

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Retail Management certificate program is earned after completion of 16 credits. Many courses may apply toward Associate of Science (AS) and Associate of Applied Science (AAS) degrees in Business.

Program Goals

By completing this certificate, students will achieve the following learning goals as applied in the retail environment:

1. Function effectively in a diverse, global business community;
2. Use critical thinking skills to analyze and solve business problems;
3. Demonstrate effective interpersonal skills and professional attitudes; and
4. Demonstrate effective business communication skills.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- All accounting and computer courses should be completed within the last seven years.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

Program Requirements: 16 credits

- BUS 1103 Human Relations in the Workplace 3
- BUS 1145 Customer Service 3
- BUS 1149 Professional Selling 3
- BUS 2242 Principles of Retailing..... 3
- BUS 2244 Principles of Management 4

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program.

	Fall Semester	Spring Semester
1st YEAR	BUS 1103 3	BUS 2242 3
	BUS 1145..... 3	BUS 2244 4
	BUS 1149..... 3	
	TOTAL 9	TOTAL 7

◆ *Course has prerequisite - see course schedule or catalog description.*

^ *Course requires Instructor permission.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.