



Course No.	Certificate Requirements 2005-2006 Some courses are subject to prerequisites. Check the online or printed catalog for more information: http://www.bcc.ctc.edu/classes/catalog/	Credit Hrs.
BTS 280	Project Management Applications	5
G BUS 120	Organizational Behavior	5
G BUS 230	Project Management	5
Choose one of the following:		3-5
ACCT 234	Managerial Accounting (5 Cr)	
G BUS 299	Individual Studies in General Business (3-5 Cr)	
MKTG 299	Individual Studies in Marketing (3-5 Cr)	
TOTAL		18-20

Program Chair: Leslie Lum
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 425.564.4063

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



Student Name: _____ SID: _____ 1st Qtr/Yr: _____

Certificate of Completion Advising/Completion Worksheet				
<i>Certificate of Completion course substitutions and transferred-in courses must be filled out by Program Chair as applicable. Certificate of Completion course work may have minimum grade requirements for graduation – check with program.</i>				
Program Requirements 2005-06	Quarter/ Year	Grade/ Credit Hrs.	APPROVED Substitution	Transferred Course(s) (identify school)
BTS 280				
G BUS 120				
G BUS 230				
Choose one of the following: ACCT 234 G BUS 299 MKTG 299				
TOTAL CREDITS: _____				

This form must be fully completed, signed and submitted to Enrollment Services when applying for graduation.

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

Credit Evaluation and Graduation

- Students who plan to apply credits from other institutions to this certificate should meet with the Program Chair of the program for approval.
- Official transcript from prior institution(s) must be submitted to Enrollment Services in the school's sealed envelope when applying for graduation.
- Certificate course substitutions or transferred-in credits must be indicated in the certificate advising/completion worksheet by the Program Chair.
- A copy of the certificate advising/completion worksheet **signed by the Program Chair** must be submitted along with the graduation application.
- Student must submit an application and completed certificate advising/completion worksheet for each certificate by the last day of the quarter you plan to graduate
- Go to: <http://www.bcc.ctc.edu/enrollment/graduation/> for more information on graduation requirements and transferring in credits.