

Business Certificate of Completion

Required Courses: *Certificate of Completion*

Offered at Wenatchee and Omak campuses

Prerequisites for the certificate option are ENGL 097 and MATH 098 or qualifying placement scores.

Core Program Requirements		Credits
BCT 105	Computer Applications	5
BCT 130	Spreadsheets	5
BUS 240	Principles of Management <i>or</i>	
BUS 245	Small Business Management.....	5
BUS 241	Principles of Marketing	5
ACCT& 201	Principles of Accounting I.....	5
BUS 146	Business Ethics <i>or</i>	
BUS& 101	Intro. to Business.....	5
ECON& 201	Micro Economics <i>or</i>	
ECON& 202	Macro Economics.....	5
ENGL& 101*	Composition: General <i>or</i>	
BCT 205*	Business Communication	5
MATH 099*	Intermediate Algebra or higher	5
Total Credits for Certificate		45

Retail Management (Business, General)

● *Certificate of Completion*

The WVC Retail Management certificate is endorsed by the Western Association of Food Chains (WAFC), a high-profile, non-profit association dedicated to promoting academic preparation in the food industry. All of the WAFC member grocery companies recognize and value this college-level certificate, which is designed to provide individuals with the knowledge and skills that may increase their employability and career options in retail settings.

The retail management certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. Students who complete the courses for this program will develop a clear sense of the scope of a career in the field of retail management. The program serves both entry-level job candidates and incumbent employees. The curriculum includes courses in both written and oral communications, business math, human relations and computer applications. Students also complete specific business and management courses in accounting, management, marketing, retailing and human resource management. After successful completion of the required coursework, students will receive a retail management certificate, which may also show the WAFC endorsement.

All certificate courses may be applied toward a WVC associate of technical science (ATS) degree in General Business if students receive a "C" grade or higher. Some courses are transferable. Students should work closely with a business adviser to plan their class schedules.

Suggested Course Sequence: *Certificate of Completion*

Offered at Wenatchee campus

Courses		Credits
ACCT 102	Practical Accounting I <i>or</i>	
ACCT& 201	Principles of Accounting I.....	5
BCT 205*	Business Communication <i>or</i>	
ENGL& 101*	Composition: General	5
BCT 116	Professional Work Relations.....	3
BCT 128*	Business Math.....	5
BCT 105	Computer Applications	5
BUS 243	Human Resources Management	5
BUS 242	Retail Management.....	5
BUS 240	Principles of Management	5
BUS 241	Principles of Marketing	5
CMST&220	Public Speaking <i>or</i>	
CMST& 210	Interpersonal Communications	5
Total Credits for Certificate		48

*Placement score required.