

Name:	
ID:	
Date:	
Counselor Contact:	

Major Requirements: 24.5-25 units

A grade of "C" or better is required in the following courses

CERTIFICATE OF ACHIEVEMENT (F.2055.CA)	C-ID	Units	Completed	In Progress	Planned
BA/BT 5, WorkplaceCommunication		3			
BA 31, Human Resource Management		3			
BA 33, Human Relations in the Workplace		3			
BA 43, Principles of Management		3			
BT 131, Applied Accounting OR ACCTG 4A, Financial Accounting		3.5-4			
CIT 15, Computer Concepts	ITIS 120	3			
MKTG 10, Principles of Marketing		3			
MKTG 14, Retailing		3			

Notes:

- 1. The program prepares current and future retail employees for the fast paced, ever changing challenges in a competitive retail environment. Specific occupational preparation is provided in the above program.
- 2. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
- 3. The *Certificate of Achievement* requires completion of the major (24.5-25 units) with a "C" or better grade in each course.