

RETAIL, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible
Banner Code: 1_CN_MGRT
Control Number: 22374

This program is approved by the Western Association of Food Chains and persons completing the prescribed courses are eligible to receive both the OCC Certificate of Achievement and the WAFC Retail Management Certificate.

Program Outcomes

1. Function effectively as a manager in a retail environment using the skills, principles, and tools they have acquired.
2. Apply the retail principles they have learned in their professional lives.
3. Analyze the ethical dimensions of effective retail managers in everyday conduct and decision making.
4. Demonstrate effective written and/or oral skills.

Certificate Requirements

Orange Coast College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment. At least 3 units in an advanced course from the certificate must be completed at OCC.

1. **Certificate of Achievement** - 8 units or more in a state-approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing his or her final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog.
2. **Certificate of Specialization** - 16 units or less in a locally approved program. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the division for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing.

Minimum Grade Requirement

In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog. Check with a counselor to determine the requirements for completion.

Course	Title	Units
Required Courses		
ACCT A100 or ACCT A101	Accounting for Small Business Financial Accounting	3-4
BUS A139	Business Communication	3
CIS A100	Introduction to Computer Applications	3

Course	Title	Units
LEAD A200	Organizational Leadership	3
MGMT A100	Applied Management for Public and Private Organizations	3
MGMT A115	Human Relations and Supervision	3
MKTG A100	Introduction to Marketing	3
MKTG A200	Retail E-Commerce Management	3
Total Units		24-25

Retail Suggested Electives

Course	Title	Units
ACCT A102	Managerial Accounting	4
BUS A110	Business Law	3
BUS A138	Business English	3
BUS A240	Entrepreneurship	3
MKTG A110	Professional Selling	3
MKTG A220	Retail Buying	3