

**2007 - 2008 CERTIFICATE CHECKLIST
Small Business**

Name (last,first):

Student ID:

Date:

Evaluator:

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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 = 9.0

Evaluation Only

Applied:

Year

Term:

Summer

Fall

Spring

Status:

Pending

Complete

Denied

Notes:

IP = In-Progress & Needed, N = Need

Sum = Summer, Fal = Fall, Spr = Spring

Certificate Requirements:

| | | Units | Status |
|----------------------|--------------------------|-------|--------|
| BUS 10A OR | Bookkeeping | 3.0 | |
| BUS 95A | Intro to Bkpg & Acct | 1.0 | |
| BUS 60 | Small Business Mgmt | 3.0 | |
| OR | | | |
| BUS 94A & | Small Business Start-Up | 1.0 | |
| BUS 94B & | Ess Topics for Small Bus | 1.0 | |
| BUS 94C | The New Entrepreneur | 1.0 | |
| BUS 73B | Recr & Select Employees | 1.0 | |
| BUS 73D | Pers Relations Workplace | 1.0 | |
| BUS 94D | The Law & Small Business | 1.0 | |
| BUS 94E | Mktg/Adv Strat Small Bus | 1.0 | |
| BUS 94F | Customer Service Strat | 1.0 | |