

2006 - 2007 CERTIFICATE CHECKLIST - Student Version
Word Processing: Desktop Publishing

Name (last,first):

Student ID:

Date:

Indicate "Status" as: IP = In-progress, ✓ = Completed

Course Substitution Forms (if applicable) must be submitted with this checklist.

Did you complete any of these classes at another college? ___Yes ___No

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.

Minimum units required = 29.5

		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 23P	Beg. Desktop Pub. W/PageMaker (PC)	2.0	
CSA 18	Micro. & Small Business: Apple Macintosh	3.0	

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	
CSA 20	Microsoft Word, Excel, & Access	3.0	
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	