

| Name (last,first): | | CERTIFICATE CHECKLIST - FALL 2004 | |
|--|--|--|--|
| Date: _____ SSN: _____ | | Office Management | |
| 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: 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 | |