

Name (last,first):		2005 - 2006 CERTIFICATE CHECKLIST	
		Traffic Shipping & Receiving Clerk	
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: _____		Notes:	
Applied: ___ Summer ___ Fall ___ Spring ___ Year _____			
Status: ___ Pending ___ Complete ___ Denied			

Minimum units required = 14.5

		Units	Status
BUS 51	Intro. To Transportation	1.5	
BIM 32A	Beginning Office Calculation	1.0	
BUS/CS 14 <u>OR</u>	Microcomputers & Sm. Bus. Systems	3.0	
CS 11 <u>OR</u>	Fundamentals of Computer Science	3.0	
CSA 20	Microsoft Word, Excel, & Access	3.0	
BUS 1A <u>OR</u>	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	

Take at least 3 units from the following:

BUS 56	Transportation: Export & Import	3.0	
BUS 57	Physical Dist. & Warehousing	3.0	
BUS 58	Transportation of Hazardous Materials	3.0	
BUS 69V <u>OR</u>	Internship: Business & Accounting	3.0	
BUS 98V	Work Exp: Business & Accounting	3.0	

Take at least 3 units from the following:

BUS 82A <u>&</u>	Business Math 1	3.0	
BUS 82B	Business Math 2	3.0	
BIM 38	Office Technologies	3.0	
BIM 39	Office Management	3.0	
BIM 81	Records Management & Filing	3.0	
COM ST 7	Intercultural Communication	3.0	
ENG 79	Preparatory English	5.0	