

### Requirements 2009-2010

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course Number	Course Title	Credits
ACCT 101	Practical Accounting I.....	5
BTS 161	Computer & Software Fundamentals.....	5
BUS 221▲	Human Resource Management.....	5
BUS 250▲	Entrepreneurship.....	5
MKTG 110	Client Customer Relations.....	5
MKTG 154	Principles of Marketing.....	5
<b>GRAND TOTAL</b>	.....	<b>30</b>

▲ - Course number and/or title change begins Summer 2008. Courses with previous number/title are still applicable.  
For more information visit: [bellevuecollege.edu/ccn](http://bellevuecollege.edu/ccn).

**Program Contact Info:** [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) **Business Management**

Use Degree Audit to track your progress toward completion of this certificate at [bellevuecollege.edu/degreeaudit](http://bellevuecollege.edu/degreeaudit)  
Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) for latest certificate updates and further information.

*Updated: 4/15/09*

**All coursework applied to this certificate must be approved by program chair.  
Submit completed form to Enrollment Services when applying for graduation.**

COMPLETION WORKSHEET 2009-2010

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

Program Requirements			Approved Substitution*/Transfer Credit					
Courses may be subject to minimum grade requirements and prerequisites								
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade
ACCT 101	Practical Accounting I	5						
BTS 161	Computer & Software Fundamentals	5						
BUS 221▲	Human Resource Management	5						
BUS 250▲	Entrepreneurship	5						
MKTG 110	Client Customer Relations	5						
MKTG 154	Principles of Marketing	5						
<b>TOTAL:</b>		<b>30</b>						

Updated: 4/29/09

**Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.**

Graduation application deadlines: Fall Quarter - June 1; Winter Quarter - October 10; Spring Quarter - December 10; Summer Quarter - March 15

Student Signature: \_\_\_\_\_ Program Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Exceptions to Degree or Certificate Requirements**

- o All requests for course substitution or waiver of the degree/certificate requirements listed in the BC course catalog are petitioned to the Evaluations/Graduation Office, which forwards the petition to the Executive Dean of Instruction or designee for approval.
- o Written program chair approval is required prior to submitting the petition to the Evaluations/Graduation Office. Petition forms are available at the Evaluations/Graduation Office or online at <http://bellevuecollege.edu/enrollment/graduation/>.
- o Submit petition with supporting documentation to the Evaluations/Graduation Office prior to the final quarter for which you are graduating.