

2006 - 2007 CERTIFICATE CHECKLIST - Student Version Data Entry	<p style="text-align: center;">Indicate "Status" as: IP = In-progress, ✓ = Completed</p> <p style="text-align: center;">Course Substitution Forms (if applicable) must be submitted with this checklist.</p> <p style="text-align: center;">Did you complete any of these classes at another college? ___Yes ___No</p> <p style="text-align: center;">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.</p>
Name (last,first):	
Student ID: Date:	

Minimum units required = 18.0

		Units	Status
BUS 10A	Bookkeeping	3.0	
BUS 72	Quickbooks	1.5	
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	