

Name (last,first):		<b>CERTIFICATE CHECKLIST - FALL 2004</b>	
Date: _____ SSN: _____		<b>Tax Preparation</b>	
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 = 30.0

		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 11	Income Tax Procedures	3.0		
BUS 81	Calif. Income Tax Preparation	1.0		

Take at least 6 units from the following:

		Units	Grade	Verified
BUS 13	Accounting on the Microcomputer	2.0		
BUS/CS 14	Microcomputers & Sm. Bus. Systems	3.0		
BUS 20	Introduction to Business	3.0		
BUS 26	Economics of Business	3.0		
CS 11	Computer Science Fundamentals	3.0		
BUS 18A <u>OR</u>	Business Law	3.0		
BUS 19	Legal Environment of Business	3.0		
BIM 31 <u>OR</u>	Electronic Calculation	3		
BIM 32A <u>&amp;</u>	Beginning Office Calculation	1		
BIM 32B <u>&amp;</u>	Intermediate Office Calculation	1		
BIM 32C	Advanced Office Calculation	1		
BUS 82A <u>&amp;</u>	Business Math 1	3.0		
BUS 82B	Business Math 2	3.0		