

Name (last,first):		CERTIFICATE CHECKLIST - FALL 2004	
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: Year _____ Summer _____ Fall _____ Spring _____		Notes:	
Status: _____ Pending _____ Complete _____ Denied _____			

Minimum units required = 32.5

		Units	Grade	Verified
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 8	Desktop Publishing - Word Processing Software	3.0		
CS 18	Micro. & Small Business: Apple Macintosh	3.0		
BIM 23M <u>OR</u>	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:

		Units	Grade	Verified
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 <u>OR</u>	Microcomputers & Sm. Bus. Systems	3.0		
CS 20	Microsoft Word, Excel, & Access	3.0		
BIM 82	WordPerfect for Windows	2.5		
COMM ST 1A	Fundamentals of Speech	3.0		
CS 45	Microsoft Windows	1.0		
ENG 72	Technical Writing	3.0		
GUID 33	Job Seeking Skills	1.0		