

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 280	Project Planning Tracking & Reporting	5						
BUS 120	Organizational Behavior	5						
BUS 230	Project Management	5						
Choose 3-15 credits from the following:		3-15						
ACCT 225	Survey of Financial & Managerial Accounting (5 Cr)							
<b>OR</b>	<b>OR</b>							
ACCT 101	Practical Accounting I (5 Cr)							
ACCT 102	Practical Accounting I (5 Cr)							
ACCT 234	Managerial Accounting I (5 Cr)							
<b>OR</b>	<b>OR</b>							
BUS 299	Individual Studies in Business Management (V 3-5 Cr)							
<b>OR</b>	<b>OR</b>							
MKTG 299	Individual Studies in Marketing (V 3-5 Cr)							
<b>TOTAL</b>		18-30						

*NOTE: This certificate requires the completion of a minimum of 18 credit hours including BTS 280, BUS 120, & BUS 230.*

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: \_\_\_\_\_

### 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 [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/) **Project Management**