

		<b>CERTIFICATE CHECKLIST - FALL 2004</b>	
Name (last,first):		<b>General Office</b>	
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 = 30.5

		Units	Grade	Verified
BUS 17A	Beginning Business Communication	3.0		
BUS 17B	Advanced Business Communication	3.0		
BIM 2	Intermediate Keyboarding	3.5		
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0		
BIM 38	Office Technologies	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 9 units from the following:

		Units	Grade	Verified
BUS 13 <u>OR</u>	Accounting on the Microcomputer	2.0		
BUS 15	Computer Spreadsheets for Accounting	2.0		
BIM 7B	Intermediate Word Processing	3.0		
BIM 50 <u>OR</u>	Machine Transcription	2.0		
BIM 95G	Transcription Techniques	1.0		
BIM 31	Electronic Calculation	3.0		
<u>OR</u>		<u>OR</u>		
BIM 32A &	Beginning Office Calculation	1.0		
BIM 32B &	Intermediate Office Calculation	1.0		
BIM 32C	Advanced Office Calculation	1.0		
BIM 70	Keyboarding for Speed & Accuracy	1.5		
BIM 95B	Electronic Filing	1.0		
BIM 95D	Proofreading Techniques	1.0		
BIM 95E	Telephone Techniques	0.5		
CS 45	Microsoft Windows	1.0		
GUID 33	Job Seeking Skills	1.0		
COMM ST 1A <u>OR</u>	Fundamentals of Speech	3.0		
COMM ST 3 <u>OR</u>	Interpersonal Communication	3.0		
COMM ST 7	Intercultural Communication	3.0		