

2008 - 2009 CERTIFICATE CHECKLIST
Bookkeeping

Name (last,first):

Student ID: _____ Date: _____

Evaluator:

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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 = 23.0

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:

IP = In-Progress & Needed, N = Need
Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 10A	Bookkeeping	3.0	
BUS 10B	Bookkeeping	3.0	
OR			
BUS 70 &	Payroll Accounting	2.0	
BUS 72	Quickbooks	1.5	
BUS 82A	Business Math 1	3.0	
BUS 82B	Business Math 2	3.0	
BIM 1A	Beginning Keyboarding	1.0	
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	
CSA 20	MS Word, Excel, & Access	3.0	
CSA 45	Microsoft Windows	1.0	

Take a minimum of 3.0 units from the following:

BUS 11	Income Tax Procedures	3.0	
BUS 18A	Business Law	3.0	
BUS 20	Introduction to Business	3.0	
BUS 67	Intro to Personal Finance	3.0	