

2006 - 2007 CERTIFICATE CHECKLIST - Student Version Supervision & Management	<p style="text-align: center;">Indicate "Status" as: IP = In-progress, √ = Completed</p> <p style="text-align: center;">Course Substitution Forms (if applicable) must be submitted with this checklist.</p> <p style="text-align: center;">Did you complete any of these classes at another college? ___ Yes ___ No</p> <p style="text-align: center;">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.</p>
Name (last,first):	
Student ID: Date:	

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 9 Ethical Issues of Business	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	
CS 18 OR Micro. & Small Business: Apple Macintosh	3.0	
CSA 20 Microsoft Word, Excel, & Access	3.0	