

# BUSINESS: RETAIL MANAGEMENT - LEVEL I (CERTIFICATE E0500)

---

## Business Division

### Certificate E0500

This introductory certificate exposes students to the business world and the role of retail distribution. Students become familiar with careers in retail management, as well as the latest trends in this fast changing field. This certificate may aid the student's search for an entry-level job in retail management.

## Required Courses

Course Prefix	Course Name	Units
BUSO 25	Business Communications	3
BUSS 50	Retail Store Management and Merchandising	3
CISB 15	Microcomputer Applications	3.5
<b>Total Units</b>		<b>9.5</b>

## Special Information

Students receiving financial aid need to declare the Level II or Level III Certificate as their goal to meet Financial Aid requirements.

Business Management Website (<http://www.mtsac.edu/management/>)

## Program Learning Outcomes

*Upon successful completion of this program, a student will be able to:*

- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.
- Use informative and sales letters to convey information and influence people favorably.
- Develop and deliver a 3-5 minute presentation on a business related topic.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.