

**2008 - 2009 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
Jennifer Ohta	johta@deltacollege.edu	(209) 954-5010
<p>All courses must have a grade of "C" or above.</p> <p>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.</p> <p>Units earned through Credit by Exam do not apply.</p> <p>Minimum units required = 34.5</p>		
<b>Evaluation Only</b>		
<b>Applied:</b>	<b>Term:</b>	<b>Status:</b>
<input type="checkbox"/>	Summer 2008	<input type="checkbox"/> Pending
<input type="checkbox"/>	Fall 2008	<input type="checkbox"/> Complete
<input type="checkbox"/>	Spring 2009	<input type="checkbox"/> Denied
Notes:		
IP = In-Progress & Needed, N = Need		
Sum = Summer, Fal = Fall, Spr = Spring		

Certificate Requirements:

		Units	Status
BUS 1A <b>OR</b>	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	
<b>OR</b>			
BIM 32A <b>&amp;</b>	Beg Office Calculation	1.0	
BIM 32B <b>&amp;</b>	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 <b>OR</b>	Bus & Prof Speaking	3.0	
COM ST 6 <b>OR</b>	Bus & Prof Speaking	3.0	
COM ST 1A <b>OR</b>	Fundamentals of Speech	3.0	
COM ST 3 <b>OR</b>	Interpersonal Communication	3.0	
COM ST 7	Intercultural Communication	3.0	