

## **Retail Management** Certificate of Completion

### **PROGRAM DESCRIPTION**

The 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.

**PROGRAM ENTRANCE REQUIREMENTS****Academic Entrance Requirements**

- Recommended:
  - High school diploma or GED
  - Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 065 Rhetoric/Critical Thinking II/WR 095 Basic Writing II ("C" or better)
  - Minimum placement scores resulting in MTH 065 Algebra II placement or completion of MTH 060 Algebra I ("C" or better)

**PROGRAM PERFORMANCE STANDARDS****Academic Requirements**

- Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
- All courses in the program must be completed with a grade of C or higher.

**PROGRAM COURSE REQUIREMENTS****Core Courses**

BA 101	Intro to Business (or any BA prefix course)	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 178	Customer Service (or any BA prefix course) <sup>1</sup>	3
BA 206	Management Fundamentals I	4
BA 214	Business Communications	3
BA 223	Marketing Principles I	4
BA 224	Human Resources Management	4
BA 249	Retailing	4
BA 285	Business Human Relations	3
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 131	Software Applications	4
WR 121	Academic Composition	4

**Total Credits 43-47**

<sup>1</sup> Students planning to continue education and apply coursework toward any AAS Business Specialization are advised to plan these 3 credits carefully with an advisor.

**ADVISING NOTES**

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.

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.

Western Association of Food Chains provides an industry certificate of completion for 8 courses of the COCC Retail Management Certificate Coursework. See [retailmanagementcertificate.com](http://retailmanagementcertificate.com) for course list and application information.