

COLLEGE: **Elgin Community College-Tech Prep PCCS**  
 HIGH SCHOOL(S): **District 301 -- Central High School**

CLUSTER: **Business, Management & Administration**  
 PATHWAY: **Marketing and Communications**  
 PROGRAM: **Retail Management**



	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	PHYSICAL EDUCATION	HIGH SCHOOL ACADEMIC & CAREER/TECHNICAL ELECTIVES		
SECONDARY	9	Regular or Honors Freshman English	Algebra 1 or higher math	Introduction to Physical Science or Accelerated Biology and Earth Science	Regular or Honors Modern World History	PE/Health 1	Foreign Language	Excel Certification	Fundamentals of Business
	10	Regular or Honors American Literature	Regular or Honors Geometry or higher math	Regular Biology or Chemistry	Regular or AP U.S. History	Health / Health 2	Foreign Language	Word Certification	Accounting 1 (AC: ACC 100)
	11	Regular or AP English	Algebra 2 DB or higher Math	Regular Biology or Honors Chemistry	American Government or AP U.S. Government & Politics	PE	Economics	Marketing	Accounting 2 (AC: ACC 101)
	12	Regular or AP English, including a writing course	College Algebra, Regular or honors Pre-calculus/trig, or AP Math			PE		<b>ECC Dual Credit Courses:</b> Fall: Bus 120 & MKT 105 Spring: MKT 103 & BUS 100	

Entering college freshmen must show English, reading, and mathematics competency. College Ready English, reading, and mathematics competency levels at Elgin Community College: Enrolling students must show ACT English subtest score of 20, a reading subtest score of 18, and a mathematics subtest score of 23, or they must receive an appropriate test score on ECC's placement tests. *Note: These requirements must be met to participate in dual-credit courses during senior year.*

ECC Required and Elective Marketing and Retail Management AAS Degree Courses	Things to Consider
--	--------------------

	Year 1 1st Semester	Year 1 2nd Semester	Year 1 Summer	Year 2 1st Semester	Year 2 2nd Semester	This Program of Study document provides general college and career course suggestions. Students should work with high school counselors and faculty and college staff to make appropriate course selections.	SAMPLE OCCUPATIONS RELATED TO THIS PROGRAM OF STUDY ► Admin. Support Representative ► Customer Service Representative ► Department Manager ► Merchandise Buyer ► Merchandising Manager ► Operations Manager ► Receiving Clerk ► Retail Marketing Coordinator ► Sales Associate ► Sales Manager ► Stock Clerk ► Store Manager ► Visual Merchandise Manager
POSTSECONDARY	SPH 101: Fundamentals of Speech	BUS 120: Business Mathematics*	BUS 100: Introduction to Business	BUS 101: Communications	MKT 105: Sales		
	PSY 100: Introduction to Psychology	Liberal Education Elective	CIS 110: Introduction to Computers OR OAT 130: Software Appl's for the Office	MKT 103: Marketing	MMT 101: Principles of Management		
	MMT102: Human Relations in Applied Management	MMT 107: Human Resource Management	BEC 101: Basic Economics OR BEC 102: Prin of Macroeconomics	MMR 101: Principles of Retailing	ACC 101: Financial Accounting		
	BUS 113: Bus Law	MMR 106: Retail Management	MMR160: Indepen't Study in Retail Mang.	Recommended program elective	BUS 142: Report Writing		

**CCTI**  
 College and Career Transitions Initiative  
 Funded by the U.S. Dept. of Education (V051B020001)



Draft : 02/01/2011

**AAS** (Associate of Applied Science) CTE courses

**BVS** (Basic Vocational Specialist in Retail Management) Certificate for MMR 101, MKT 103, MMR 106, MKT 105, and MMR 160

**Credit-Based Transition Programs: "AC:" =Articulated Credit (High school courses articulated for credit with ECC courses.)**

**Credit-Based Transition Programs: \* =Dual Credit**

**Mandatory Assessments, Advising, and Additional Preparation**

## Elgin Community College Catalog:

For further information regarding Retail Management and Marketing at Elgin Community College visit this website:

<http://www.elgin.edu/coursecatalog.aspx>

## ACT WorkKeys Job Skill Statements Useful in this Career Field

(Based on WorkKeys Assessments, a product of ACT, Inc. More information available at: [www.act.org/workkeys](http://www.act.org/workkeys).)

<b>Reading for Information</b>	<b>Skills</b>
<p>Reading materials include elaborate procedures, complicated information, and legal regulations found in all kinds of workplace documents</p> <p>Complicated sentences with difficult words, jargon, and technical terms</p> <p>Most of the information needed to answer the items is not clearly stated</p>	<p>Identify implied details</p> <p>Use technical terms and jargon in new situations</p> <p>Apply complicated instructions to new situations</p> <p>Figure out the principles behind policies, rules, and procedures</p> <p>Apply general principles from the materials to similar and new situations</p> <p>Explain the rationale behind a procedure, policy, or communication</p>
<b>Applied Mathematics</b>	<b>Skills</b>
<p>May require considerable translation from verbal form to mathematical expression</p> <p>Generally require considerable setup and involve multiple-step calculations</p>	<p>Use fractions, negative numbers, ratios, percentages, or mixed numbers</p> <p>Rearrange a formula before solving a problem</p> <p>Use two formulas to change from one unit to another within the same system of measurement</p> <p>Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement</p> <p>Find the best deal and use the result for another calculation</p> <p>Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations</p> <p>Calculate multiple rates</p>
<b>Locating Information</b>	<b>Skills</b>
<p>Complicated workplace graphics, such as detailed forms, tables, graphs, diagrams, maps, or instrument gauges</p> <p>Graphics may have less common formats</p> <p>One or more graphics are used at a time</p>	<p>Sort through distracting information</p> <p>Summarize information from one or more detailed graphics</p> <p>Identify trends shown in one or more detailed or complicated graphics</p> <p>Compare information and trends from one or more complicated graphics</p>

### Transfer Options to Illinois Universities:

[http://www.elgin.edu/catalogprograms/Programs.aspx?ProgramCode=UTA&ekmense1=c580fa7b\\_12\\_48\\_402\\_2](http://www.elgin.edu/catalogprograms/Programs.aspx?ProgramCode=UTA&ekmense1=c580fa7b_12_48_402_2)

### Career Exploration & Job Analysis - O\*Net-online:

<http://online.onetcenter.org/> Type in 11-1021 to see the summary report for: 11-1021 – General and Operations Managers

**Note: This information is funded by the Perkins (Partnership for College and Career Success) grant. No contractual rights, either expressed or implied are created by its contents, and it in no way constitutes a contract with the college.**