

		2005 - 2006 CERTIFICATE CHECKLIST	
		Municipal Clerk	
Name (last,first): _____		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.	
Date: _____	SSN: _____		
Evaluator: _____		Phone: _____	
Applied: _____ Summer _____ Fall _____ Spring _____ Year _____		Notes:	
Status: _____ Pending _____ Complete _____ Denied			

Minimum units required = 38.0

		Units	Status
BUS 1A	Principles of Accounting	5.0	
BUS 17A	Beginning Business Communication	3.0	
BUS 31	Introduction to Management	3.0	
BUS 33	Introduction to Public Administration	3.0	
BUS 34	Introduction to Municipal Clerkship	3.0	
BUS 37	Human Behavior in Organizations	3.0	
BIM 43	Records Management in Public Agencies	3.0	
CS 11	Fundamentals of Computer Science	3.0	
ENG 1A	Written Communications	3.0	
ENG 1D	Critical Composition	3.0	

Take one of the following:

BUS 17B	Advanced Business Communication	3.0	
POLSC 1	American Government & Institutions	3.0	

Take one of the following:

BUS 30	Supervision & Human Relations	3.0	
BUS 36	Human Resources Management	3.0	