimum units required = 29.5		Units	Grade	Verified
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:		Units	Grade	Verified
BUS/CS 14	Microcomputers & Sm. Bus. Systems	3.0		
CS 20	Microsoft Word, Excel, & Access	3.0		

Take one of the following:		Units	Grade	Verified
BIM 31	Electronic Calculation	3.0		
OR				
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:		Units	Grade	Verified
BUS 1A	Principles of Accounting	5.0		
BUS 10A	Bookkeeping	3.0		

Take at least 6 units from the following:		Units	Grade	Verified
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 42	Records Management & Filing	3.0		
COMM ST 1A	Fundamentals of Speech	3.0		
COMM ST 7	Intercultural Communication	3.0		