

# BUSINESS TECHNOLOGY

## CERTIFICATE: WAFC RETAIL MANAGEMENT – 26 CREDITS

### CAREER DESCRIPTION

The Retail Management Certificate is an exciting program that will help prepare students to take on entry-level management positions in the retail industry. The program builds skills in many areas critical to the success of retail management. Courses of study will include management, marketing, supervision, human resources, communications, and more.

This 8-course program of study is sponsored by the Western Association of Food Chains (WAFC).

Additional information on the WAFC can be found on their website at [www.wafc.com/](http://www.wafc.com/)

Additional information on the WAFC/Retail Management Certificate at UCC is available at [www.uccrmc.com](http://www.uccrmc.com)

### PROGRAM OUTCOMES

Students who successfully complete the WAFC Retail Management Certificate will:

1. Communicate effectively using verbal and written skills

2. Identify and examine human relations skills within the retail organization

3. Understand business vocabulary

4. Understand and properly interpret financial reports

5. Understand basic management, supervision, and human resource functions and principles

6. Apply appropriate ethical choices

7. Exhibit critical thinking and decision-making skills

## CERTIFICATE — WAFC Retail Management

26 Credits — Recommended Sequence for Students (Students should see an RMC program advisor to customize their educational plan.)



### NOTES

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Students should speak with an RMC program advisor for a degree planning worksheet for this program.

A grade of C or better must be earned in all courses within this certificate.

Recommended to take classes in order listed.

# BUSINESS TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE: ENTRY MANAGEMENT – MINIMUM 91 CREDITS

## CAREER DESCRIPTION

The two-year Entry Management degree prepares students to become an effective business leader in today's rapidly-changing competitive business environment. The program develops skills in accounting, motivating and managing employees, communication, marketing, public speaking, business software, community service, and financial management. Whether new to the business world or are seeking to upgrade your skills, the program will provide the training needed to succeed.

The curriculum combines "leading edge" classroom instruction with on-the-job training (Cooperative work experience). Students should take classes in the order listed on the facing page. If classes do not fit within your schedule, please see a faculty advisor for help.

## PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Entry Management will:

1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession
7. Explain business vocabulary
8. Interpret financial reports
9. Demonstrate effective personal presentation skills

## APPLICATION & ACCEPTANCE

Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, you should take Intro to Computer Information Systems (CIS120) during your first term at UCC. Placement scores indicating MTH 020 or higher and WR 115 or higher are required for entry into the program.

## RECOMMENDED ELECTIVES

BA 130	Accounting Applications III	2
BA 150	Developing a Small Business	4
BA 165	Customer Service	3
BA 207	Introduction to E-Commerce	3
BA 214	Business Communications	3
BA 238	Professional Selling	3
BA 239	Advertising	3
CIS 125D	Computer Applications - Database	3
CIS 195	Authoring for the World Wide Web I	4
MTH 060	Introduction to Algebra	4
SDP 223	Employee Development and Performance Management	3
OA 131	Ten-Key Calculator	1
HPE 295	Wellness & Health Assessment	3
CIS 120	Intro to Computer Information Systems	4