

# Retail Management Certificate of Achievement

+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.

**Program Description:** Retail Management is an expanding career path supported by many industry sectors. Strong retail managers are essential to business success in electronics, clothing, food, entertainment, home furnishings, children's supplies, publishing, cosmetics, educational materials, gift, athletic equipment, pet supplies, and just about every other imaginable consumer product and service. The retail industry is at the heart of many local economies. Effective management is the key to long-term economic security throughout the state. This program, designed in collaboration with industry leaders, is intended to provide the student with many of the competencies required for success at the management level within the vast retail industry. This program encompasses the business essentials such as accounting and marketing, and also emphasizes management and communication skills required for career success.

**Program SLO:** Demonstrate the skills necessary to successfully manage a retail business enterprise, including human resources, marketing, and bookkeeping.

**Important Information:** For students interested in earning an Associate's degree and/or transfer, please follow up with the Counseling Office for additional information @ <https://www.canyons.edu/counseling> or (661)362-3288/(661)362-3811.

Major courses are sequenced and **BOLDED** based on recommendations by the [Business Department](#).

First Semester (0 12units minimum)		FA = Fall; WI = Winter; SP = Spring; SU = Summer		
Course	Title	Units	Major Courses	
<b>BUS 110</b>	<b>Principles of Management (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major</b>	
<b>BUS 111</b>	<b>Human Relations in the Workplace (FA, SP)</b>	<b>3</b>	<b>Major</b>	
<b>BUS 113</b>	<b>Retail Management (FA, SP)</b>	<b>3</b>	<b>Major</b>	
<b>CAWT 116</b>	<b>Business Communication (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major</b>	
	<i>Term Totals:</i>	<b>12</b>		

Second Semester (13 24 units minimum)				
Course	Title	Units	Major Courses	
<b>BUS 112</b>	<b>Human Resource Management (FA, SP)</b>	<b>3</b>	<b>Major</b>	
<b>BUS 140</b>	<b>Principles of Marketing (FA, SP)</b>	<b>3</b>	<b>Major</b>	
<b>BUS 157</b>	<b>Entrepreneurial Finance (FA, SP)</b>	<b>3</b>	<b>Major</b>	
<b>CAWT 140</b>	<b>Survey of Microsoft Office Programs (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major</b>	
	<i>Term Totals:</i>	<b>12</b>		

**Total Units: 24**

## Counseling Resources

Business Department: [www.canyons.edu/business](http://www.canyons.edu/business)

Counseling Department: <https://www.canyons.edu/student-services/counseling/index.php>

COC Future Business Leaders of America – Phi Beta Lambda: [coc.pbl@gmail.com](mailto:coc.pbl@gmail.com)

Petition for Certificate of Achievement: Petitions are due in the fall/spring/summer term you will complete the requirements and may be submitted before your last term or up until the final day of the term. The petition form must be reviewed with a counselor and may be found here:

[https://www.canyons.edu/\\_resources/documents/student-services/admissions/Petition\\_for\\_Associate\\_Degree\\_and\\_Certificate\\_of\\_Achievement.pdf](https://www.canyons.edu/_resources/documents/student-services/admissions/Petition_for_Associate_Degree_and_Certificate_of_Achievement.pdf)

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## **Career Resources**

California Career Zone: [www.cacareerzone.org](http://www.cacareerzone.org)

O\*Net Online: [www.onetonline.org](http://www.onetonline.org)

Bureau of Labor and Statistics: [www.bls.gov](http://www.bls.gov)

Professional Associations:

American Business Women's Association: [www.abwa.org](http://www.abwa.org)

American Management Association: [www.amanet.org](http://www.amanet.org)

American General Business Association: [www.agba-global.org](http://www.agba-global.org)

The National Association of Sales Professionals: [www.nasp.com](http://www.nasp.com)

Sales and Marketing Executives International: [www.smei.org](http://www.smei.org)

National Sales Network: [www.salesnetwork.org](http://www.salesnetwork.org)