

<b>2006 - 2007 CERTIFICATE CHECKLIST - Student Version</b>	
<b>Small Business</b>	
Name (last,first):	
Student ID:	Date:

Indicate "Status" as: IP = In-progress, √ = Completed  
**Course Substitution Forms (if applicable) must be submitted with this checklist.**

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 = 15.0

		Units	Status
BUS 10A	Bookkeeping	3.0	
BUS 60	Small Business Management	3.0	
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	Essentail 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	
BUS 95A	Introduction to Bookkeeping & Accounting	1.0	