2007 - 2008 CERTIFICATE CHECKLIST
Administrative Assistant

Name (last,first):

Student ID: Date:

Evaluator:

David Bayne	dbayne@deltacollege.edu	(209) 954-5004
Chris Leach	cleach@deltacollege.edu	(209) 954-5821
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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 Delta College.
Units earned through Credit by Exam do not apply.
Minimum units required = 34.5

☐ Evaluation Only

☐ Applied: Year

Term:

☐ Summer
☐ Fall
☐ Spring

Status:

☐ Pending
☐ Complete
☐ Denied

Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 1A **OR**	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	
BUS 15	Comp Spreadsheets for Acct	2.0	
BUS 17A	Beg Bus Communication	3.0	
BUS 17B	Adv Bus Communication	3.0	
BIM 2	Intermediate Keyboarding	3.5	
BIM 7A	Beg Word Proc: Conc/Apps	3.0	
BIM 7B	Inter Word Processing	3.0	
BIM 38	Office Technologies	3.0	
BIM 81	Records Mgmt & Filing	3.0	
CSA 35	Multimedia Presentations	3.0	

Take a minimum of 5.0 units from the following:

BUS 30	Super & Human Relations	3.0	
BIM 23P	Desk Pub PgMkr(PC)	2.0	
BIM 31	Electronic Calculation	3.0	
	OR		
BIM 32A **&**	Beg Office Calculation	1.0	
BIM 32B **&**	Inter Office Calculation	1.0	
BIM 32C	Adv Office Calculation	1.0	
CSP 43A	Database Design	3.0	
CSA 45	Microsoft Windows	1.0	
GUID 33	Job Seeking Skills	1.0	
BUS 6 **OR**	Bus & Prof Speaking	3.0	
COM ST 6 **OR**	Bus & Prof Speaking	3.0	
COM ST 1A **OR**	Fundamentals of Speech	3.0	
COM ST 3 **OR**	Interpersonal Communication	3.0	
COM ST 7	Intercultural Communication	3.0	