

## 2008 - 2009 CERTIFICATE CHECKLIST

### Data Entry

Name (last,first):

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

Evaluator:

	David Bayne	dbayne@deltacollege.edu	(209) 954-5004
	Chris Leach	cleach@deltacollege.edu	(209) 954-5821
	Jennifer Ohta	johta@deltacollege.edu	(209) 954-5010

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 Delta College.

Units earned through Credit by Exam do not apply.

2008 - 2009 catalog rights must be maintained for this evaluation to remain valid.

Minimum units required = 18.0

#### Evaluation Only

Applied:	Term:	Status:
<input type="checkbox"/>	Summer 2008	<input type="checkbox"/> Pending
<input type="checkbox"/>	Fall 2008	<input type="checkbox"/> Complete
<input type="checkbox"/>	Spring 2009	<input type="checkbox"/> Denied

Notes:

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IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

### Certificate Requirements:

		Units	Status
BUS 10A	Bookkeeping	3.0	
BUS 15 <b>OR</b>	Comp Spreadsheets for Acct	2.0	
BIM 7B	Inter Word Processing	3.0	
BUS 72	Quickbooks	1.5	
BIM 1A	Beginning Keyboarding	1.0	
BIM 1B	Exploring Word Processing	2.0	
BIM 7A	Beg Word Proc: Conc/Apps	3.0	
BIM 31	Electronic Calculation	3.0	
<b>OR</b>			
BIM 32A <b>&amp;</b>	Beg Office Calculation	1.0	
BIM 32B <b>&amp;</b>	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
BIM 70	Kybd for Speed & Accur	1.5	
CSA 45	Microsoft Windows	1.0	