

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

Minimum units required = 36.5

		Units	Status
BUS 17A	Beginning Business Communication	3.0	
BUS 17B	Advanced Business Communication	3.0	
BUS 20	Introduction to Business	3.0	
BUS/CSA 35	Multimedia Presentations	3.0	
BIM 2	Intermediate Keyboarding	3.5	
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0	
BIM 38	Office Technologies	3.0	
BIM 39	Office Management	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 6 units from the following:

		Units	Status
BUS 8	Intro. To American Legal System	3.0	
BUS/CS 14 OR	Microcomputers & Sm. Bus. Systems	3.0	
CSA 20	Microsoft Word, Excel, & Access	3.0	
BUS 15	Computer Spreadsheets for Accounting	2.0	
BUS 30	Supervision & Human Relations	3.0	
BIM 7B	Intermediate Word Processing	3.0	
BIM 23M OR	Beg. Desktop Pub. W/PageMaker (MAC)	2.0	
BIM 23P	Beg. Desktop Pub. W/PageMaker (PC)	2.0	
BIM 82	WordPerfect for Windows	2.5	
COM ST 1A	Fundamentals of Speech	3.0	
CSA 45	Microsoft Windows	1.0	
GUID 33	Job Seeking Skills	1.0	