

Business Program of Los Medanos College

Checklist to receive a Business Information Professional Level II College Skills Certificate

Name of Student: _____

Program begun in Semester/Year: _____

Anticipated completion in Semester/Year: _____

The following check list is for students working towards a Business Information Professional Level II College Skills Certificate in Business.

Course #	Course Name	Units	Required Courses	Status: ✓ if completed
BUS 035C	MS PowerPoint	1.5	Required	
BUS 022	Intermediate MS Excel	3	Required	
BUS 185	Computerized Accounting w/QuickBooks	3	Required	
BUS 056	Electronic Records Management using MS Access	3	Required	
BUS 091/092/093	Customer Relationship Management	2	Required	

Counselor/Program Advisor signature: _____ Date: _____

Student signature: _____ Date: _____

Once you complete all of the above requirements, you will need to complete a *College Skills Certificate Application*. The application can be obtained from the Admissions and Records office or downloaded from www.losmedanos.edu/admissions/forms.asp.