

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

Minimum units required = 30.5

		Units	Status
BUS 17A	Beginning Business Communication	3.0	
BUS 17B	Advanced Business Communication	3.0	
BIM 2	Intermediate Keyboarding	3.5	
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0	
BIM 38	Office Technologies	3.0	
BIM 81	Records Management & Filing	3.0	

Take one of the following:

BUS 1A	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	

Take at least 9 units from the following:

		Units	Status
BUS 13 <u>OR</u>	Accounting on the Microcomputer	2.0	
BUS 15	Computer Spreadsheets for Accounting	2.0	
BIM 7B	Intermediate Word Processing	3.0	
BIM 50 <u>OR</u>	Machine Transcription	2.0	
BIM 95G	Transcription Techniques	1.0	
BIM 31	Electronic Calculation	3.0	
<u>OR</u>			
BIM 32A &	Beginning Office Calculation	1.0	
BIM 32B &	Intermediate Office Calculation	1.0	
BIM 32C	Advanced Office Calculation	1.0	
BIM 70	Keyboarding for Speed & Accuracy	1.5	
BIM 95B	Electronic Filing	1.0	
BIM 95D	Proofreading Techniques	1.0	
BIM 95E	Telephone Techniques	0.5	
COM ST 1A <u>OR</u>	Fundamentals of Speech	3.0	
COM ST 3 <u>OR</u>	Interpersonal Communication	3.0	
COM ST 7	Intercultural Communication	3.0	
CSA 45	Microsoft Windows	1.0	
GUID 33	Job Seeking Skills	1.0	