

Name (last,first): _____	CERTIFICATE CHECKLIST - FALL 2004
Date: _____ SSN: _____	Bank Teller
Evaluator: _____ Phone: _____	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.
Applied: <u>Year</u> _____ <u>Summer</u> _____ <u>Fall</u> _____ <u>Spring</u> _____	Notes: _____
Status: <u>Pending</u> _____ <u>Complete</u> _____ <u>Denied</u> _____	

Minimum units required = 14.5

		Units	Grade	Verified
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:

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

Take one of the following:

		Units	Grade	Verified
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:

		Units	Grade	Verified
COMM ST 3	Interpersonal Communication	3.0		
COMM ST 7	Intercultural Communication	3.0		