

<b>SAN JOAQUIN DELTA COLLEGE</b>	
Associate in Science Degree Requirements	
<b>Office Management</b>	
Fall 2008 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 <b>OR</b> 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 <b>&amp;</b> Beginning Keyboarding	1.0	
BIM 1B Exploring Word Processing	2.0	
<b>OR</b>		
BIM 2 Intermediate Keyboarding	3.5	
BIM 31 Electronic Calculation	3.0	
<b>OR</b>		
BIM 32A <b>&amp;</b> Beginning Office Calculation	1.0	
BIM 32B <b>&amp;</b> 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:**

Evaluation Only <b>OR</b> Complete Pending Denied
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**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: ___Yes ___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:**

___ Summer 2008 ___ Fall 2008 ___ Spring 2009
Term Ending Date: _____

**FINAL ACTION:**

___ Complete Approved by _____ Date _____
Commencement GPA = _____ <i>Academic Renewals must be included here</i>
Final GPA = _____ <i>Used for honors on diploma &amp; transcripts</i>
Honors: ___ None (below 3.00) ___ Honorable Mention (3.00-3.29)
___ Honors (3.30-3.69) ___ High Honors (3.70-3.99) ___ Highest Honors (4.00)
___ Denied Denied by _____ Date _____

**EVALUATIONS OFFICE - HOLT 101**

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