

		CERTIFICATE CHECKLIST - FALL 2003	
Name (last,first): _____		Data Entry	
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: Year _____ Summer _____ Fall _____ Spring _____		_____	
Status: _____ Pending _____ Complete _____ Denied _____		_____	

Minimum units required = 18.5

		Units	Grade	Verified
BUS 10A	Bookkeeping	3.0		
BUS 13	Accounting on the Microcomputer	2.0		
BIM 1A	Beginning Keyboarding	1.5		
BIM 1B	Exploring Word Processing	1.5		
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0		
BIM 70	Keyboarding for Speed & Accuracy	1.5		
CS 45	Microsoft Windows	1.0		

Take one of the following:

		Units	Grade	Verified
BUS 15	Computer Spreadsheets for Accounting	2.0		
BIM 7B	Intermediate Word Processing	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		