

<b>2006 - 2007 CERTIFICATE CHECKLIST - Student Version</b>	
<b>Medical Office Assistant</b>	
Name (last,first):	
Student ID:	Date:

Indicate "Status" as: IP = In-progress, √ = Completed  
**Course Substitution Forms (if applicable) must be submitted with this checklist.**

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 = 17.5

		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><u>OR</u></b>			
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	