

2007 - 2008 CERTIFICATE CHECKLIST

Office Management

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|--|--|
| Name (last, first): | |
| Student ID: | Date: |
| Evaluator: | |
| David Bayne | dbayne@deltacollege.edu (209) 954-5004 |
| Chris Leach | cleach@deltacollege.edu (209) 954-5821 |
| Jennifer Ohta | johta@deltacollege.edu (209) 954-5010 |
| <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 = 36.5</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: | |
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| 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 20 | Introduction to Business | 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 39 | Office Management | 3.0 | |
| BIM 81 | Records Mgmt & Filing | 3.0 | |
| CSA 35 | Multimedia Presentations | 3.0 | |

Take a minimum of 6.0 units from the following:

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|-----------|----------------------------|-----|--|
| BUS 8 | Intro. To Amer Legal Sys | 3.0 | |
| BUS 15 | Comp Spreadsheets for Acct | 2.0 | |
| BUS 30 | Super & Human Relations | 3.0 | |
| BIM 7B | Inter Word Processing | 3.0 | |
| BIM 23P | Desk Pub PgMkr(PC) | 2.0 | |
| COM ST 1A | Fundamentals of Speech | 3.0 | |
| CSA 20 | MS Word, Excel, & Access | 3.0 | |
| CSA 45 | Microsoft Windows | 1.0 | |
| GUID 33 | Job Seeking Skills | 1.0 | |