

2006 - 2007 CERTIFICATE CHECKLIST - Student Version

Bookkeeping

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 = 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	
CSA 20	Microsoft Word, Excel, & Access	3.0	
CSA 45	Microsoft Windows	1.0	

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	