

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

Minimum units required = 32.5

		Units	Status
BUS 17A	Beginning Business Communication	3.0	
BUS 17B	Advanced Business Communication	3.0	
BUS/CSA 35	Multimedia Presentations	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 8	Desktop Publishing - Word Processing Software	3.0	
CS 18	Micro. & Small Business: Apple Macintosh	3.0	
BIM 23M OR	Beg. Desktop Pub. W/PageMaker (MAC)	2.0	
BIM 23P	Beg. Desktop Pub. W/PageMaker (PC)	2.0	

Take at least 6 units from the following:

BUS 8	Intro. To American Legal System	3.0	
BUS 15	Computer Spreadsheets for Accounting	2.0	
BUS 30	Supervision & Human Relations	3.0	
BUS/CS 14 OR	Microcomputers & Sm. Bus. Systems	3.0	
CSA 20	Microsoft Word, Excel, & Access	3.0	
BIM 82	WordPerfect for Windows	2.5	
COM ST 1A	Fundamentals of Speech	3.0	
CSA 45	Microsoft Windows	1.0	
ENG 72	Technical Writing	3.0	
GUID 33	Job Seeking Skills	1.0	