### Applicant: complete this box only!

- **Date:**
- **SSN:**
- **Phone:**

- **Name (last, first):**

- **Address:**

- **City:**
- **ST:**
- **Zip:**

- **Status:**
  - [ ] Pending
  - [ ] Complete
  - [ ] Denied

- **Evaluator:**
- **Phone:**

- **Notes:**

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### For Office Use Only:

- **Applied:**
  - [ ] Year
  - [ ] Summer
  - [ ] Fall
  - [ ] Spring

- **Units earned through Credit by Exam do not apply.**

- **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.**

### FOR OFFICE USE ONLY!

**Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 17A</td>
<td>Beginning Business Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 17B</td>
<td>Advanced Business Communication</td>
<td>3.0</td>
</tr>
<tr>
<td>BIM 2</td>
<td>Intermediate Keyboarding</td>
<td>3.5</td>
</tr>
<tr>
<td>BIM 7A</td>
<td>Beg. Word Processing: Concepts &amp; Apps.</td>
<td>3.0</td>
</tr>
<tr>
<td>BIM 38</td>
<td>Office Technologies</td>
<td>3.0</td>
</tr>
<tr>
<td>BIM 42</td>
<td>Records Management &amp; Filing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 1A</td>
<td>Principles of Accounting</td>
<td>5.0</td>
</tr>
<tr>
<td>BUS 10A</td>
<td>Bookkeeping</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 13 OR</td>
<td>Accounting on the Microcomputer</td>
<td>2.0</td>
</tr>
<tr>
<td>BUS 15 OR</td>
<td>Computer Spreadsheets for Accounting</td>
<td>2.0</td>
</tr>
<tr>
<td>BIM 7B OR</td>
<td>Intermediate Word Processing</td>
<td>3.0</td>
</tr>
<tr>
<td>BIM 50 OR</td>
<td>Machine Transcription</td>
<td>2.0</td>
</tr>
<tr>
<td>BIM 95G OR</td>
<td>Transcription Techniques</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Elective list forwarded from previous column**

- **Units**
  - BIM 31 Electronic Calculation: 3.0
  - BIM 32A OR Beginning Office Calculation: 1.0
  - BIM 32B OR 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 OR Fundamentals of Speech: 3.0
  - COMM ST 3 OR Interpersonal Communication: 3.0
  - COMM ST 7 Intercultural Communication: 3.0

**Minimum units required = 30.5**

**Take of the following:**

- **Units**

**Take at least 9 units from the following:**

- **Units**

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**This elective list is continued in the next column**