

<b>2006 - 2007 CERTIFICATE CHECKLIST - Student Version</b> <b>Administrative Assistant</b>	<p style="text-align: center;">Indicate "Status" as: IP = In-progress, √ = Completed</p> <p style="text-align: center;"><b>Course Substitution Forms (if applicable) must be submitted with this checklist.</b></p> <p style="text-align: center;"><b>Did you complete any of these classes at another college? ___Yes ___No</b></p> <p style="text-align: center;">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.</p>
Name (last,first):	
Student ID: <span style="float: right;">Date:</span>	

Minimum units required = 34.5

		Units	Status
BUS 15	Computer Spreadsheets for Accounting	2.0	
BUS 17A	Beginning Business Communication	3.0	
BUS 17B	Advanced Business Communication	3.0	
BIM 2	Intermediate Keyboarding	3.5	
BIM 7A	Beg. Word Processing: Concepts & Apps.	3.0	
BIM 7B	Intermediate Word Processing	3.0	
BIM 38	Office Technologies	3.0	
BIM 42	Records Management & Filing	3.0	
CSA 35	Multimedia Presentations	3.0	

Take one of the following:

BUS 1A	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	

Take at least 5 units from the following:

BUS 30	Supervision & Human Relations	3.0	
CSP 43A	Database Design	3.0	
CSA 45	Microsoft Windows	1.0	
GUID 33	Job Seeking Skills	1.0	
BIM 23P	Beg. Desktop Pub. W/PageMaker (PC)	2.0	
BIM 31	Electronic Calculation	3.0	
<b><u>OR</u></b>			
BIM 32A &	Beginning Office Calculation	1.0	
BIM 32B &	Intermediate Office Calculation	1.0	
BIM 32C	Advanced Office Calculation	1.0	
BUS 6 <b><u>OR</u></b>	Business & Professional Speaking	3.0	
COM ST 1A <b><u>OR</u></b>	Fundamentals of Speech	3.0	
COM ST 3 <b><u>OR</u></b>	Interpersonal Communication	3.0	
COM ST 7	Intercultural Communication	3.0	