

## 2007 - 2008 CERTIFICATE CHECKLIST

### Data Entry

Name (last, first):	
Student ID:	Date:
Evaluator:	
David Bayne	dbayne@deltacollege.edu (209) 954-5004
Chris Leach	cleach@deltacollege.edu (209) 954-5821
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<p>All courses must have a grade of "C" or above.</p> <p>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.</p> <p>Units earned through Credit by Exam do not apply.</p> <p>Minimum units required = 18.0</p>	
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 10A	Bookkeeping	3.0	
BUS 15 <b>OR</b>	Comp Spreadsheets for Acct	2.0	
BIM 7B	Inter Word Processing	3.0	
BUS 72	Quickbooks	1.5	
BIM 1A	Beginning Keyboarding	1.5	
BIM 1B	Exploring Word Processing	1.5	
BIM 7A	Beg Word Proc: Conc/Apps	3.0	
BIM 31	Electronic Calculation	3.0	
<b>OR</b>			
BIM 32A <b>&amp;</b>	Beg Office Calculation	1.0	
BIM 32B <b>&amp;</b>	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
BIM 70	Kybd for Speed & Accur	1.5	
CSA 45	Microsoft Windows	1.0	