



## Summer 2014 Semester

Dear Prospective Student,

Thank you for your interest in NWACC’s Certified Retail Analyst Certificate program. This program is a total of 4 semesters: 1 semester for the computer pre-requisites and 3 semesters in the Analyst program classes. The Certified Retail Analyst curriculum will equip you to begin your career as an entry-level, retail sales analyst. This program is the only one of its kind in the world that offers training on Retail Link. Local industry experts will teach you retail applications, analytics, and database management. Registration for summer semester classes will begin on **April 7, 2014** and the summer classes begin on **May 12, 2014**. This packet includes information regarding the program.

### Certified Retail Analyst Class Breakout

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)	8 weeks/online, starts 5/12 (training for this online class will be held 5/12/14 at 6pm)	\$480
	XCMP 9037 Advanced Excel and Access for Retail (will be in a classroom two nights/week last 8 weeks of semester)	8 week class starts and will meet each Tuesday & Thursday night from 7/1- 8/22/14	\$480
Required Core Program Classes		All classes meet 1 night a week from 6-9 PM.	
1	Retail Supply Chain & Replenishment	15 weeks starts 5/12/14	\$530
2	Retail Link Data Management	15 weeks starts 5/12/14	\$530
3	Retail Tools Integration	15 weeks starts 5/12/14	\$530
4	Retail Strategic Analysis	15 weeks starts 5/12/14	\$530
5	Retail Analytical Techniques	15 weeks starts 5/12/14	\$530

**Classes must be taken in this order. No Exceptions.**

- Classes 1 & 2 may be taken concurrently. Retail Link ID assigned in Class #1.
- Classes 3 & 4 can be taken concurrently.
- Class 5 is taken by itself in the last semester.

### Typical One Year Schedule (If College Algebra and English Comp I have been completed):

- Summer 2014: CRA Prerequisite classes
  - XCMP 9034: CRA Intro to MS Office. 8 weeks online class.
  - XCMP 9037: Advanced Excel and Access for Retail. 8 weeks in the Classroom, 2 nights a week
- Fall 2014: Semester 1 in CRA core classes.
  - Class 1: Retail Supply Chain and Replenishment (Retail Link ID is assigned to students)
  - Class 2: Retail Link Data Management
- Spring 2015: Semester 2 in CRA core classes.
  - Class 3: Retail Tools Integration
  - Class 4: Retail Strategic Analysis
- Summer 2015: Semester 3 in CRA core classes.
  - Class 5: Retail Analytical Techniques

### Pre-Requisite classes

#### ➤ College Algebra and English Composition I:

- There are four 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.
  - 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 is 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 COMPASS test or you can schedule online at [https://www.nwacc.edu/web/ldc\\_testingcenter/hours-and-appointment.php](https://www.nwacc.edu/web/ldc_testingcenter/hours-and-appointment.php) and choose a computer testing option such as “NWACC Computer Test”. If there are any problems with scheduling the Challenge exam, please ask to speak with Shannon at 479-619-4354.
  - Take the CLEP test for College Algebra and/or English Comp I and pass. Test is given in the NWACC Testing Center. The advantage of taking the CLEP over the COMPASS is that you are also awarded college credit if you pass this test.
  - 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. Class Tuition - \$480 (MS Office 2010 and textbook are to be purchased separately). 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 [https://www.nwacc.edu/web/ldc\\_testingcenter/hours-and-appointment.php](https://www.nwacc.edu/web/ldc_testingcenter/hours-and-appointment.php) and choose a computer

testing option such as “NWACC Computer Test”. If there are any problems with scheduling the Challenge exam, please call 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). Remember; do not use the right click shortcut.
  - 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.** Class 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 can schedule this by sending an e-mail to [retail@nwacc.edu](mailto:retail@nwacc.edu). You must pass with a 90% comprehensive score. Unless the student passes this waiver exam, this class is required. A grade of “C” or higher is required to pass.

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 and/or tests were completed within the last three years.

### **Class Payment Options**

- **Check or cash** must accompany the application and registration form and turned in to Corporate Learning in Shewmaker Center for Workforce Technologies building. No enrollments will be processed without check or cash at the same time the application and registration form are submitted.
- **Credit Card:** If paying with credit card, student must have paid for classes in full with credit/debit card by May 9. Failure to pay in full may result in the student being dropped from the class. It is the student’s responsibility to ensure they have their schedule and bill and have paid in full by the deadline. Payments via e-Cashier will be accepted April 15 – May 9.
- **Payment Plans:** With early registration, you may qualify for the Nelnet Payment Plan available with automatic payment drafts deducted monthly from checking account or bank card (\$25.00 enrollment fee per semester).
  - a. The e-Cashier to set up payment plans will be available on April 15. There are 2 payment plan deadlines for the summer semester:  
April 15 - April 19: no down payment and 3 monthly payments (May, June, July)  
April 20 - May 9: 25% down payment and 2 monthly payments (June and July). All payment plans must be set up by May 9 for classes that start on May 12
  - b. If you want to enroll in the payment plan, please submit your registration form at least **3 business** days before the payment plan deadline.(For example, the first payment plan deadline is April 19 so students are to submit the registration form by April 14 to ensure registration is complete and payment plan is set up by deadline).

- c. All payment plans **MUST** be set up **BEFORE** May 9, 2014. If registering after May 9, the payment plan is to be set up within 24 hours of e-mail sent with enrollment confirmation.
- **PAYMENT PLAN OPTION FOR COMPUTER PRE-REQUISITES** is available to students who are registering for both **Intro to Microsoft Office 2010 (8 week class)** AND **Advanced Excel and Access for Retail (8 week class)**.
  - If you are taking only one of the computer pre-requisite classes (**Intro to Microsoft Office** or **Advanced Excel and Access for Retail**), payment is to be made with credit/debit card, check or cash; the payment plan will not be available.

### **Class Refund and Transfer Policy**

- 100% refund will be issued for drop requests received by 4:30 pm before the second day the class meets.
- 80% refund will be issued for drop requests received by 4:30 pm before the third day the class meets.
- After the third meeting of class, there will be no refunds issued.
- Refund Procedure
  - A Drop/Transfer Form must be completed and signed by the student in order for a refund to be issued OR an email from the student must be sent to [retail@nwacc.edu](mailto:retail@nwacc.edu) from their NWACC email account requesting a Drop/Transfer. No refunds will be granted by telephone request. The signed Drop/Transfer Form may be mailed, faxed to 479-936-5198 or presented in person. Forms may be obtained by calling **479-936-5175**. Allow at least three weeks for receipt of your refund check.

Please visit our website at <https://www.nwacc.edu/web/corporatelearning/certifiedretailanalyst.php> for more in-depth information including course descriptions, instructor information and testimonials.

Appointments are encouraged, so if you would like to schedule an appointment to discuss the program, please send an e-mail to [retail@nwacc.edu](mailto:retail@nwacc.edu).

Sincerely,  
Renee Campbell  
Director of Retail & Supplier Education  
[retail@nwacc.edu](mailto:retail@nwacc.edu)  
479-936-5175

## The Application Checklist – One step at a time

\_\_\_\_\_1: If pre-requisite classes (College Algebra and English Composition) have not been taken, student will need to either take the COMPASS or CLEP Test in NWACC Testing Center or submit new student application to the Admissions Office (in main building) to register for the following pre-requisite classes:

- College Algebra
- English Composition I

\_\_\_\_\_2: Submit Certified Retail Analyst Application to Corporate Learning (included at the back of this packet).

\_\_\_\_\_3: If you are interested in taking the Challenge test to try to test out of XCMP 9034, “Introduction to Microsoft Office 2010”, please contact the testing center (directions to schedule Challenge test on page 2 of this packet). If you want to register for the computer classes, submit a class registration form to Corporate Learning in Shewmaker Center to register for XCMP 9034, CRA Intro to MS Office 2010 (and if planning on paying on payment plan, student must also register for XCMP 9037, Advanced Excel and Access for Retail). If you pass the Challenge test and you want to take the waiver exam to try to waive XCMP 9037, Advanced Excel and Access for Retail, contact us at [retail@nwacc.edu](mailto:retail@nwacc.edu) to schedule.

- On the registration form:
  - Complete the personal contact information at the top of the form.
  - Most incoming students take one or both computer pre-requisites; the attached registration form in this packet has the class information typed in for the “Intro to MS Office” online class and the “Advanced Excel and Access for Retail”.
  - In the “Payments” section, please check what payment arrangements you will need.
  - The rest of the form is optional, but we do recommend that you fill it out so we may better understand the demographics of our students.

\_\_\_\_\_4: If you have selected check or cash payment methods; your payment is due when you submit your class registration. Payment plans and credit/debit payments are to be made via directions sent to you after you submit your registration form.

\_\_\_\_\_6: **TRANSCRIPTS DUE BEFORE ENROLLING IN ANY PROGRAM CLASSES.** You are able to enroll and take the pre-requisite classes without submitting a transcript, however, your transcripts with College Algebra or higher and English Composition I or higher (grade of “C” or higher required) **OR** your scores for the Compass or CLEP test(s) must be submitted and approved by Renee Campbell **before** you can register for any classes in the Certified Retail Analyst program.

All pre-requisites must be satisfied before starting the program classes. A grade “C” or higher will need to be verified before the first day of class.

**College Algebra, English Comp I and CISQ 1103 Intro to Computers must be taken on the credit side of NWACC, but all other classes are registered for in Corporate Learning and are not available for online registration.**

You must provide all the previously mentioned documentation, **before** registering for the classes.

## Certified Retail Analyst Program Frequently Asked Questions

- **If I do not have a college degree, can I still enroll in the program?**
  - Yes, you may provide the following documentation even without a college degree:
    - Passing grade (C or better) from both pre-requisite computer classes: Microsoft Office 2010 and Advanced Excel and Access for Retail 2010 OR pass the Computer Challenge exam in the NWACC Testing Center to try to waive the Microsoft Office 2010 class and pass the Advanced Excel and Access exam given in Corporate Learning.
    - Official College Transcript (grade of C or better) for College Algebra and English Comp I **OR** pass the Compass or CLEP test(s) at NWACC.
  
- **What if I have not passed College Algebra and/or English Composition I?**
  - We will accept the following scores for the COMPASS Test
    - English – 90+
    - Math – 46+
    - Compass Test is given in the NWACC Testing Center. Contact the testing center at [testingcenter@nwacc.edu](mailto:testingcenter@nwacc.edu) or call 479-619-4317. The Compass Test Fee is \$10
  - You can also take the CLEP test for each subject. You must pass these tests.
    - CLEP Test is given in the NWACC Testing Center. Contact the testing center at [testingcenter@nwacc.edu](mailto:testingcenter@nwacc.edu) or call 479-619-4317. The benefit of taking the CLEP over the COMPASS is that you are also awarded College Credit.
  
- **What happens if I don't pass the prerequisite computer classes?**
  - You must pass both classes with a C or better before entering the program. You may retake the classes the following semester or you can enroll in the CISQ Into to Computers class through the main campus and return the following semester to take the Advanced Excel and Access for Retail Class.
  
- **If I successfully complete the program, am I guaranteed a job?**
  - No. Entry level sales analyst positions vary by company and economic climate.
  
- **If I successfully complete the program, am I guaranteed an internship?**
  - No. Internships are not available for this program.
  
- **Will the program provide job leads?**
  - For students in class 4 and 5, internship and job opportunities will be sent out as they are submitted from local companies.
  
- **Can I skip any of the program classes or just take one class?**
  - No. There will be no exceptions to this rule.
  
- **What happens if I don't pass one of the program classes?**
  - You must receive a grade of "C" or higher in all program classes to move on to the next class or to complete the program. You may retake the class the following semester.
  
- **What are the advantages of completing the entire program?**
  - After completing the entire program you will have the basic skills needed to enter a company as an entry level retail analyst.

- **How much does the entire program/class cost?**
  - The total cost of the program is \$2,650 or \$530 per class for certification. Prerequisite computer classes are \$480 each and not included. With the 2 computer classes, the total will be \$3,610.
- **Do I have to pay the entire amount as a lump sum up front?**
  - No. You pay as you enroll in class(es) each semester. You can pay each semester as a lump sum or you can choose a payment plan that works for you.
- **Does my current work experience in Microsoft Office and Excel exempt me from the two prerequisite computer classes?**
  - No. All students must either take the Challenge test, enroll and pass the prerequisite classes, or provide proof of MS Office Certification to enroll in the CRA program. If you pass the Challenge test, you will be waived from the CRA Intro to Microsoft Office 2010 class (to schedule this test, please see page 2 in this packet). If you meet the requirements, a test may be offered to you to waive the Advanced Excel and Access for Retail class.
- **Can I test out of the 2 prerequisite computer classes?**
  - You may test out of **XCMP 9034, CRA Intro to Microsoft Office 2010** by taking the Challenge exam and pass with a score of 80% composite (all sections) with no section score below 70%. If a student passes the Challenge exam, they will be offered a waiver test for the **XCMP 9037, Advanced Excel and Access for Retail**.
- **Can I just sign up for the first computer pre-requisite, Introduction to Microsoft Office 2010 and sign up for the Advanced Excel and Access for Retail class later?**
  - Yes, you can but the payment plan option will only be available to those students who sign up for both computer pre-requisite classes at the same time at the beginning of the semester. If you sign up for the Intro to Microsoft Office class only, you will be required to pay with credit/debit card, check or cash. The benefit of registering for both classes at the beginning of the semester is that you are guaranteed a spot in the class. By waiting, you risk not having a seat because classes do fill up and there are a limited number of seats available each semester.
- **How fast do the classes fill up?**
  - We do our best to accommodate as many student as possible, however, enrollments are based on a “first come, first serve”. Do not procrastinate on enrolling for classes each semester or you may be left behind because there is no room in the class you need.

# Certified Retail Analyst Application

<hr/>			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<hr/>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<hr/>			
<b>E-Mail Address (must have valid e-mail address)</b>			
<hr/>			
<b>Date of Birth</b>	<b>Daytime Phone Number</b>	<b>Cell Number</b>	
<hr/>			

## *Prerequisite Computer Class Information:*

Please indicate the CRA prerequisite classes and semester you will be attending.

### **Class 1: NWACC Corporate Learning**

- XCMP 9034, CRA Intro to Microsoft Office 2010
  - Spring     Summer     Fall
  - Computer Challenge Test  
Score \_\_\_\_\_

**AND**

### **Class 2: NWACC Corporate Learning**

- XCMP 9037, Advanced Excel and Access for Retail
  - Spring     Summer     Fall
  - XCMP 9037 Waiver test  
Score \_\_\_\_\_

### **Education / Highest:**

- High School
- Associates Degree
- Bachelor Degree
- Master's Degree

**Current Occupation:** \_\_\_\_\_

**How did you learn about the program?** \_\_\_\_\_

### **For Corporate Learning Use Only**

- Transcript
- Compass Test
- English Comp
- Microsoft Office & Excel Certificate of Completion
- College Algebra
- CISQ 1103 Challenge Test



## NWACC Corporate Learning Registration

Mail to : NWACC Corporate Learning  
 One College Drive  
 Bentonville, AR 72712

Online: [www.nwacc.edu/corporatelearning](http://www.nwacc.edu/corporatelearning)  
 In person: 1100 SE Eagle Way, Bentonville (M-F, 8am – 4:00pm)

**Use this form to enroll in Corporate Learning courses.**

**Student ID No.** \_\_\_\_\_ (assigned by NWACC)

\_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name (if any) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**Date of Birth (REQUIRED)** \_\_\_\_\_ **E-mail address (REQUIRED)** \_\_\_\_\_

Have you previously attended NWACC?  Yes  No Former Last Names (if any): \_\_\_\_\_

Gender:  Male  Female

Are you currently working toward a Corporate Learning certificate?  Yes  No Which one? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**Please Enroll Me In:**

Course Number	Course Name	Start Date	Day(s)	Time	Cost
	Intro to Microsoft Office	5/12/14		online	\$480.00
	Adv. Excel and Access for Retail	7/1/14	T/Th	6-9pm	\$480.00

Total Tuition \_\_\_\_\_

**PAYMENTS:**

**Checks are made payable to NorthWest Arkansas Community College.**

**Credit Card/Debit Card:**  Company Name, if Corporate Credit Card: \_\_\_\_\_

**Check:**  If Company check, include name: \_\_\_\_\_ **Check No.** \_\_\_\_\_

**Cash:**  **Payment Plan (Email Address Required):**

**Letter of Intent-PPD Only:**  (attach to registration)

**OPTIONAL INFORMATION: (used for research purposes):** *Employer:* \_\_\_\_\_

**Primary reason for attendance:**  Advancement in current job/career  Train for new job/career  Enter/re-enter job market  
 Personal enrichment  Licensure  Earn a certificate  Improve job skills  Other \_\_\_\_\_

**Race:**  American Indian or Alaskan Native  Asian or Pacific Islander  Black/African, non-Hispanic  Hispanic/Latino/Chicano  
 Native Hawaiian or other Pacific Islander  White, non-Hispanic

**Highest Educational Level Attained:**  Less than a high school diploma  High school diploma or GED  Associate's degree or certificate  Some college  Bachelor's degree  Master's degree or higher

**Registration completed/checked by:**

\_\_\_\_\_  
 (NWACC Employee)

Date \_\_\_\_\_

**Office Use Only:**

Contract \_\_\_\_\_ Company Name \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

Cashier \_\_\_\_\_ Date \_\_\_\_\_

Inv. Date \_\_\_\_\_ Inv. # \_\_\_\_\_