

## Retail Management Certificate

The Retail Management Certificate Program is a comprehensive college program designed to prepare current and future retail employees for the fast paced challenges in a competitive retail environment. This broad college program is also intended to help students develop a clear sense of the scope of the retail manager’s job and the related success factors.

The Western Associations of Food Chains has approved this program, and food industry employees who successfully complete the 10 courses are eligible to receive both the College Certificate of Achievement and the WAFC Retail Management Certificate PLUS a cash honorarium from WAFC. Tuition support is also available.

Course Number		Title
BUMA	1	Principles of Management
BUMA	31	Business Calculations (or College Level Math)
BUMA	27	Marketing
BUAC	50	Accounting in the Business Environment (or ACCT 20A)
BUMA	94	Business Communications (or College Level English)
BUMA	64	Personnel Management
BUMA	32	Human Relations
BUMA	29	Retail Management
CIS	10	Computer Literacy
SP	004	Public Speaking

### Recommended Courses for Fall 2012 – Classes start August, 27

**Take one or both of these classes and JOIN the WAFC Cohort group!!**

**Cohort classes meet** 72840 Hwy. 111, Suite 502, Room 1, Palm Desert located on the lower level of the Westfield Shopping Mall

**BUMA 031 Business Calculations**

**Tuesday Nights 6-9:05 pm**

**BUMA 032 Human Relations**

**Thursday Nights 6-9:05 pm**

Other options if you can’t join the cohort:

- SP 004 Speech
- CIS 10 Computer Literacy
- BUMA 001 Principles of Management
- BUAC 050 or BUAC 20A Accounting

*Multiple sections, on-line and on campus*



## How to get started:

1. Apply TODAY at College of the Desert at <http://www.collegeofthedesert.edu/>

*IMPORTANT: Attached are some tips that will help you get through the application process easily.*

**This process takes a few days so get started today!!**

2. After you apply, you will receive information from the college about how to register for classes -- Register as soon as you are able - courses fill quickly

Registration Dates are assigned according to the number of units students have already taken. Check College Web Site for priority registration dates.

**Registration begins June 18 2012**

**Classes start August 27, 2012**

3. After you have registered, purchase your textbooks and required materials from our bookstore <http://www.bkstr.com/>

4. You must pay for your courses when you register!

### **Tuition only \$36/unit –**

- You may be eligible for Financial aid. Contact the college to find out more!
- Tuition support is available.
  - Contact your company's HR department for information on tuition reimbursement.
  - Tuition reimbursement also offered through CGA ([www.cagrocers.com](http://www.cagrocers.com)) !!
  - UFCW members may also be eligible for scholarships and tuition reimbursement through your company's benefits. GO to [www.scufcwfunfunds.com/scholarship.htm](http://www.scufcwfunfunds.com/scholarship.htm)

**Questions?? Contact Dr. Kelly Hall (760) 776-7224**

**[khall@collegeofthedesert.edu](mailto:khall@collegeofthedesert.edu)**

Go to [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) click on the 'new students' tab on the left of the screen. You will see a series of steps involved in enrolling at COD.

Step 1 is complete the online application. Follow the instructions and do this. After completing the application, you will get an email with our student ID number. You need this number before you do anything else.

Steps 2-4 can be waived for Retail Management Certificate students. Fill out the attached matriculation waiver form. Request an exemption from assessment, orientation and counseling. Check all 3 boxes on the form. They look like this:

**I am requesting an exemption of the following matriculation services (check all that apply)**

Assessment Services

Orientation Services

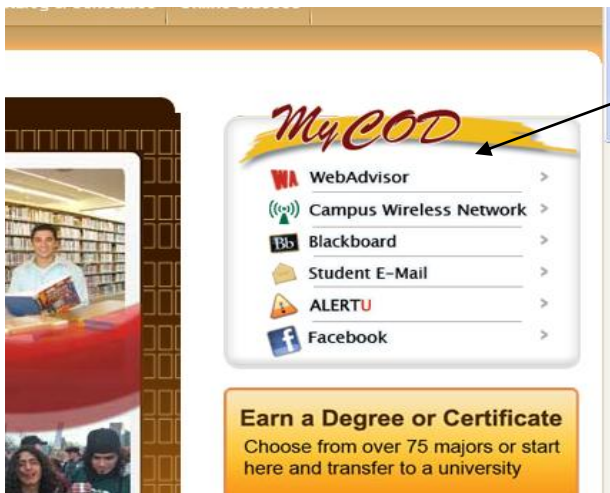
Counseling/Advising Services

In the 'reason' section, indicate that you plan to take courses with no pre-requisites, In the "List Courses" box, write in "Retail Management Certificate."

Reason	Minimum Supporting Information
<input type="checkbox"/> I have attained an AA/AS degree or higher	Unofficial college transcripts or copy of college diploma
<input type="checkbox"/> I have previously taken college level coursework in English, Math, and/or Reading	Unofficial college transcripts
<input type="checkbox"/> I have completed a minimum of 15 college units	Unofficial college transcripts
<input type="checkbox"/> I have previously taken a course placement assessment at another CA Community College	Copy of assessment score report and course placement report (must include school name on score report)
<input type="checkbox"/> I plan to take a course(s) with no pre-requisites	List course(s): _____ _____
<input type="checkbox"/> I do not plan to earn a degree/certificate at this time	Initial here: _____
<input type="checkbox"/> I do not plan to take more than 12 units at this time	Initial here: _____

Fax, Mail, or Deliver the completed form to COD counseling. Fax number is 760-862-1330. It will take counseling a few days to process the waiver. You will receive a phone call or email saying that you are cleared to register. You may have to call them at 760-773-2521.

At this point you will be ready to register for classes. All registration happens on-line through web-advisor. It is a fairly user-friendly interface with plenty of guidance for first time students. Go back to the COD web site and click on Web Advisor.



In Web Advisor, click on student. Click on 'logging in for the first time' and follow the prompts. Note that you have a separate user ID and password for web advisor. It is not the same as the user name and password you created when you filled out the application.

Still having trouble? Call Dr. Hall 760-776-7224.