

# RETAIL MANAGEMENT

## DEGREES, CERTIFICATES AND AWARDS

### Certificate of Achievement

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#### DESCRIPTION

The Retail Management Certificate Program will equip students with valuable skills to start or advance their career in the retail and food chain industry. Students will gain a greater understanding of the retail industry including careers in: management and operations, sales and marketing, customer service, human resources, accounting, logistics and supply chain management and merchandising.

#### PROGRAM LEARNING OUTCOMES

1. Apply relevant information needed to perform job-related tasks and make retail business decisions including: an ability to set goals, to read and compose technical business documents and to use math skills to calculate and analyze financial information.
2. Explain, follow and enforce company policies, procedures, and perform job duties in an ethical manner.

#### CERTIFICATE OF ACHIEVEMENT PROGRAM

The **Certificate of Achievement** program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a "C" average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

#### FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: [www.imperial.edu/students/financial-aid-and-scholarships/](http://www.imperial.edu/students/financial-aid-and-scholarships/)

#### CAREER OPPORTUNITIES

- Management and Operations
- Sales and Marketing
- Customer Service
- Human Resources
- Logistics and Supply Chain Management
- Merchandising

# RETAIL MANAGEMENT

## CERTIFICATE OF ACHIEVEMENT

### RETAIL MANAGEMENT

Twenty-five to Twenty-six (25.0-26.0) units required for the certificate.

ALL COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

#### I. Required courses for the certificate (25.0-26.0 units)

ACCT	210	Principles of Financial Accounting	4.0
BUS	063	Essentials in Workplace Communication	3.0
BUS	120	Retail Management	3.0
BUS	132	Business Management	3.0
BUS	136	Human Relations in Management	3.0
BUS	144	Principles of Marketing	3.0
BUS	145	Human Resources Management	3.0
BUS	180	Microsoft Office Suite for the Workplace	4.0
<u>OR</u>			
CIS	101	Introduction to Information Systems	3.0

**Total Certificate Units**

**25.0 - 26.0**