

Name (last,first):		2005 - 2006 CERTIFICATE CHECKLIST	
		Small Business	
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 = 9.0

		Units	Status
BUS 73B	Recruiting & Selecting Employees	1.0	
BUS 73D	Personnel Relations in the Workplace	1.0	
BUS 94A	Small Business Start-Up	1.0	
BUS 94B	Essential Topics for Small Business	1.0	
BUS 94C	The New Entrepreneur	1.0	
BUS 94D	The Law & Small Business	1.0	
BUS 94E	Marketing/Advertising Strategies for Small Business	1.0	
BUS 94F	Customer Service Strategies	1.0	

Take one of the following:

BUS 10A	Bookkeeping	3.0	
BUS 95A	Introduction to Bookkeeping & Accounting	1.0	