

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
BTS 161	Business Software Essentials	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						
<b>TOTAL</b>		30						

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: \_\_\_\_\_

### DESCRIPTION

The Sales and Marketing Certificate of Accomplishment helps beginners or those interested in entering sales and marketing positions to obtain, enhance or update the marketing, sales and computer skills needed for professional success. The certificate may be applied to the Certificate of Achievement in Sales and Marketing and the Marketing Management associate degree.

#### Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Apply basic marketing and sales skills necessary for an entry-level position
- Demonstrate fundamental skills in marketing, selling, advertising, communication and computational skills

### STAYING ON TRACK

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

Please refer to [bellevuecollege.edu/programs/degrees/](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](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/](http://www.bellevuecollege.edu/classes/all/) **Sales & Marketing**