

GUIDED PATHWAY: RETAIL MANAGEMENT CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Management webpage](http://www.dcccd.edu/management) [www.dcccd.edu/management] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing Management. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn the Retail Management Certificate. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. Visit the El Centro catalog for [official certificate requirements](#).

The Retail Management Certificate provides a pathway to a career in Retail Management. The certificate is designed to prepare students for career opportunities and upward mobility in the retail industry. This certificate has been endorsed by the Western Association of Food Chains (WAFC) to be offered by El Centro Campus. The endorsement is designed to meet the educational and skills for the retail industry. The primary focus of the endorsement within the Retail Management Certificate aligns with these topics: Human Relations/Organizational Behavior, Computer Applications (Technology), Business Communication Skills for Managers, Principles of Management, Principles of Marketing, Human Resources Management, Financial Management, and Budgeting and Retail Management.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 24 SEMESTER CREDIT HOURS

SEMESTER 1

Total Hours: 6

[BMGT 1327](#) – Principles of Management

CHOOSE ONE: [ACCT 2301](#) – Principles of Financial Accounting I **OR**
[ACNT 1303](#) – Introduction to Accounting I

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.

SEMESTER 2

Total Hours: 6

CHOOSE ONE: [COSC 1301](#) – Introduction to Computing **OR**
[POFI 1301](#) – Computer Applications I

CHOOSE ONE: [SPCH 1321](#) – Business and Professional Communications *This is a Core course.* **OR**
[SPCH 1315](#) – Public Speaking *This is a Core course.*

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path and program of study.

SEMESTER 3

Total Hours: 6

[MRKG 1311](#) – Principle of Marketing

[HRPO 2301](#) – Human Resources Management

SEMESTER 3 ACTION ITEMS

1. Meet with a career advisor or coach for assistance in preparing for job search.

SEMESTER 4

Total Hours: 6

[HRPO 2307](#) – Organizational Behavior

[MRKG 1302](#) – Principles of Retailing *This is the capstone experience for the award.*

SEMESTER 4 ACTION ITEMS

1. After successfully completing all coursework, apply for graduation for the Retail Management Certificate.

PATHWAY TOTAL: 24 SEMESTER CREDIT HOURS