



RETAIL MANAGEMENT

Certificate of Achievement (Code # 4000)

2009 – 2010

REQUIREMENTS FOR THE CERTIFICATE:

COURSE NO.	TITLE	UNITS
BUS 101	Bookkeeping and Accounting	5
BUS 110	Principles of Management	3
BUS 111	Human Relations in the Workplace	3
BUS 112	Human Resources Management	3
BUS 113	Retail Management	3
BUS 140	Principles of Marketing	3
BUS 144	Business Mathematics	5
CIT 116	Business Communications	3
CIT 140	Survey of Microsoft Office Programs	3
COMS 105	Fundamentals of Public Speaking	3
OR		
COMS 223	Small Group Communication	3
Total Units for Certificate:		34