

Business Program of Los Medanos College

Checklist to receive a Business Information Professional Level I 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 I College Skills Certificate in Business.

Course #	Course Name	Units	Required Courses	Status: ✓ if completed
COMSC 040	Introduction to Computer & Business Information Systems	4	Required	
BUS 036	MS Office II (MS Windows, Outlook & Access)	3	Required	
BUS 035A	Introduction to MS Word	1.5	Required	
BUS 018	Introduction to Excel	3	Required	
BUS 059	Business Communications	3	Required	
MANGT 070	Relating in Human Terms	3	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.