

SAN JOAQUIN DELTA COLLEGE	
Associate in Science Degree Requirements	
Office Management	
Fall 2007 Catalog	
Name: _____	
Student ID: _____	Date: _____

GENERAL EDUCATION (Minimum 24 units)		Status
Natural Sciences		
Social Science - Group A		
ECON 1A Social Science - Group B		
Humanities		
ENG 79 or 1A Learning Skills - Group A		
Learning Skills - Group B		
COM ST 1A Learning Skills - Group C		
BUS 8 or 20 Contemporary Perspectives		

AREA OF CONCENTRATION		Status
BUS 1A OR Principles of Accounting	5.0	
BUS 10A Bookkeeping	3.0	
BIM 7A Beg. Word Processing: Concepts & Apps.	3.0	
BUS 17A Beginning Business Communication	3.0	
BUS 17B Advanced Business Communication	3.0	
BIM 1A & Beginning Keyboarding	1.0	
BIM 1B Exploring Word Processing	2.0	
OR		
BIM 2 Intermediate Keyboarding	3.5	
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	
BIM 38 Office Technologies	3.0	
BIM 39 Office Management	3.0	
CSA 20 Microsoft Word, Excel, & Access	3.0	
CSA 35 Multimedia Presentations	3.0	

ADDITIONAL ELECTIVES (to reach minimum units required)		Status
Any AA-applicable course		
Any AA-applicable course		
Any AA-applicable course		

STATUS:

<input type="checkbox"/> Evaluation Only OR <input type="checkbox"/> Complete <input type="checkbox"/> Pending <input type="checkbox"/> Denied

GPA COMPUTATION:

Units Attempted	Units Passed	Grade Points	Cumulative GPA

DEGREE-APPLICABLE UNIT SUMMARY:

Units completed		AP Exams
Units in-progress	Term: _____	Military
Total AA-applicable units		
Other colleges attended: <input type="checkbox"/> Yes <input type="checkbox"/> No		

GRADUATION REQUIREMENTS:

Minimum 60.0 AA-applicable units: Met Need
Minimum GPA of 2.00: Met Maintain Need
General Education (see catalog): Met Need
Area of Concentration (see catalog): Met Need
Residency (12/24) (see catalog): Met Need
Other: Grade of "C" or better required in each course

TERM:

<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring _____ Year
Term Ending Date: _____

FINAL ACTION:

<input type="checkbox"/> Complete _____ Approved by _____ Date _____
Final GPA: _____
Honors: <input type="checkbox"/> None(below 3.00) <input type="checkbox"/> Honorable Mention(3.00-3.29) <input type="checkbox"/> Honors(3.30-3.69) <input type="checkbox"/> High Honors(3.70-3.99) <input type="checkbox"/> Highest Honors(4.00)
Commencement GPA: _____ (Academic Renewals added back in)
OR
<input type="checkbox"/> Denied _____ Denied by _____ Date _____

EVALUATIONS OFFICE - HOLT 101

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