

LESS THAN ONE YEAR CERTIFICATE OF COMPLETION RETAIL MANAGEMENT

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. This is a less than one year certificate.

PROGRAM STUDENT LEARNING OUTCOMES

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

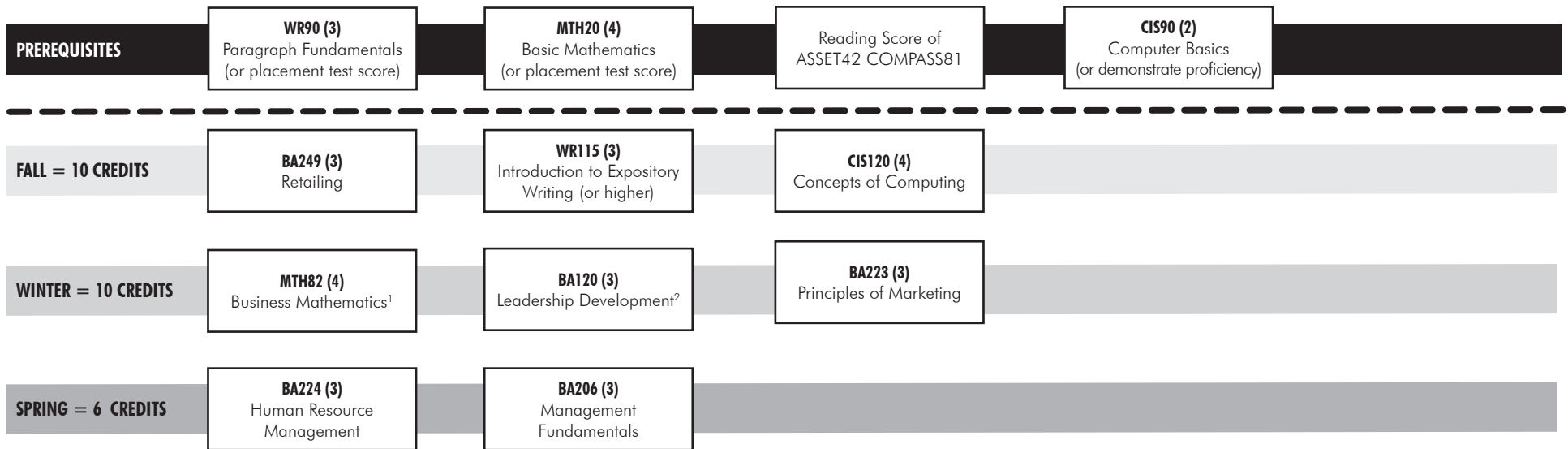
- Demonstrate effective communication skills including both verbal and written.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate computer skills: Word processing, electronic spreadsheet, database management, general accounting applications, presentation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

GRADUATION REQUIREMENTS

Students must complete a minimum of 26 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be completed with a 'C' or better. One course must be completed at Southwestern before the Certificate of Completion Retail Management 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
REQUIREMENTS



26 CREDITS = TOTAL PROGRAM REQUIREMENT

PROGRAM NOTES

¹MTH60, MTH95 or higher may be substituted for MTH82.

²BA110, 285; PSY100, 201, 203 may be substituted for BA120.