

**2006 - 2007 CERTIFICATE CHECKLIST - Student Version
Office Assistant**

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 = 11.5

		Units	Status
BIM 1A	Beginning Keyboarding	1.5	
BIM 32A	Beginning Office Calculation	1.0	
BIM 95A	Office Filing	1.0	
BIM 95D	Proofreading & Beginning Document Formatting	1.0	
BIM 95E	Telephone Techniques	1.0	
BIM 95F	Office Fundamentals	1.0	
BUS 73E	Customer Service Basics for Bus. & Ind.	0.5	
BUS 73H	Managing Your Time to Better Serve Customers	0.5	
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	
CS 70	Introduction to Internet	1.0	