

# RETAIL SERVICES PROGRAM

The Retail Service program prepares students with barriers to employment for entry-level positions in the retail and business sector. Individualized training in both classroom and laboratory settings provide students with the essential knowledge and skills to obtain employment in a variety of work environments including:

- Retail
- Wholesale
- Warehouse
- Business

## Apply to CMTN

Visit Apply to CMTN (<https://www.coastmountaincollege.ca/admissions/apply-to-cmtn/>) for an Admissions Checklist and to apply online.

Our Educational Advisors (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) are here to help if you have any questions or need guidance along the way.

## Dates and locations

View the Admission Requirements (<https://catalogue.coastmountaincollege.ca/programs/retail-services/#admissionrequirements>) tab to learn more about our upcoming intake session.

Intake	Location
TBD	Terrace

## Faculty

Faculty Member	Campus Location
Kari Eisner, Instructor ( <a href="https://www.coastmountaincollege.ca/about-cmtn/department-contacts/details/kari-eisner/">https://www.coastmountaincollege.ca/about-cmtn/department-contacts/details/kari-eisner/</a> )	Terrace
Kimberly McIntyre, LEAP Coordinator ( <a href="https://www.coastmountaincollege.ca/about-cmtn/department-contacts/details/kimberly-mcintyre/">https://www.coastmountaincollege.ca/about-cmtn/department-contacts/details/kimberly-mcintyre/</a> )	Terrace
Ingrid Ross, LEAP Instructional Assistant ( <a href="https://www.coastmountaincollege.ca/about-cmtn/department-contacts/details/ingrid-ross/">https://www.coastmountaincollege.ca/about-cmtn/department-contacts/details/ingrid-ross/</a> )	Terrace

## Course list

Code	Title	Credits
LPAT 107	Learning Pathways - RSP	1
RSP 100	Retail Services 100	24
RSP 101	Retail Service Practicum	6
<b>Total Credits</b>		<b>31</b>

**This program is designed for students who have learning difficulties that prevent them from taking part in mainstream courses.**

- Complete an intake interview with the Program Coordinator ([kmcintyre@coastmountaincollege.ca](mailto:kmcintyre@coastmountaincollege.ca)) to determine readiness and suitability for the program
- Minimum Level Literacy 101 functioning and ability to count to 100
- Please see the RSP Application Checklist (<https://www.coastmountaincollege.ca/docs/default-source/program-forms/leap/rsp-application-checklist.pdf>) [PDF] to assist with the intake process

## Intake session

Our Retail Services Program intake session will assist you with the application and Financial Aid process so you can register right away. This program is for adults with diverse learning needs. Please bring a parent or guardian to sign and complete the financial grant application.

**Next intake session:** TBA

Fees	Full-time domestic
Full-time	36 weeks
Tuition	\$2,725.56
Student Association fees <sup>1</sup>	\$125.97
Mandatory fees	\$495.72
<b>Total:<sup>2</sup></b>	<b>\$3,347.25</b>

1

These fees are term based and may vary due to the length of the program.

2

Please note that these are approximate costs and may vary depending on courses taken.

Tuition and Fees effective August 1, 2021 for the 2021/22 academic year.

Books may be available in the Library (<https://www.coastmountaincollege.ca/student-services/campus-facilities/library/>) or may be purchased second hand.

## Financial Aid

You may be able to apply for help to pay your fees. Please come to the College and ask an advisor about financial assistance (<https://www.coastmountaincollege.ca/student-services/financial-aid/>) or funding that may be available. Be sure to check out the following opportunities:

- BC Adult Upgrading Grant (<https://www.coastmountaincollege.ca/student-services/financial-aid/adult-upgrading-grant/>)



- CMTN awards, bursaries & scholarships (<https://www.coastmountaincollege.ca/student-services/financial-aid/cmtn-awards-bursaries-scholarships/>)

### **Career opportunities**

Career opportunities available in retail, wholesale, warehouse, and business worksites.

