

2006 - 2007 CERTIFICATE CHECKLIST - Student Version	
Accounting	
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 = 35.0

		Units	Status
BUS 1A	Principles of Accounting	5.0	
BUS 1B	Principles of Accounting	5.0	
BUS 3	Financial Accounting	5.0	
BUS 4	Managerial Accounting	5.0	
BUS 20	Introduction to Business	3.0	

Take at least 12 units from the following:

BUS 11	Income Tax Procedures	3.0	
BUS 15	Computer Spreadsheets for Accounting	2.0	
BUS 18A	Business Law	3.0	
BUS 26	Economics of Business	3.0	
BUS 63	Analysis of Financial Statements	3.0	
BUS 67	Introduction to Personal Finance	3.0	
BUS 70	Payroll Accounting	2.0	
BUS 72	Quickbooks	1.5	
BUS 81	Calif. Income Tax Preparation	1.0	
BUS 82A &	Business Math 1	3.0	(both required)
BUS 82B	Business Math 2	3.0	
BIM 1A	Beginning Keyboarding	1.5	
CSA 20	Microsoft Word, Excel, & Access	3.0	

(Elective list continued in next column)

(Elective list continued from previous column)

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	
CS 11	Fundamentals of Computer Science	3.0	