

Name (last,first):		CERTIFICATE CHECKLIST - FALL 2004	
Date: _____ SSN: _____		Traffic Shipping & Receiving Clerk	
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: Year _____ Summer _____ Fall _____ Spring _____		Notes:	
Status: _____ Pending _____ Complete _____ Denied _____			

Minimum units required = 14.5

		Units	Grade	Verified
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>	Computer Science Fundamentals	3.0		
CS 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:

		Units	Grade	Verified
BUS 56	Transportation: Export & Import	3.0		
BUS 57	Physical Dist. & Warehousing	3.0		
BUS 58	Transportation of Hazardous Materials	3.0		
BUS 69V	Internship: Business & Accounting	3.0		
BUS 98V	Work Exp: Business & Accounting	3.0		

Take at least 3 units from the following:

		Units	Grade	Verified
BUS 82A &	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 42	Records Management & Filing	3.0		
COMM ST 7	Intercultural Communication	3.0		
ENG 79	Written Communications	5.0		