

Name (last,first): _____	2005 - 2006 CERTIFICATE CHECKLIST
Date: _____ SSN: _____	Bookkeeping
Evaluator: _____ Phone: _____	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.
Applied: _____ Summer _____ Fall _____ Spring _____ Year _____	Notes: _____
Status: _____ Pending _____ Complete _____ Denied	_____

Minimum units required = 23.0

	Units	Status
BUS 10A Bookkeeping	3.0	
BUS 82A Business Math 1	3.0	
BUS 82B Business Math 2	3.0	

Take one of the following:

BIM 31 Electronic Calculation	3.0	
OR		
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:

BUS 10B Bookkeeping	3.0	
OR		
BUS 70 & Payroll Accounting	2.0	
BUS 72 Quickbooks	1.5	

Take at least 5 units from the following:

BIM 1A Beginning Keyboarding	1.5	
BUS 13 Accounting on the Microcomputer	2.0	
CSA 45 Microsoft Windows	1.0	
BUS/CS 14 OR Microcomputers & Sm. Bus. Systems	3.0	
CSA 20 Microsoft Word, Excel, & Access	3.0	

Take at least 3 units from the following:

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