

Name (last,first):		CERTIFICATE CHECKLIST - FALL 2003	
Date: _____ SSN: _____		Retail Management	
Evaluator: _____ Phone: _____		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.	
Applied: Year _____ Summer _____ Fall _____ Spring _____		Notes:	
Status: _____ Pending _____ Complete _____ Denied _____			

Minimum units required = 32.0

		Units	Grade	Verified
BUS 1A	Principles of Accounting	5.0		
BUS/COMM ST 6	Business & Professional Speaking	3.0		
BUS 24	Retail Management	3.0		
BUS 30	Supervision & Human Relations	3.0		
BUS 31	Introduction to Management	3.0		
BUS 36	Human Resources Management	3.0		
BUS 82A	Business Math 1	3.0		
BUS 82B	Business Math 2	3.0		

Take one of the following:

		Units	Grade	Verified
BUS/CS 14	Microcomputers & Sm. Bus. Systems	3.0		
CS 20	Microsoft Word, Excel, & Access	3.0		

Take one of the following:

		Units	Grade	Verified
BUS 17A	Beginning Business Communication	3.0		
BUS 17B	Advanced Business Communication	3.0		