

Name (last,first):		CERTIFICATE CHECKLIST - FALL 2003	
Date: _____ SSN: _____		Bookkeeping	
Evaluator: _____ Phone: _____		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.	
Applied: <u>Year</u> _____ <u>Summer</u> _____ <u>Fall</u> _____ <u>Spring</u> _____		Notes:	
Status: <u>Pending</u> _____ <u>Complete</u> _____ <u>Denied</u> _____			

Minimum units required = 23.0		Units	Grade	Verified
BUS 10A	Bookkeeping	3.0		
BUS 82A	Business Math 1	3.0		
BUS 82B	Business Math 2	3.0		

Take one of the following:		Units	Grade	Verified
BIM 31	Electronic Calculation	3.0		
OR				
BIM 32A &	Beginning Office Calculation	1.0		
BIM 32B &	Intermediate Office Calculation	1.0		
BIM 32C	Advanced Office Calculation	1.0		

Take one of the following:		Units	Grade	Verified
BUS 10B	Bookkeeping	3.0		
OR				
BUS 70 &	Payroll Accounting	2.0		
BUS 72	Quickbooks	1.5		

Take at least 5 units from the following:		Units	Grade	Verified
BIM 1A	Beginning Keyboarding	1.5		
BUS 13	Accounting on the Microcomputer	2.0		
CS 45	Microsoft Windows	1.0		
BUS/CS 14 OR	Microcomputers & Sm. Bus. Systems	3.0		
CS 20	Microsoft Word, Excel, & Access	3.0		

Take at least 3 units from the following:		Units	Grade	Verified
BUS 11	Income Tax Procedures	3.0		
BUS 18A	Business Law	3.0		
BUS 20	Introduction to Business	3.0		
BUS 67	Introduction to Personal Finance	3.0		