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| Name (last,first): | | 2005 - 2006 CERTIFICATE CHECKLIST | |
| | | Office Assistant - SPRING 2006 | |
| 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 = 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 & Beg. 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 | |