

RETAIL MANAGEMENT, LESS THAN ONE YEAR CERTIFICATE OF COMPLETION

The Less Than One Year Certificate of Completion Retail Management is recommended for students who would like to work in retail sales or students who are currently working in retail sales and are interested in advancing in their careers. Upon completion of this certificate, students will demonstrate skills necessary to successfully work in the field of retail sales and be in a position to advance to higher levels of responsibility including supervisory management. Career opportunities include retail clerks, management trainees, sales associates and other similar retail positions.

GRADUATION REQUIREMENTS

Students must complete a minimum of 30 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. All courses must be completed with a grade 'C' or better. One course must be completed at Southwestern before the Less Than One Year Certificate of Completion is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program, the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate computer skills: Word processing, electronic spreadsheet, database management, general accounting applications, presentation software and Internet research techniques.
- Describe the marketing methods including the analysis and inter-relationship of the marketing mix: Product, price, place and promotion.

Math and writing placement are unique to each student and are determined during the admissions and intake advising process. Additional math or writing courses may be required prior to taking the math or writing program requirements in this degree. For more information on placement methods used, visit our college placement policy [here](#).

PROGRAM GUIDE

Course	Title	Credits
Fall		
BA249	Retailing	3
CIS120	Concepts of Computing	4
WR115	Fundamentals of Report Writing ³	4
Credits		11

Winter		
BA120	Leadership Development ¹	3
BA223	Principles of Marketing	4
MTH82	Business Mathematics ²	4
Credits		11
Spring		
BA206	Management Fundamentals	4
BA224	Human Resource Management	4
Credits		8
Total Credits		30

¹ BA110, BA120, BA285, PSY100, PSY201, PSY202, PSY203 will satisfy this requirement.

² MTH60, MTH65, MTH95 or higher, excluding MTH211, may be substituted for MTH82.

³ A higher writing may be substituted excluding WR241, WR242, WR243, WR250.

* All Honors courses may substitute for their equivalent requirements.