

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

Minimum units required = 18.5

		Units	Status
BUS 10A	Bookkeeping	3.0	
BUS 13	Accounting on the Microcomputer	2.0	
BIM 1A	Beginning Keyboarding	1.5	
BIM 1B	Exploring Word Processing	1.5	
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0	
BIM 70	Keyboarding for Speed & Accuracy	1.5	
CSA 45	Microsoft Windows	1.0	

Take one of the following:

BUS 15	Computer Spreadsheets for Accounting	2.0	
BIM 7B	Intermediate Word Processing	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	