2007 - 2008 CERTIFICATE CHECKLIST
Tax Preparation

Name (last,first):

Student ID: Date:

Evaluator:

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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 Delta College.
Units earned through Credit by Exam do not apply.
Minimum units required = 30.0

☐ Evaluation Only

☐ Applied: Year

Term:

☐ Summer
☐ Fall
☐ Spring

Status:

☐ Pending
☐ Complete
☐ Denied

Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 1A	Principles of Accounting	5.0	
BUS 1B	Principles of Accounting	5.0	
BUS 3	Financial Accounting	5.0	
BUS 4	Managerial Accounting	5.0	
BUS 11	Income Tax Procedures	3.0	
BUS 81	Calif Income Tax Prep	1.0	

Take a minimum of 6.0 units from the following:

BUS 15	Comp Spreadsheets for Acct	2.0	
BUS 18A **OR**	Business Law	3.0	
BUS 19	Legal Envir of Business	3.0	
BUS 20	Introduction to Business	3.0	
BUS 26	Economics of Business	3.0	
BUS 82A **&**	Business Math 1	3.0	
BUS 82B	Business Math 2	3.0	
BIM 31	Electronic Calculation	3.0	
	OR		
BIM 32A **&**	Beg Office Calculation	1.0	
BIM 32B **&**	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
CS 11	Fund of Computer Science	3.0	