NWACC
CORPORATE LEARNING

Certified Retail Analyst – Pre-Requisites

Class #	Class	Class information	Cost
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	$450
	XCMP 9036 Advanced Excel and Access for Retail (will be in a classroom two nights/week last 8 weeks of semester)	8 weeks starts 3/13/12 on Tues and Thur 6-9pm	$450

- **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.
    - 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. For more information contact the Testing Center staff: testingcenter@nwacc.edu or call 479-619-4317. Exam fee - $10.
    - 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.** 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 is a Challenge Test available: Exam fee - $25.
    - Score of 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).
    - Exam given at the NWACC Testing Center – testingcenter@nwacc.edu or call 479-619-4317.
  - XCMP 9034 is taught through the Corporate Learning department, therefore, does not mean the student will automatically receive credit hours for this class. However, any student who completes this class can take the challenge exam at the end of the class to get 3 hours of credit.
- **XCMP 9036 – Advanced Excel and Access for Retail**. Tuition - $450 (textbook TBD and will be purchased separately at campus bookstore). Flash drive required. This class is required for all students.

These pre-requisite classes will need to be satisfied before registering for the Certified Retail Analyst classes! No exemptions or exceptions from the above two classes unless student can provide the following documentation that classes were completed within the last two years showing a grade of C or better.