# Certified Retail Analyst Pre-requisites Fall 2013 Semester

| Class # | Class | Class information | Cost |
|---|---|---|---|
| Required Pre-requisites | | | |
| | College Algebra (grade C or better) | | |
| | English Composition I (grade C or better) | | |
| | XCMP 9034 CRA Intro to MS Office 2010 (online for first 8 weeks of semester) | **MANDATORY MEETING ON 9/3/13 at 6pm at NWACC;** class is 8 weeks/online, starts 9/3/13 | $480 |
| | XCMP 9037 Advanced Excel and Access for Retail (will be in a classroom two nights/week last 8 weeks of semester) | 8 weeks starts 10/21/13 and meets 2 nights/week until 12/12/13 | $480 |

- College Algebra and English Composition I:
  - There are three ways to satisfy these pre-requisite requirements:
    - Submit a copy of official transcripts from an accredited college or university showing College Algebra and English Composition I with a grade C or better. If these classes were transferred from one college to another, the transcripts from the college where the classes were taken will be needed to see the grade. Grades for transferred classes do not usually show up on the transferred college's transcript.
    - Take the COMPASS test scoring 46% or higher on the College Algebra section of the exam and 90% on the English Composition I test. Test given in the NWACC Testing Center. Exam fee - $10. Make appointment for test as follows:
      - Go to nwacc.edu
      - Click on "future students" in green banner toward the top of the page.
      - Under the heading "How do I get started", click on "Testing" (3rd in list)
      - Click on "Hours and Appointments" on the left side of page and follow directions
    - Enroll in College Algebra or English Composition I class at NWACC or another accredited college.
    - International Students: All students will be required to take the COMPASS test on arrival for placement purposes. Proof of English Proficiency will be required

by one of the following methods: TOEFL, IELTS or successful completion of courses taught in the English medium. 550 (paper-based TOEFL) / 79 (internet-based TOEFL) and above; http://www.toeflgoanywhere.org/

- XCMP 9034 – CRA Intro to MS Office 2010. Tuition = $480 (textbook to be purchased separately at campus bookstore). Objective: An orientation to the terminology and applications of computers and the Internet. Commercial software packages used will include Windows, word processing, spreadsheet, business presentations and database applications. A grade of C or better required. There are three ways this class may be waived:
  - **Take the "Computer Challenge" Test (at NWACC)**: Exam fee - $25. Exam given in the NWACC Testing Center and student must schedule test date by calling 479-619-4354 and please tell them you need to schedule the "Computer Challenge" test or you can schedule online at http://www.nwacc.edu/web/ldc_testingcenter/index.php. If there are any problems with scheduling the Challenge exam, please ask to speak with Jamie or Shannon at 479-619-4354.
    - If taking the Challenge exam, all 4 sections must be taken (Word, Power point, Excel and Access) and the required score is 80% composite (all sections) with no section score below 70% on the Challenge exam.
    - Challenge exam uses testing software to emulate Windows and the Microsoft Office 2010 Suite (Word, PowerPoint, Excel and Access).
  - If a student has taken CISQ 1103 (Intro to Computers) or an equivalent course at another college within the past three years and received a grade of "C" or higher. A transcript must be presented showing the class name, dates taken and grade to determine if the class taken fulfills the requirements. The class must have covered the MS Office package, including Word, Power Point, Excel and Access. Final decision will be at the discretion of the Director of Retail and Supplier Education.
  - This class may be waived if a student is Microsoft Certified and provides the documentation for Microsoft Office 2010 certification in Word, Power Point, Excel and Access.

- XCMP 9037 – Advanced Excel and Access for Retail. Tuition - $480 and meets the last 8 weeks of the semester on the NWACC campus, 2 nights each week from 6-9pm. To waive this class, students who take and pass the "Challenge" exam with a score of 80% comprehensive (no section below 70%) will be offered the opportunity to waive this by taking an Advanced Excel and Access test and the student must pass with a 90% comprehensive score. Unless the student passes this waiver exam, this class is required. A grade of "C" or higher required in the class to pass.

  **In the fall 2013 semester, there are two sections offered of this class:**

  1. **CRN 1012 will meet on Monday & Wednesday nights from 6-9pm from 10/21/13 – 12/11/13**

2. **CRN 1013 will meet on Tuesday & Thursday nights from 6-9pm from 10/22/13 – 12/12/13**

These pre-requisite classes must be satisfied before registering for the Certified Retail Analyst classes! No exemptions or exceptions from the computer classes unless the student can provide the documentation that the classes were completed within the last three years showing a grade of C or better. TRANSCRIPT SHOWING ANY FULFILLED PRE-REQUISITE CLASSES MUST BE SUBMITTED TO THE DIRECTOR OF RETAIL AND SUPPLIER EDUCATION AND APPROVED BEFORE STUDENT CAN THEN REGISTER FOR ANY OF THE PROGRAM CLASSES IN THE CERTIFIED RETAIL ANALYST PROGRAM.

## *FALL 2013 Computer Pre-requisite Calendar*

**1st 8 week computer pre-requisite: "Intro to Microsoft Office 2010"**

**September 3**: **MANDATORY MEETING FOR ALL STUDENTS IN "INTRODUCTION TO MICROSOFT OFFICE 2010" CLASS at 6pm in Walmart Auditorium, Shewmaker Center for Workforce Technologies. Failure to attend this meeting will result in student being dropped from the class. XCMP 9034, "Intro to MS Office 2010" will start.**

**September 9:** Last Day to drop the "Intro to MS Office 2010" class and receive 100% refund.

**September 13:** Last Day to drop the "Intro to MS Office 2010" class and receive 80% refund. After this date, there are NO refunds and all pay plans will resume until full payment has been made**.**

**October 4:** Last day to drop "Intro to MS Office" class and receive "W" on transcript (NO REFUND)

**October 25:** Class ends

**2nd Week computer pre-requisite: "Advanced Excel and Access for Retail**

**October 21**: First day of class

**November 4:** Last Day to drop "Advanced Excel and Access" class and receive 100% refund.

**November 8:** Last Day to drop "Advanced Excel and Access" class and receive 80% refund.

**November 25:** Last Day to drop "Advanced Excel and Access" and receive "W" on transcript (NO REFUND)

**November 27-29**: Thanksgiving Break (Wednesday night class, November 27, will have to be made up at another time)

**December 12**: Last class