

**2007 - 2008 CERTIFICATE CHECKLIST
Medical Office Assistant**

Name (last,first):

Student ID:

Date:

Evaluator:

David Bayne dbayne@deltacollege.edu (209) 954-5004

Chris Leach cleach@deltacollege.edu (209) 954-5821

Jennifer Ohta johta@deltacollege.edu (209) 954-5010

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.

Minimum units required = 17.0

Evaluation Only

Applied:

Year

Term:

Summer

Fall

Spring

Status:

Pending

Complete

Denied

Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

		Units	Status
BUS 10A	Bookkeeping	3.0	
BUS 94F	Customer Service Strat	1.0	
BIM 1A	Beginning Keyboarding	1.0	
BIM 38	Office Technologies	3.0	
BIM 81	Records Mgmt & Filing	3.0	
CSA 20	MS Word, Excel, & Access	3.0	
OR			
CSA 45 &	Microsoft Windows	1.0	
CSA 81A &	Microsoft Word I	0.5	
CSA 81B &	Microsoft Word I	0.5	
CSA 82A &	Microsoft Excel I	0.5	
CSA 82B	Microsoft Excel I	0.5	
HS 36	Medical Term & Speech	3.0	