

2007 - 2008 CERTIFICATE CHECKLIST

Accounting

Name (last, first):	
Student ID:	Date:
Evaluator:	
David Bayne	dbayne@deltacollege.edu (209) 954-5004
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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. Minimum units required = 35.0	
Evaluation Only	
Applied: _____ Year _____	
Term:	Status:
<input type="checkbox"/> Summer	<input type="checkbox"/> Pending
<input type="checkbox"/> Fall	<input type="checkbox"/> Complete
<input type="checkbox"/> Spring	<input type="checkbox"/> Denied
Notes:	
IP = In-Progress & Needed, N = Need	
Sum = Summer, Fal = Fall, Spr = Spring	

Certificate Requirements:

		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 a minimum of 12.0 units from the following:			
BUS 11	Income Tax Procedures	3.0	
BUS 15	Comp Spreadsheets for Acct	2.0	
BUS 18A	Business Law	3.0	
BUS 26	Economics of Business	3.0	
BUS 63	Analysis of Financial State	3.0	
BUS 67	Intro to Personal Finance	3.0	
BUS 70	Payroll Accounting	2.0	
BUS 72	Quickbooks	1.5	
BUS 81	Calif Income Tax Prep	1.0	
BUS 82A &	Business Math 1	3.0	
BUS 82B	Business Math 2	3.0	
BIM 1A	Beginning Keyboarding	1.5	
BIM 31	Electronic Calculation	3.0	
OR			
BIM 32A &	Beg Office Calculation	1.0	
BIM 32B &	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
CS 11	Fund of Computer Science	3.0	
CSA 20	MS Word, Excel, & Access	3.0	