

Name (last,first):		<b>2005 - 2006 CERTIFICATE CHECKLIST</b>	
		<b>Medical Office Assistant</b>	
Date: _____	SSN: _____	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.	
Evaluator: _____		Phone: _____	
Applied:    ___ Summer    ___ Fall    ___ Spring    ___ Year _____		Notes:	
Status:       ___ Pending    ___ Complete       ___ Denied			

Minimum units required = 18.5

		Units	Status
BIM 1A	Beginning Keyboarding	1.5	
BIM 38	Office Technologies	3.0	
BIM 81	Records Management & Filing	3.0	
BUS 10A	Bookkeeping	3.0	
BUS 94F	Customer Service Strategies	1.0	
HS 36	Medical Terminology & Speech	3.0	
CSA 20	Microsoft Word, Excel, & Access	3.0	
<b>OR</b>			
CSA 45 &	Microsoft Windows	1.0	
CS 95B &	Microsoft Word	1.0	
CS 95C	Microsoft Excel	1.0	