Retail Management – COC

2023-24

Program map for Retail Management Certificate of Completion (COC)

The Retail Management Certificate of Completion prepares current and future retail employees for success in the fast-paced retail industry. Students develop an understanding of the scope and requirements of a management position in a retail business. To stay competitive, grocery stores, department stores, specialty retailers, and "eTailers" need skilled people. LCC's Retail Management certificate program was developed with, and is endorsed by, the Western Association of Food Chains (WAFC). Certificate graduates may continue their studies by applying certificate course work towards the AAS degree in Business Management.

See also: (lowercolumbia.edu/programs/business)

- **Degree Requirements for Accounting, Business and Leadership programs (lowercolumbia.edu/programs/business)**
- **Course descriptions in LCC Catalog (lowercolumbia.edu/publications/catalog/courses)**
- **Distribution lists in LCC Catalog (lowercolumbia.edu/publications/catalog/distribution-lists)**

Please note that many course sequences only begin in fall quarter. Please check with your program advisor for more information.

Please review both the "By Quarter Overview" and "Detailed Class Sequence" tabs below.

By Quarter Overview

First Quarter

- BUS 119: Business Communications (5 credits)
    - *ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101**
- BUS 144: Management of Human Relations: DIV (5 credits)
- CS 110: Introduction to Microcomputer Application (3 credits)
    - *Ability to use a keyboard**
- COLL 101: College Success 101 (2 credits)

*Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Second Quarter

- ACCT 101: Introduction to Accounting Concepts (5 credits)
  - BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission*
- BUS 244: Human Resource Management (5 credits)
- BUS 264: Principles of Marketing (5 credits)
  - BUS& 101 or instructor permission*

Pre- and/or co-requisite(s)

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Third Quarter

- BUS 159: Principles of Retailing (5 credits)
- BUS 245: Principles of Management (5 credits)

Apply for credit as Certificate (lowercolumbia.edu/graduation)

Detailed Class Sequence

1. Business Communications

BUS 119 (5 credits)
Pre- and/or co-requisite(s): Placement into ENGL& 101

2. Management of Human Relations: DIV

BUS 144 (5 credits)

3. Introduction to Microcomputer Application

CS 110 (3 credits)

Pre- and/or co-requisite(s): Ability to use a keyboard

4. College Success 101

COLL 101 (2 credits)

5. Introduction to Accounting Concepts

ACCT 101 (5 credits)

Pre- and/or co-requisite(s): BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission

6. Human Resource Management

BUS 244 (5 credits)

7. Principles of Marketing

BUS 264 (5 credits)

Pre- and/or co-requisite(s): BUS& 101 or instructor permission

8. Principles of Retailing

BUS 159 (5 credits)

9. Principles of Management

BUS 245 (5 credits)

Program Maps for Accounting, Business and Leadership (lowercolumbia.edu/program-maps/business)

- **Accounting Technician - AAS (lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician)**
- **Accounting Technician - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAST-Accounting-Technician-to-BAS-OLTM)**
- **Administrative Services Manager - AAS (lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager)**
- **Administrative Services Manager - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAST-Administrative-Services-Manager-to-BAS-OLTM)**
- **Administrative Support - COP (lowercolumbia.edu/program-maps/business/COP-Administrative-Support)**
- **Business - AA-DTA/MRP (lowercolumbia.edu/program-maps/business/DTA-MRP-Business)**
- **Business - AA-DTA/MRP (online) (lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online)**
- **Business Management - AAS (lowercolumbia.edu/program-maps/business/AAS-Business-Management)**
- **Business Management for BAS-OLTM - AAS-T (lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM-)**
- **Community, Health and Wellness Advocate – COC (lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate)**

- **General Business – COP (lowercolumbia.edu/program-maps/business/COP-General-Business)**
- **Medical Billing and Coding Specialist - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist)**
- **Medical Office Administration - AAS (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration)**
- **Medical Office Administration - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAST-Medical-Office-Administration-to-BAS-OLTM)**
- **Medical Reception - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Reception)**
- **Organizational Leadership and Technical Management, Full-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-FT)**
- **Organizational Leadership and Technical Management, Part-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-PT)**
- **Retail Management – COC (lowercolumbia.edu/program-maps/business/COC-Retail-Management)**