



Sales & Marketing
Certificate of Accomplishment

Requirements 2009-2010

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses.

Course Number	Course Title	Credits
BTS 161	Computer & Software Fundamentals.....	5
CMST& 220▲	Public Speaking.....	5
MKTG 110	Client Customer Relations.....	5
MKTG 131	Principles of Professional Selling.....	5
MKTG 154	Principles of Marketing.....	5
MKTG 234	Advertising.....	5
GRAND TOTAL	30

& - A common course identifier recognized among Washington State Community and Technical Colleges.
 ▲ - Course number and/or title change begins Summer 2008. Courses with previous number/title are still applicable.
 For more information visit: bellevuecollege.edu/ccn.

Program Contact Info: bellevuecollege.edu/programs/az/ **Marketing Management**

Use Degree Audit to track your progress toward completion of this certificate at: bellevuecollege.edu/da/
 Please refer to bellevuecollege.edu/programs/degrees/certificates/ 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
BTS 161	Computer & Software Fundamentals	5						
CMST& 220 ▲	Public Speaking	5						
MKTG 110	Client Customer Relations	5						
MKTG 131	Principles of Professional Selling	5						
MKTG 154	Principles of Marketing	5						
MKTG 234	Advertising	5						
TOTAL:		30						

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.