

**2008 - 2009 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:	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	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	