

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
<b>CORE COURSEWORK</b>								
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						
Choose 5 credits from the following: ACCT 101 Practical Accounting I (5 Cr) ACCT 234 Managerial Accounting (5 Cr)		5						
Choose 5 credits from the following: BTS 161 Business Software Essentials (5 Cr) BTS 165 Business Spreadsheet Analysis & Design (5 Cr)		5						
Choose 5 credits from the following: 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)		5						
<b>TOTAL</b>		50						

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: \_\_\_\_\_

## *Retail Management 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/](http://www.bellevuecollege.edu/classes/all/) *Retail Management*