

## Requirements 2012-2013

Courses may be subject to prerequisites and minimum grade requirements.

Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course	Course Title	Credits
BTS 109	Business Communications.....	5
BUS 120	Organizational Behavior.....	5
BUS 145	Business Mathematics.....	5
BUS 221	Human Resource Management.....	5
BUS 222	Advanced Leadership & Management.....	5
MKTG 135	Principles of Retailing.....	5
MKTG 154	Principles of Marketing.....	5
<b>Choose 5 credits from the following:</b> .....		<b>5</b>
ACCT 101	Practical Accounting I (5 Cr)	
ACCT 234	Managerial Accounting (5 Cr)	
<b>Choose 5 credits from the following:</b> .....		<b>5</b>
BTS 161	Business Software Essentials (5 Cr)	
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)	
<b>Choose 5 credits from the following:</b> .....		<b>5</b>
CMST& 101	Introduction to Communication (5 Cr)	
CMST 202	Survey of Speech Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
<b>GRAND TOTAL</b> .....		<b>50</b>

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

**All coursework applied to this certificate must be approved by program chair.**

**Submit completed form to Enrollment Services when applying for graduation.**

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**Related Instruction for BC Certificate of Achievement:** Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environment awareness.

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

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

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<b>TOTAL:</b>		<b>50</b>						

Exceptions to degree or certificate requirements and graduation information: <http://bellevuecollege.edu/enrollment/graduation/>

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

Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_