

# PCC Retail Sales and Service

## Professional/Technical Pathway

This 13–25-credit pathway can be taken in one term or over two terms. The curriculum provides skills and knowledge that have been identified as essential for a retail management career. Courses in this pathway are included in the less-than-one-year certificate in Retail Management, which is endorsed by The Western Association of Food Chains,

[www.wafc.com](http://www.wafc.com), and can be applied toward completion of an Associate of Applied Science degree in Business Administration.

Students gain a theoretical base of knowledge in business while learning practical skills associated with the retail industry. At the conclusion of the first term of pathway students receive a Career Pathways Certificate of Completion. The average hourly target wage for Retail work in the Portland metropolitan area is \$9–12/hr. (Source: Oregon's Labor Market Information System, [www.qualityinfo.org](http://www.qualityinfo.org))

### Format

First term classes are held Monday thru Friday, primarily in the evening. Second-term classes are selected from course sections offered throughout the PCC system.

### Costs

#### Estimated Cost:

#### Term 1

|                |                         |
|----------------|-------------------------|
| Tuition, Fees* | \$1,914.60 (13 credits) |
| Books          | \$438.05                |
| <b>Total</b>   | <b>\$2,352.65</b>       |

#### Term 2

|               |                         |
|---------------|-------------------------|
| Tuition, Fees | \$1,014.40 (12 credits) |
| Books         | \$533.55                |
| <b>Total</b>  | <b>\$1,547.95</b>       |

#### Total Estimated Cost:

(Includes parking) **\$3,900.60**

\* Includes fee for career guidance, Career Planning course and job placement assistance.

### Features

- Students participate in three hours a week of Career Planning.
- Through the Career Planning course a cohort learning community is developed which supports students as they pursue employment in the Retail Management field.
- Students earn college credit that may be applicable to the PCC Less-Than-1-Year Certificate in Retail Management and the Associate of Applied Science in Retail Management.
- This training is on the State of Oregon Eligible Training Providers list under the Marketing Associate of Applied Science degree.
- Offered in partnership with the PCC Department of Business Administration.

## Prerequisites

- Students must possess a High School Diploma or GED.
- Completion of a COMPASS placement exam (results of the exam should place students into Writing 121, Reading 115, and Math 60) at a PCC Testing Center.
- For information on the college placement test workshop, contact 503-788-6270.

## Courses

### Term 1

|        |  |            |
|--------|--|------------|
| BA111  | Introduction to Accounting.....  | 3 Credits  |
| BA131  | Computers in Business.....   | 4 Credits  |
| BA249  | Principles of Retailing & Etailing .....   | 3 Credits  |
| BA285  | Human Relations - Organizations.....   | 3 Credits  |
| WFTT23 | Career Planning: This course is designed to build a learning community among students pursuing career pathways courses. Students will develop their skills as a student, intern and job seeker. A job search portfolio will be used as an organizational framework for the course..... | non-credit |

**Total Credits (Term 1).....13 Credits**

### Term 2

|        |                                 |           |
|--------|---------------------------------|-----------|
| BA 206 | Management Fundamentals .....   | 3 Credits |
| BA 211 | Principles of Accounting.....   | 3 Credits |
| BA 223 | Principles of Marketing.....    | 3 Credits |
| BA224  | Human Resource Management ..... | 3 Credits |

**Total Credits (Term 2) .....12 Credits**

## Steps to Admission

1. Apply for Admission to PCC.
2. Take the College placement exam. You can call one of the PCC testing centers listed below to schedule an exam:
 

|                         |              |
|-------------------------|--------------|
| Cascade Campus .....    | 503-978-5234 |
| Rock Creek Campus ..... | 503-614-7300 |
| SE Center .....         | 503-788-6277 |
| Sylvania Campus .....   | 503-977-4533 |
3. Complete the PCC online student orientation.
4. Speak with the pathway contact listed below.

## Contact

Andrew Roessler, 503-788-6271, [aeroessle@pcc.edu](mailto:aeroessle@pcc.edu)

**For more detailed information visit our web page at: [www.pcc.edu/cp](http://www.pcc.edu/cp)**

Portland Community College is an Affirmative Action, Equal Employment Opportunity Institution. If you have a disability that requires any special materials, services or assistance, please contact the Office for Students with Disabilities, 503-977-4341, TTY 503-977-4877, at least 72 hours prior to the first class so we may arrange appropriate accommodations. For general information via TTY, call 503-977-4877.

