

BUSINESS ADMINISTRATION

RETAIL MANAGEMENT

Certificate of Completion – 43-47 credits

CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion, Retail Management

PROGRAM DESCRIPTION

COCC's Retail Management certificate is designed to give students a foundation for careers in retail business management. All coursework may be applied to an AAS Business degree.

COST OF PROGRAM

Standard tuition, student fees and textbooks.

PROGRAM PREPARATION AND PREREQUISITES

Recommended

- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 065/095 ("C" or better)
- Minimum placement scores resulting in MTH 065 placement or completion of MTH 060 ("C" or better)

MINIMUM GPA OR GRADE REQUIREMENTS

All required courses must be completed at a "C" grade or better and graduates must have an overall 2.0 GPA or higher.

REGISTRATION INFORMATION

The required courses for the certificate are listed below under Program Requirements. Students should consult their advisor if they have transfer credits, are not able to attend full time or are not at college level in reading, writing and math.

PROGRAM STANDARDS

Academic dishonesty will not be tolerated and can result in the offending student being dropped from the program. Students wishing reinstatement must seek endorsement from the department chair after completing a progressive review.

TRANSFER INFORMATION

This certificate is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferrable to public or private baccalaureate institutions.

PROGRAM REQUIREMENTS¹

The following is a suggested course of study for students interested in pursuing a Retail Management certificate and will depend on course availability.

First term

| | | |
|-----------------------------|--------------------------|-----|
| BA 101 | Introduction to Business | 4 |
| or any BA prefix course | | |
| BA 111 | Applied Accounting I | 3 |
| CIS 120 | Computer Concepts | 0-4 |
| or Computer Competency Test | | |
| WR 121 | Academic Composition | 4 |

Second term

| | | |
|-------------------------|---------------------------|---|
| BA 104 | Business Math | 3 |
| BA 178 ² | Customer Service | 3 |
| or any BA prefix course | | |
| BA 206 | Management Fundamentals I | 4 |
| BA 223 | Marketing Principles I | 4 |
| BA 285 | Business Human Relations | 3 |

Third term

| | | |
|---------|----------------------------|---|
| BA 214 | Business Communications | 3 |
| BA 224 | Human Resources Management | 4 |
| BA 249 | Retailing | 4 |
| CIS 131 | Software Applications | 4 |

ADVISING NOTES

¹ Western Association of Food Chains provides an industry certificate of completion for 8 courses of the COCC Retail Management Certificate Coursework (see retailmanagementcertificate.com).

² Students planning to continue education and apply coursework toward any AAS Business Specialization are advised to plan these 3 credits carefully with an advisor.