

Name (last,first): _____		CERTIFICATE CHECKLIST - FALL 2004	
Date: _____ SSN: _____		Help Desk	
Evaluator: _____ Phone: _____		All courses must have a grade of "C" or above. All courses must be completed at San Joaquin Delta College. Units earned through Credit by Exam do not apply.	
Applied: Year _____ Summer _____ Fall _____ Spring _____		Notes: _____	
Status: _____ Pending _____ Complete _____ Denied _____		_____	

Minimum units required = 10.5

		Units	Grade	Verified
BUS 82A	Business Math 1	3.0		
BUS 90	Intro. To Telephone Call Center	1.5		
BUS 94F	Customer Service Strategies	1.0		
BIM 1A	Beginning Keyboarding	1.5		
BIM 95E	Telephone Techniques	0.5		
Take one of the following:		Units	Grade	Verified
COMM ST 3	Interpersonal Communication	3.0		
COMM ST 7	Intercultural Communication	3.0		