

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

Minimum units required = 11.0

		Units	Status
BIM 1A	Beginning Keyboarding	1.5	
BIM 32A	Beginning Office Calculation	1.0	
BIM 95A	Office Filing	1.0	
BIM 95D	Proofreading & Beg. Document Formatting	1.0	
BIM 95E	Telephone Techniques	0.5	
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	