

# RETAIL MANAGEMENT CERTIFICATE AT SINCLAIR



Sinclair Community College introduces the Retail Management Certificate funded through The League for Innovation in the Community College and endorsed by Western Association of Food Chains.

The Retail Management Certificate is an 8-course community college program that prepares individuals for career advancement in the fast-paced retail sector. The curriculum has been carefully designed by retail industry and community college experts to deliver the competencies considered critical for managerial success.

## WHO IS A CANDIDATE

This program will benefit anyone interested in continuing their education who wants to advance in their career in the retail industry. No matter what area of the industry you are interested in, this program will expand and enhance your career options.

## REQUIRED COURSES FOR THE CERTIFICATE

The Retail Management Certificate program consists of eight courses. Students will earn three certificates during the program. The Retail Management Certificate is issued by the Western Association of Food Chains and is recognized throughout the retail industry.

SUPERVISION FOUNDATIONS SHORT TERM CERTIFICATE		
MAN 2101	Introduction to Supervision	3
ENG 1131	Business Writing	3
BIS 1120	Introduction to Software Applications	3
<b>RETAIL BUSINESS SHORT TERM CERTIFICATE</b>		
MAN 2150	Management & Organizational Behavior	3
MRK 2100	Foundations of Marketing	3
ACC 1100	Small Business Accounting	3
MAN 2140	Human Resource Management	3
<b>RETAIL MANAGEMENT CERTIFICATE</b>		
MAN 2275	Retail Management Capstone	3
<b>TOTAL CREDIT HOURS REQUIRED</b>		

}

*9 hours*

**Supervision Foundations Short Term Certificate**

+

}

*12 hours*

**Retail Business Short Term Certificate**

+

}

*3 additional hours*

→

**24 hours**

**Retail Management Certificate**

## FOR MORE INFORMATION

Dennis Brode, Chairperson/Professor  
 (937) 512-2615 | [dennis.brode@sinclair.edu](mailto:dennis.brode@sinclair.edu)  
[www.sinclair.edu/retailmanagement](http://www.sinclair.edu/retailmanagement)



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## WHEN AND WHERE ARE CLASSES OFFERED

All courses in the Retail Management Certificate are offered at *all Sinclair locations* in the following formats which give students the flexibility to take classes on their schedule:

- **TRADITIONAL FACE-TO-FACE** - offered in 12 & 16 week sessions
- **ONLINE** - offered in 12 & 16 week sessions (students attend classes on their own schedule as the online delivery is accessible 24/7)
- **COMPETENCY BASED** - sessions start every two weeks throughout the semester. Competency based classes allow students to receive credit for material they already know and accelerate through the program.

## WHAT IS THE COST

In-County Rate	\$99.03 per credit hour
In-State Rate	\$146.28 per credit hour
Out-of-State Rate	\$282.40 per credit hour
The price per credit hour does not include any additional fees that may pertain to a course	

## HOW TO GET STARTED

Prospective employers and interested students can contact the **Management Department at (937) 512-2615** for more information about the Retail Management Program.

## GETTING STARTED IS SIMPLE

No matter which Sinclair location is right for you, all the steps are the same and easy to complete! And remember – don't hesitate to get in touch with the **New Student Enrollment Center if you need help: (937) 512-3000 or [newstudentenrollment@sinclair.edu](mailto:newstudentenrollment@sinclair.edu)**.

## APPLY ONLINE OR IN PERSON AT ANY SINCLAIR LOCATION

On the Dayton campus, visit the Enrollment Center: Building 10, Fourth Floor Lobby. A one-time nonrefundable \$20 registration fee will be assessed at the time of your initial registration for classes.

## UPON COMPLETION OF THE 8-COURSE PROGRAM

Successful completers of the Sinclair Community College Retail Management Certificate are also eligible for an industry recognized credential, awarded by the Western Association of Food Chains. For more information about the industry credential go to: **[www.RetailManagementCertificate.com](http://www.RetailManagementCertificate.com)**.

## IMPORTANT INFORMATION

- Grant funding is available to incumbent retail workers from qualified employers. For more information about this funding please contact **Dennis Brode, Chairperson, Management/Marketing at (937) 512-2615**
- Our grant funding covers tuition only. You are responsible for textbooks.
- Any developmental courses required, from results of Accuplacer testing, will be an additional requirement of the program.

## FOR MORE INFORMATION

**Dennis Brode, Chairperson/Professor**  
**(937) 512-2615 | [dennis.brode@sinclair.edu](mailto:dennis.brode@sinclair.edu)**  
**[www.sinclair.edu/retailmanagement](http://www.sinclair.edu/retailmanagement)**

