



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 (if applicable)					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK								
ACCT 101	Practical Accounting I	5						
BTS 109	Business Communications	5						
BTS 144	Personal Information Manager	3						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
BTS 280	Project Planning Tracking & Reporting	5						
BUS 120	Organizational Behavior	5						
BUS 221	Human Resource Management	5						
PROG 175	Database Reporting	5						
Choose 5 credits from the following:		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
TOTAL		48						

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: _____

Human Resources Assistant 2013-2014 Certificate of Achievement (continued)

CERTIFICATE REQUIREMENTS

Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree. Complete at least one-third of all the credits applicable toward the degree or certificate in residence at BC.

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 (or institutions') 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 degree 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 two quarters prior to the expected graduation date and pay the application fee.

Application deadlines:

- Fall: June 1
- Winter: October 10
- Spring: December 10
- Summer: March 15

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ *Human Resources Assistant*