

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								
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:		5						
ACCT 101	Practical Accounting I (5 Cr)							
ACCT 234	Managerial Accounting (5 Cr)							
Choose 5 credits from the following:		5						
BTS 161	Business Software Essentials (5 Cr)							
BTS 165	Business Spreadsheet Analysis & Design (5 Cr)							
Choose 5 credits from the following:		5						
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)							
TOTAL		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 2014-2015 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.

DESCRIPTION

The Retail Management certificate prepares students for entry-level positions in retailing. The certificate may be applied to the Marketing Management associate degree.

Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Identify problems within retail organizations and apply principles of organizational structure and organizational behavior to solve the problems
- Accurately perform basic business calculations
- Create a basic marketing plan
- Accurately perform basic bookkeeping or managerial bookkeeping activities
- Use basic features of business software
- Communicate effectively, using suitable communication for the audience and using principles of intercultural sensitivity

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/ *Retail Management*