



# Retail Management Certificate

## Program description

The Retail Management Certificate at Highline College offers course work that is specific to the retail industry and focuses on preparing retail employees for upward mobility and management positions. [Learn More](#)

## Key advisors

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## Program map

The following program map contains recommended courses to complete your degree or certificate. This document does not replace meeting with an advisor. In order to discuss your educational goals and plans a meeting with an advisor is very important.

### 1<sup>st</sup> Quarter

Courses: 15 credits	Credits	Complete?
BUSN 138 – Principles of Marketing	5	
CMST& 101 – Introduction to Communication	5	
BSTEC 120 – Introduction to MS Office Software, OR BUSN 216 – Business Computer Applications		

#### Action items/milestones

- Declare your program of study/major
- Meet with your advisor to discuss this program map

### 2<sup>nd</sup> Quarter

Courses: 15 credits	Credits	Complete?
BUSN 270 – Principles of Management and Supervision	5	
BUSN 175 – Retailing	5	
BUSN 160 – Human/Labor Relations	5	

### 3<sup>rd</sup> Quarter

Courses: 9 credits	Credits	Complete?
BUSN 204 – Introduction to Human Resource Management	4	
ACCTG 121 – Practical Financial Accounting	5	

#### Action items/milestones

- Meet with your advisor prior to completion of 45 credits