



RETAIL ADMINISTRATION

26 WEEKS | 295 HOURS

START A NEW MANAGEMENT CAREER IN ONLY 26 WEEKS



PROGRAM OUTLINE

All our classes are taught by dedicated professionals with years of practical, real-world experience in their fields, from accounting to human resources to management. As a student, you will learn from experts and develop the skills employers are looking for. Some of the courses covered include:

- Fundamentals of Retail
- Team Leadership
- Professional Workplace Relationships
- Team & Business Communications
- Resource Management
- Decision Making & Problem Solving
- Recruitment & Training
- Quality & Customer Focus
- Health & Safety
- Job Coaching & Professional Development

WHAT YOU'LL LEARN

Graduates of Heritage College's Retail Administration program gain the technical and medical knowledge needed to fill various roles in hospitals, nursing homes, clinics and medical labs. Over this course, you will:

- Develop your skills as a manager and a business leader
- Study essential business skills, including recruitment, training, business communications, and supply chain management
- Learn about health and safety regulations, business law, current trends in retail

PROGRAM DURATION

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|-----------|-----------|----------|
| CLASSES | 175 HOURS | 23 WEEKS |
| PRACTICUM | 120 HOURS | 3 WEEKS |
| TOTAL | 295 HOURS | 26 WEEKS |

COURSE DELIVERY

Our Retail Administration program has two delivery methods:

- **In-Class:** Either one day a week (weekend option) or two days a week (evening option) at Heritage College's Calgary campus.
- **Online:** Lectures and theory delivered online, with online assessment; with occasional labs and exams in-class at our Calgary campus.

The Retail Administration program combines lectures, visual aides, hands-on learning, projects, exams and group discussions into an holistic, accessible learning experience.



403-800-8221



info@heritage-college.ca

CAREER PATHS

The retail sector is one of the fastest growing areas of the Canadian economy, and skilled retail managers are always in demand. Graduates of the Retail Administration certificate program can find employment as retail store managers, warehouse supervisors, department managers, or even as the owner of their own small business.



AVERAGE ALBERTA WAGE
\$38/HR



CAREER OUTLOOK
ABOVE AVERAGE



JOB DEMAND
HIGH

Based on career information from alis.ca

ADMISSION REQUIREMENTS

All students must be 18-year-old or older, pass a criminal records check, possess basic computer skills, and meet one of the following:

Either:

- An Alberta high school diploma, a G.E.D., or the equivalent

Or:

- Pass a Wonderlic Test with a score of at least 16, demonstrating their English and math skills

FINANCIAL ASSISTANCE

Paying for your education doesn't have to be difficult. Heritage College is here to help you make this crucial investment and help you find your dream job. Here are some of the ways we can help you:

1. **Student Loans:** Heritage College's certificate and diploma programs are accredited by the Government of Alberta, and eligible for Alberta Student Aid funding. Our admissions team is happy to work with you to help you apply for government funding.
2. **Interest-Free Financing:** Students can finance their education over the duration of their program with our 100% INTEREST FREE student financing. Talk to our admissions team to see if this option is right for you.
3. **Student Line of Credit:** Heritage College can help you apply to your bank or credit union for a Student Line of Credit. Contact our admissions team to find out how we can help you with this option.



THE HERITAGE

CAREER COLLEGE ADVANTAGE



SMALL CLASS SIZES

There are never more than 12 students in a class, ensuring you get valuable **one-on-one** time with your instructors. Our **experienced team** ensures you learn more effectively, and develop the skills that will get you hired.

FLEXIBLE SCHEDULES



Whether you're working, taking care of your family, or you have other priorities, our programs are designed to fit your busy life. **Graduate in under a year**, and get the education you need when you need it.



AFFORDABLE EDUCATION

Learn without breaking the bank. Our programs are designed to **fit your budget**, with no padding to drive up the costs. To help students achieve their educational goals, we offer both **student financing** and **scholarships**.

EXPERIENCED CAREER ADVISORS



Starting a career in a new industry can be difficult. That's why our team of Career Advisors will work with you **at every step** of your job search. From **resume writing** to **interview coaching** to **job hunting**, we work with you to help you succeed in the workforce.



GUARANTEED PRACTICUM PLACEMENTS

Get hands-on, real-world job experience with a **3-week workplace practicum** at one of our partner businesses. Put your skills to work in a practical situations, learn from a practicing mentor, and develop the workplace skills that will **get you hired**.

DISCOVER A COLLEGE
THAT WORKS FOR
YOU



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