

Area: Computer Science and Information Technology
Dean: Barbara Blanchard
Phone: (916) 484-8361
Counseling: (916) 484-8572

Degree: A.A. - Advertising & Sales Promotion
 A.A. - Marketing
 A. A. - Retail Management
Certificate: Retail Management (WAFC)

Marketing Degree

The Marketing degree provides an opportunity for students to acquire knowledge and training for careers in sales, advertising, and marketing. The competency-based curriculum is designed to prepare students for a variety of positions and to provide basic training for advancement to management positions and for transfer to four-year universities.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Integrate the functions of the marketing mix.
- Apply principles of retailing such as business location, merchandising, inventory control, store management and vendor relationships.
- Plan, produce and select the appropriate media for advertising.
- Integrate management principles related to finance, personnel, products, services and information.
- Communicate effectively verbally and in writing in various business settings.
- Identify and examine consumer buyer behavior and evaluate which marketing communications medium will most effectively meet needs of the marketplace.
- Incorporate principles of product development, pricing, distribution strategies, promotion strategies and market research.
- Demonstrate professional sales skills by effectively interviewing and identifying the customers' needs.
- Evaluate practical business problems and utilize critical thinking in the determination of alternative solutions.
- Identify and explain the major functional areas of the business organizations including management, marketing, finance, and accounting.
- Apply the marketing mix to create and analyze various marketing strategies.

Requirements for Degree	41-42 Units
ACCT 101 Fundamentals of College Accounting (3)	3 - 4
or ACCT 301 Financial Accounting (4)	
BUS 110 Business Economics (3)	3
or ECON 302 Principles of Macroeconomics (3)	
BUS 300 Introduction to Business	3
BUS 310 Business Communications	3
BUS 340 Business Law	3
CISA 305 Beginning Word Processing	2
MGMT 300 Introduction to Modern Management (3)	3
or MGMT 304 Introduction to Management Functions (3)	
MKT 300 Principles of Marketing	3
MKT 310 Selling Professionally	3
MKT 312 Retailing	3
MKT 314 Advertising	3
CISA 340 Presentation Graphics	2
And a minimum of 7 units from the following:	7
BUS 320 Concepts in Personal Finance (3)	
BUS 330 Managing Diversity in the Workplace (3)	
BUS 350 Small Business Management/Entrepreneurship (3)	

CISA 160	Project Management Techniques and Software (3)
or MGMT 142	Project Management Techniques and Software (3)
CISA 315	Introduction to Electronic Spreadsheets (2)
CISA 320	Introduction to Database Management (1)
CISA 330	Desktop Publishing (2)
GEOG 330	Introduction to Geographic Information Systems (3)
MGMT 308	Personnel and Human Resources Management (3)
MGMT 372	Human Relations and Organizational Behavior (3)

Associate Degree Requirements: The Marketing Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Advertising and Sales Promotion Degree

This degree program covers the general areas of marketing. In addition it provides the knowledge and skills necessary to pursue a career in advertising. Graduates should qualify for employment opportunities with retail and general business organizations, advertising agencies, and advertising media (radio, television, magazines, newspapers and outdoor) companies.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Apply advertising principles including strategies for planning, producing and selecting the appropriate media.
- Evaluate the characteristics of various types of promotion.
- Describe the consumer decision-making process and how marketing communications influence decisions.
- Analyze consumer buyer behavior and recommend how to utilize marketing communications most effectively to meet the consumer needs.
- Analyze and evaluate practical business problems and utilize critical thinking in the determination of alternative solutions.
- Integrate the major functional areas of the business organizations including management, marketing, finance, and accounting.
- Apply document design techniques utilizing desktop publishing programs to create effective marketing materials.
- Communicate effectively verbally and in writing in various business settings.
- Plan and design promotional programs.

Career Opportunities

Sales, copywriter, in-house communications, public relations, technical communications, media planner, media buyer.

Requirements for Degree Major	39-40 Units
ACCT 101 Fundamentals of College Accounting (3)	3 - 4
or ACCT 301 Financial Accounting (4)	
ARTNM 324 Digital Design	3
ARTNM 303 Graphic Design: Typography	3
BUS 110 Business Economics (3)	3
or ECON 302 Principles of Macroeconomics (3)	

BUS 300	Introduction to Business	3
BUS 340	Business Law	3
CISA 330	Desktop Publishing	2
CISC 300	Computer Familiarization	1
GEOG 330	Introduction to Geographic Information Systems	3
MKT 300	Principles of Marketing	3
MKT 310	Selling Professionally	3
MKT 312	Retailing	3
MKT 314	Advertising	3
And a minimum of 3 units from the following:		
BUSTEC 305	Introduction to Office Technology (1)	
BUSTEC 310	Introduction to Word/Information Processing (1 - 3)	
CISA 305	Beginning Word Processing (2)	
CISA 315	Introduction to Electronic Spreadsheets (2)	
CISA 331	Intermediate Desktop Publishing (2)	
CISA 340	Presentation Graphics (2)	

Associate Degree Requirements: The Advertising and Sales Promotion Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Retail Management Degree

The Retail Management program builds on the general business curriculum and prepares students for a leadership role in the retail industry. Depending upon the size of the retail company, retail managers are responsible for one or more parts of a retail operation including sales, marketing, buying, merchandising, operations, inventory control, human resources, and finance.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Demonstrate the principles of sales management including the development and analysis of sales programs, budget and expense reports.
- Apply principles of retail buying such as planning, merchandise selection and control, and building positive vendor relationships.
- Communicate effectively with consumers, staff and vendors.
- Integrate the nature of business operations, personnel, finances, regulations, marketing and decision-making.
- Analyze data related to market share, inventory control and profitability.
- Analyze practical business problems and utilize critical thinking in the determination of alternative solutions.
- Integrate principles of product development, pricing, distribution strategies, promotion strategies and market research in the decision making process.

Career Opportunities

Buyer, department manager, store director, sales associate, account executive, merchandiser, sales manager.

Requirements for Degree Major		41-42 Units
ACCT 101	Fundamentals of College Accounting (3)	3 - 4
or ACCT 301	Financial Accounting (4)	
BUS 110	Business Economics (3)	3
or ECON 302	Principles of Macroeconomics (3)	
BUS 300	Introduction to Business	3
BUS 310	Business Communications	3
BUS 340	Business Law (3)	3
or BUS 345	Law and Society (3)	
CISA 305	Beginning Word Processing	2
CISA 315	Introduction to Electronic Spreadsheets	2
MGMT 304	Introduction to Management Functions	3
MKT 300	Principles of Marketing	3

MKT 310	Selling Professionally	3
MKT 312	Retailing	3
MKT 314	Advertising	3
And a minimum of 7 units from the following:		
BUS 330	Managing Diversity in the Workplace (3)	
or BUS 105	Business Mathematics (3)	
or BUS 224	Customer Service (1)	
or BUS 214	Financing a Small Business (1)	
or BUS 150	Retail/Wholesale Operations Management (3)	
or BUS 210	The Business Plan (1)	
or BUS 220	Retailing and Merchandising for the Small Business (1)	
or BUS 350	Small Business Management/Entrepreneurship (3)	
CISC 305	Introduction to the Internet (1)	
or CISA 330	Desktop Publishing (2)	
or CISA 320	Introduction to Database Management (1)	
MGMT 372	Human Relations and Organizational Behavior (3)	
or MGMT 362	Techniques of Management (3)	
or MGMT 360	Management Communication (3)	
or MGMT 308	Personnel and Human Resources Management (3)	

Associate Degree Requirements: The Retail Management Associate in Arts (A.A.) Degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See ARC graduation requirements.

Retail Management (W AFC) Certificate

The program gives an overview of the retail industry and the skills needed to succeed within this arena. It is designed to provide training for those wishing to be owners, managers, and employees of retail organizations. The Retail Management certificate meets the needs of industry leaders such as the Western Association of Food Chains (W AFC).

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Recognize retailing trends, applications and the variables involved in service retailing.
- Incorporate principles of product development, pricing, distribution strategies, promotion strategies and market research.
- Evaluate practical business problems.
- Analyze the organization necessary for effective purchasing procedure in a large organization.
- Integrate management principles in relationship to finance, personnel, products, services and information.
- Utilize critical thinking in the determination of alternative solutions.

Career Opportunities

Buyer, department supervisor, store director, entrepreneur, customer service representative.

Requirements for Certificate		31-32 Units
ACCT 101	Fundamentals of College Accounting (3)	3 - 4
or ACCT 301	Financial Accounting (4)	
BUS 100	English for the Professional (3)	3
or BUS 310	Business Communications (3)	
BUS 105	Business Mathematics	3
CISA 305	Beginning Word Processing	2
CISA 315	Introduction to Electronic Spreadsheets	2
MGMT 304	Introduction to Management Functions	3
MGMT 308	Personnel and Human Resources Management	3
MGMT 372	Human Relations and Organizational Behavior	3
MKT 300	Principles of Marketing	3
MKT 312	Retailing 3 SPEECH 301 Public Speaking (3)	3
or SPEECH 321	Interpersonal Communication (3)	

MKT 300 Principles of Marketing 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLR 320 and ESLW 320; or placement through assessment.

Course Transferable to CSU

Hours: 54 hours LEC

This course will examine in detail the four functions of marketing: product, promotion, price, and place. The marketing concept will be the basis for the entire course. The external marketing factors of environment, competition, government regulation, and consumer behavior will be studied also.

MKT 310 Selling Professionally 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, ESLR 320 and ESLW 320, or placement through assessment; BUS 105.

Course Transferable to CSU

Hours: 54 hours LEC

This course demonstrates the importance of effective selling techniques. This course will examine and present the qualifications necessary to achieve success in professional selling. This course also emphasizes the development of a business personality and its application to the approach, direction, and closing of a sale. Different types of selling experience such as direct, industrial, wholesale, and retail are covered. This class is recommended for those entering any field of business careers.

MKT 312 Retailing 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116, or ESLR 320 and ESLW 320 or placement through assessment; MKT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a study of modern retail store operation with emphasis on consumer behavior, store location and layout, pricing, organization, promotion, merchandising, and pertinent legislation.

MKT 314 Advertising 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116 or ESLR 320 and ESLW 320 or placement through assessment; MKT 300.

Course Transferable to CSU

Hours: 54 hours LEC

This course is a study of the marketing promotional mix with special emphasis on the field of advertising. The course will cover the advertising message from initial research through the final advertising message. Different advertising media will be examined and compared.

MKT 332 Advertising on the Internet (Electronic Commerce) 3 Units

Advisory: ENGWR 102 or ENGWR 103 and ENGRD 116; or ESLR 320 and ESLW 320, or placement through assessment.

Course Transferable to CSU

Hours: 54 hours LEC

This course addresses the process of advertising in the electronic commerce environment. It focuses on discussing on-line marketing. The effects of electronic commerce on market research, demographics and traditional advertising channels and case studies of successful models will be studied and examined.