

Student Name: _____ SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK								
BTS 110	Web Essentials for Communications	5						
BTS 186	Publication Design Essentials	5						
BTS 187	Publication Design for Print	5						
BTS 188	Digital Images for Desktop Publishing	5						
BTS 189	Webpage Authoring Essentials	5						
BTS 293	Business Technology Practicum	5						
Choose 5 credits from the following:		5						
BTS 161	Business Software Essentials (5 Cr)							
BTS 165	Business Spreadsheet Analysis and Design (5 Cr)							
Choose 9 credits from the following:		9						
DMA 212	Vector Images & Illustrations (5 Cr)							
DMA 221	Web Animation I (5 Cr)							
ART 110	Two-Dimensional Design (5 Cr)							
ART 111	Design Color (5 Cr)							
BTS 144	Personal Information Manager (3 Cr)							
BTS 145	Introduction to Web Technology (1 Cr)							
BTS 147	Presentation Design & Delivery (3 Cr)							
BTS 280	Project Planning, Tracking & Reporting (5 Cr)							
BTS 289	Design & Deploy Ecommerce Website (5 Cr)							
BTS 293	Business Technology Practicum (5 Cr)							
BUS 230	Project Management (5 Cr)							
MKTG 154	Principles of Marketing (5 Cr)							
MKTG 200	International Marketing (5 Cr)							
MKTG 225	Customer Relations Management (5 Cr)							
MKTG 234	Advertising (5 Cr)							
MKTG 240	eMarketing (5 Cr)							
TOTAL		44						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

Continued on next page...

TRANSFER CREDITS

For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.

For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the Program Chair.

Petition: <http://bellevuecollege.edu/services/>

Program chairs: <http://bellevuecollege.edu/classes/all/>

NON-TRADITIONAL CREDITS

BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college. For more information, go to <http://bellevuecollege.edu/enrollment/academic/nontraditional/>

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/>

Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter; there is no fee required for this certificate. Applications are available at http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short_term_cert.pdf, and at the Enrollment and Registrar Services desk located in the Student Services building.

Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ *Desktop Publishing for Print and Web*