2008 - 2009 CERTIFICATE CHECKLIST
General Office

Name (last,first):

Student ID: Date:

Evaluator:

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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 Delta College.
Units earned through Credit by Exam do not apply.
Minimum units required =30.5

☐ Evaluation Only

☐ Applied: Term: Status:

Term:		Status:	
☐	Summer 2008	☐	Pending
☐	Fall 2008	☐	Complete
☐	Spring 2009	☐	Denied

Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 1A **OR**	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	
BUS 17A	Beg Bus Communication	3.0	
BUS 17B	Adv Bus Communication	3.0	
BIM 2	Intermediate Keyboarding	3.5	
BIM 7A	Beg Word Proc: Conc/Apps	3.0	
BIM 38	Office Technologies	3.0	
BIM 81	Records Mgmt & Filing	3.0	

Take a minimum of 9.0 units from the following:

BUS 15	Comp Spreadsheets for Acct	2.0	
BIM 7B	Inter Word Processing	3.0	
BIM 31	Electronic Calculation	3.0	
	OR		
BIM 32A **&**	Beg Office Calculation	1.0	
BIM 32B **&**	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
BIM 70	Kybd for Speed & Accur	1.5	
BIM 95D	Proof & Beg. Doc Form	1.0	
BIM 95E	Telephone Techniques	1.0	
BIM 95G	Transcription Techniques	1.0	
COM ST 1A **OR**	Fundamentals of Speech	3.0	
COM ST 3 **OR**	Interpersonal Communication	3.0	
COM ST 7	Intercultural Communication	3.0	
CSA 45	Microsoft Windows	1.0	
GUID 33	Job Seeking Skills	1.0	