

		CERTIFICATE CHECKLIST - FALL 2004	
		Administrative Assistant	
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: _____		Notes: _____	
Applied: Year _____ Summer _____ Fall _____ Spring _____			
Status: _____ Pending _____ Complete _____ Denied _____			

Minimum units required = 34.5

		Units	Grade	Verified
BUS 15	Computer Spreadsheets for Accounting	2.0		
BUS 17A	Beginning Business Communication	3.0		
BUS 17B	Advanced Business Communication	3.0		
BUS/CS 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 38	Office Technologies	3.0		
BIM 42	Records Management & Filing	3.0		

Take one of the following:

		Units	Grade	Verified
BUS 1A	Principles of Accounting	5.0		
BUS 10A	Bookkeeping	3.0		

Take at least 5 units from the following:

		Units	Grade	Verified
BUS/CS 14	Microcomputers & Sm. Bus. Systems	3.0		
BUS 30	Supervision & Human Relations	3.0		
BIM 82	WordPerfect for Windows	2.5		
CS 43A	Database Design: Micro	3.0		
CS 45	Microsoft Windows	1.0		
GUID 33	Job Seeking Skills	1.0		
BIM 23M <u>OR</u>	Beg. Desktop Pub. W/PageMaker (MAC)	2.0		
BIM 23P	Beg. Desktop Pub. W/PageMaker (PC)	2.0		
BIM 31	Electronic Calculation	3.0		
<u>OR</u>	<u>OR</u>			
BIM 32A &	Beginning Office Calculation	1.0		
BIM 32B &	Intermediate Office Calculation	1.0		
BIM 32C	Advanced Office Calculation	1.0		
BUS 6 <u>OR</u>	Business & Professional Speaking	3.0		
COMM ST 1A <u>OR</u>	Fundamentals of Speech	3.0		
COMM ST 3 <u>OR</u>	Interpersonal Communication	3.0		
COMM ST 7	Intercultural Communication	3.0		