

		2005 - 2006 CERTIFICATE CHECKLIST	
		Supervision & Management	
Name (last,first): _____		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 San Joaquin Delta College. Units earned through Credit by Exam do not apply.	
Date: _____	SSN: _____		
Evaluator: _____		Notes: _____	
Phone: _____		_____	
Applied: _____ Summer _____ Fall _____ Spring _____ Year _____		_____	
Status: _____ Pending _____ Complete _____ Denied		_____	

Minimum units required = 21.0

		Units	Status
BUS 20	Introduction to Business	3.0	
BUS 30	Supervision & Human Relations	3.0	
BUS 31	Introduction to Management	3.0	

Take one of the following:

BUS 8 OR	Intro. To American Legal System	3.0	
BUS 18A OR	Business Law	3.0	
BUS 19	Legal Environment of Business	3.0	

Take at least 3 elective courses the following:

		Units	Status
BIM 39	Office Management	3.0	
BUS 1A OR	Principles of Accounting	5.0	
BUS 10A	Bookkeeping	3.0	
BUS 17A	Beginning Business Communication	3.0	
BUS 18B	Business Law	3.0	
BUS 26	Economics of Business	3.0	
BUS 32	Total Quality Management	3.0	
BUS 36	Human Resources Management	3.0	
BUS 73A &	Leadership for Supervisors	1.0	
BUS 73B &	Recruiting & Selecting Employees	1.0	
BUS 73C &	Decision Making for Supervisors	1.0	
BUS 73D	Personnel Relations in the Workplace	1.0	
BUS 60	Small Business Management	3.0	
OR	Any 3+ from the 94 series = 1 elective		
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	
BUS/CS 14 OR	Microcomputers & Sm. Bus. Systems	3.0	
CS 18 OR	Micro. & Small Business: Apple Macintosh	3.0	
CSA 20	Microsoft Word, Excel, & Access	3.0	