

2008 - 2009 CERTIFICATE CHECKLIST

Office Management

Name (last, first):		
Student ID:	Date:	
Evaluator:		
David Bayne	dbayne@deltacollege.edu	(209) 954-5004
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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:	Term:	Status:
<input type="checkbox"/>	Summer 2008	<input type="checkbox"/> Pending
<input type="checkbox"/>	Fall 2008	<input type="checkbox"/> Complete
<input type="checkbox"/>	Spring 2009	<input type="checkbox"/> 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 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:

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	