

		CERTIFICATE CHECKLIST - FALL 2004	
Name (last,first):		Accounting	
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 = 35.0		Units	Grade	Verified
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 20	Introduction to Business	3.0		

Take at least 12 units from the following:		Units	Grade	Verified
BUS 11	Income Tax Procedures	3.0		
BUS 13	Accounting on the Microcomputer	2.0		
BUS 15	Computer Spreadsheets for Accounting	2.0		
BUS 18A	Business Law	3.0		
BUS 26	Economics of Business	3.0		
BUS 63	Analysis of Financial Statements	3.0		
BUS 67	Introduction to Personal Finance	3.0		
BUS 70	Payroll Accounting	2.0		
BUS 72	Quickbooks	1.5		
BUS 81	Calif. Income Tax Preparation	1.0		
BUS 82A &	Business Math 1	3.0		
BUS 82B	Business Math 2			
BIM 1A	Beginning Keyboarding	1.5		
BUS/CS 14 <u>OR</u>	Microcomputers & Sm. Bus. Systems	3.0		
CS 20	Microsoft Word, Excel, & Access	3.0		

(Elective list continued from previous column)		Units	Grade	Verified
BIM 31 <u>OR</u>	Electronic Calculation	3.0		
BIM 32A &	Beginning Office Calculation	1.0		
BIM 32B &	Intermediate Office Calculation	1.0		
BIM 32C	Advanced Office Calculation	1.0		
CS 11	Computer Science Fundamentals	3.0		

(Elective list continued in next column)