

		CERTIFICATE CHECKLIST - FALL 2003	
Name (last,first):		Office Management	
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: _____		
Applied: Year _____ Summer _____ Fall _____ Spring _____		Notes:	
Status: _____ Pending _____ Complete _____ Denied _____			

Minimum units required = 36.5

		Units	Grade	Verified
BUS 17A	Beginning Business Communication	3.0		
BUS 17B	Advanced Business Communication	3.0		
BUS 20	Introduction to Business	3.0		
BUS/CS 35	Multimedia Presentations	3.0		
BIM 2	Intermediate Keyboarding	3.5		
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0		
BIM 38	Office Technologies	3.0		
BIM 39	Office Management	3.0		
BIM 42	Records Management & Filing	3.0		

Take one of the following:

		Units	Grade	Verified
BUS 1A	Principles of Accounting	5.0		
BUS 10A	Bookkeeping	3.0		

Take at least 6 units from the following:

		Units	Grade	Verified
BUS 8	Intro. To American Legal System	3.0		
BUS/CS 14 OR	Microcomputers & Sm. Bus. Systems	3.0		
CS 20	Microsoft Word, Excel, & Access	3.0		
BUS 15	Computer Spreadsheets for Accounting	2.0		
BUS 30	Supervision & Human Relations	3.0		
BIM 7B	Intermediate Word Processing	3.0		
BIM 23M OR	Beg. Desktop Pub. W/PageMaker (MAC)	2.0		
BIM 23P	Beg. Desktop Pub. W/PageMaker (PC)	2.0		
BIM 82	WordPerfect for Windows	2.5		
COMM ST 1A	Fundamentals of Speech	3.0		
CS 45	Microsoft Windows	1.0		
GUID 33	Job Seeking Skills	1.0		