

**2007 - 2008 CERTIFICATE CHECKLIST
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 = 11.0

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 73E	Cust Srvc Basics Bus & Ind	0.5	
BUS 73H	Mng Time Better Serve Cust	0.5	
BIM 1A	Beginning Keyboarding	1.0	
BIM 32A	Beg Office Calculation	1.0	
BIM 95A	Office Filing	1.0	
BIM 95D	Proof & Beg. Doc Form	1.0	
BIM 95E	Telephone Techniques	1.0	
BIM 95F	Office Fundamentals	1.0	
CS 70	Introduction to Internet	1.0	
CSA 45	Microsoft Windows	1.0	
CSA 81A	Microsoft Word I	0.5	
CSA 82A	Microsoft Excel I	0.5	
CSA 85A	Basic Microsoft Word	0.5	
CSA 86A	Basic Microsoft Excel	0.5	