

Name (last,first):		<b>CERTIFICATE CHECKLIST - FALL 2004</b>	
Date: _____ SSN: _____		<b>Risk Management &amp; Insurance</b>	
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 = 36.0

		Units	Grade	Verified
BUS 1A	Principles of Accounting	5.0		
BUS 20	Introduction to Business	3.0		
BUS 27	Financial Planning & Investments	3.0		
BUS 67	Introduction to Personal Finance	3.0		
BUS 69V	Internship: Business & Accounting	1.0		
BUS 74	Intro. To Risk Management & Insurance	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		
ENG 1A	Written Communications	3.0		
ENG 79	Written Communications	5.0		

Take at least 9 units from the following:

		Units	Grade	Verified
BUS 9	Ethical Issues of Business	3.0		
BUS 8 <u>OR</u>	Intro. To American Legal System	3.0		
BUS 18A <u>OR</u>	Business Law	3.0		
BUS 19	Legal Environment of Business	3.0		
BUS 11	Income Tax Procedures	3.0		
BUS 21 <u>OR</u>	Marketing	3.0		
BUS 22	Professional Selling	3.0		
BIM 95E	Telephone Techniques	0.5		
BUS 94F	Customer Service Strategies	1.0		
COMM ST 1A <u>OR</u>	Fundamentals of Speech	3.0		
COMM ST 7	Intercultural Communication	3.0		
MATH 10 <u>OR</u>	Intro. To Contemporary Math	3.0		
MATH 12	Intro. To Probability & Statistics (3 or 4 units)			