

**2007 - 2008 CERTIFICATE CHECKLIST
Municipal Clerk**

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

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 = 38.0

Evaluation Only	_____
Applied:	Year _____

Term: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Status: <input type="checkbox"/> Pending <input type="checkbox"/> Complete <input type="checkbox"/> Denied
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Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 1A	Principles of Accounting	5.0	
BUS 17A	Beg Bus Communication	3.0	
BUS 17B OR	Adv Bus Communication	3.0	
POLSC 1	American Gvmt & Inst	3.0	
BUS 30 OR	Super & Human Relations	3.0	
BUS 36	Human Resources Mgmt	3.0	
BUS 31	Introduction to Management	3.0	
BUS 33	Intro to Public Admin	3.0	
BUS 34	Intro to Municipal Clerkship	3.0	
BUS 37	Human Behavior in Org	3.0	
BIM 43	Rec Mgmt Public Agencies	3.0	
CS 11	Fund of Computer Science	3.0	
ENG 1A	Written Communications	3.0	
ENG 1D	Critical Composition	3.0	