

September 2006
Updated 07/2006

School of Business, Economics, and Legal Studies
Departmental Degree Audit
- Certificate Personal Computer Specialist

Name: _____

ID: _____

Intended Month/Year of Graduation _____ / _____

Approval: _____

Advisor Note : All the information below should be from the student's most recent transcript and/or transfer evaluation sheet. Attach substitution waiver forms as necessary.

| (32 - 33 credits) | | |
|-------------------|--------|---|
| Year | Grade | |
| _____ | 3 | _____ DATA 225 Word Processing Techniques |
| _____ | 3 | _____ DATA 231 Database |
| _____ | 3 | _____ DATA 235 Spreadsheets |
| _____ | 3 | _____ DATA 261 Multimedia Applications |
| _____ | 3 | _____ CMPT 163 Troubleshooting/Repair PCs |
| _____ | 3 | _____ CMPT 221 Computer Networks |
| _____ | 3 | _____ CMPT 263 Storage, Protection, Recovery PC |
| _____ | 3 | _____ ENGL 110 First-Year Composition I |
| _____ | 1 or 2 | _____ OFFC 112 Keyboard Skillbuilding |
| _____ | 4 | _____ OFFC 119 Accounting Procedures |
| _____ | 3 | _____ Elective |

| | |
|--|---|
| <p>Registrar's Audit at Graduation:</p> <p style="margin-left: 40px;">Total credits _____</p> <p style="margin-left: 40px;">Department GPA _____</p> <p style="margin-left: 40px;">Overall GPA _____</p> | <p>I certify that all departmental requirements are complete and the departmental grade point average is 2.0 or higher.</p> <p>Approval: _____</p> <p style="text-align: center;">School of Business Economics & Legal Studies</p> <p>Date: _____</p> |
|--|---|

Original: Registrar's Office

Copies: Department File

Sample Program

| <u>FALL</u> | | <u>SPRING</u> | |
|-------------------------------------|--------------|---|-----------|
| OFFC 112 Keyboard Skillbuilding | 1 or 2 | CMPT 221 Computer Networks | 3 |
| DATA 225 Word Processing Techniques | 3 | CMPT 263 Storage, Protection/Recovery PCs | 3 |
| CMPT 163 Troubleshooting, Repair PC | 3 | DATA 231 Database | 3 |
| ENGL 110 First-Year Composition I | 3 | DATA 261 Multimedia Applications | 3 |
| DATA 235 Spreadsheets | 3 | Elective | 3 |
| OFFC 119 Accounting Procedures | 4 | | <u>15</u> |
| | <u>17-18</u> | | |