2007 - 2008 CERTIFICATE CHECKLIST
Supervision & Management

Name (last,first):

Student ID: Date:

Evaluator:

David Bayne	dbayne@deltacollege.edu	(209) 954-5004
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All courses must have a grade of "C" or above.
A minimum of 12 or two-thirds (whichever is greater) of the required units of the specific subject matter must be completed at Delta College.
Units earned through Credit by Exam do not apply.
Minimum units required = 21.0

☐ 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 8 **OR**	Intro. To Amer Legal Sys	3.0	
BUS 18A **OR**	Business Law	3.0	
BUS 19	Legal Envir of Business	3.0	
BUS 20	Introduction to Business	3.0	
BUS 30	Super & Human Relations	3.0	
BUS 31	Introduction to Management	3.0	

Take a minimum of three electives from the following:

BUS 1A **OR**	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	
BUS 9 **OR**	Ethical Issues of Business	3.0	
BUS 18B	Business Law	3.0	
BUS 17A	Beg Bus Communication	3.0	
BUS 26	Economics of Business	3.0	
BUS 32	Total Quality Management	3.0	
BUS 36	Human Resources Mgmt	3.0	
BUS 60	Small Business Mgmt	3.0	
	OR		
Minimum of any three units from BUS 94 series:			
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 94D	The Law & Small Business	1.0	
BUS 94E	Mktg/Adv Strat Small Bus	1.0	
BUS 94F	Customer Service Strat	1.0	
BUS 73A **&**	Leadership for Supervisors	1.0	
BUS 73B **&**	Recr & Select Employees	1.0	
BUS 73C **&**	Dec Making for Supervisors	1.0	
BUS 73D	Pers Relations Workplace	1.0	
BIM 39	Office Management	3.0	
CSA 18 **OR**	Micro & Small Bus: App Mac	3.0	
CSA 20	MS Word, Excel, & Access	3.0	