



Requirements 2006-2007

Courses may be subject to prerequisites and minimum grade requirements.
Check the on-line or printed catalog for more information.
<http://www.bcc.ctc.edu/catalog/courses>

Course No.	Course Name	Credit Hrs.
BTS 109	Business Communications	5
BTS 161	Computer & Software Fundamentals	5
G BUS 101	Introduction to Business	5
G BUS 145	Business Mathematics	5
Choose from the following:		5
G BUS 120	Organizational Behavior (5 Cr)	
G BUS 250	Entrepreneurship (5 Cr)	
MKTG 200	International Marketing (5 Cr)	
MKTG 110	Client/Customer Relations	5
MKTG 131	Principles of Professional Selling	5
MKTG 154	Principles of Marketing	5
MKTG 234	Advertising	5
SPCH 220	Introduction to Public Speaking	5
TOTAL		50

Program Chair: Judy Woo
jwoo@bcc.ctc.edu
425-564-2311

All coursework applied to this certificate must be approved by program chair.
Submit completed form to the Evaluations Office when applying for graduation.

Related Instruction for BCC Certificate of Achievements:

Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environmental awareness.

Please refer to <http://www.bcc.ctc.edu/programs/degrees/certificates/> for latest certificate updates and further information.

Use Degree Audit to track your progress toward completion of this certificate at: www.bcc.ctc.edu/da/



Sales and Marketing
Certificate of Achievement: 50 credits

COMPLETION WORKSHEET 2006-2007

Student Name: _____

SID: _____

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit						Gen Ed
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade	Met Yes/No
BTS 109	Business Communications	5							
BTS 161	Computer & Software Fundamentals	5							
G BUS 101	Introduction to Business	5							
G BUS 145	Business Mathematics	5							
MKTG 110	Client/Customer Relations	5							
MKTG 131	Principles of Professional Selling	5							
MKTG 154	Principles of Marketing	5							
MKTG 234	Advertising	5							
SPCH 220	Introduction to Public Speaking	5							
Choose from the following:		5							
G BUS 120	Organizational Behavior (5 Cr)								
G BUS 250	Entrepreneurship (5 Cr)								
MKTG 200	International Marketing (5 Cr)								
TOTAL:		50							

All coursework applied to this degree must be approved by program chair.
Completed form must be submitted to the Evaluations Office when applying for graduation.

Student Signature: _____ Program Chair Signature: _____ Date: _____

<p>Credit Evaluation and Graduation</p> <ul style="list-style-type: none"> o Official transcript from prior institution(s) must be submitted to the Evaluations Office in the school's sealed envelope when applying for graduation. o Degree course substitutions or transferred-in credits must be indicated on the degree advising/completion worksheet by the Program Chair o Students must submit an application for graduation two quarters prior to the expected date of graduation and pay the processing fee <p>Application deadlines: Fall Quarter—June 1 Winter Quarter—October 10 Spring Quarter—December 10 Summer Quarter—March 15</p>
