



# DIPLOMA PROGRAM: **Retail Management**

## 1-year Diploma Program

### Sample Courses:

**Purchasing Management**  
**Automated Accounting**  
**Retailing**  
**Customer Relations**  
**Selling**

### Program Description

Students in this program learn every aspect of retail management, from buying and merchandise math to visual merchandising and display. Computer fundamentals are also stressed, with courses such as payroll accounting and spreadsheets, providing our students with a working knowledge of the many components within this field.

### Career Opportunities

- ➔ Sales Representative
- ➔ Assistant Manager Trainee
- ➔ Purchasing Agent

### Career Services

Our Career Services Office offers services to all students and graduates, providing a wealth of resources and information. Since many students are unsure of their career goals, we encourage them to acquaint themselves with our office so we can help them through the process of finding the right job. Because our programs are so highly regarded in the area, we get a number of calls and requests from employers who have had success with our graduates in the past. Some of our services include:

- ➔ Job Fairs
- ➔ Employer Relations
- ➔ Penn State Partnership
- ➔ Business Guests
- ➔ Job Search Class

### Financial Aid

South Hills School of Business & Technology understands that your education is an investment in your future. The Financial Aid staff will work with you to make sure you receive all aid for which you are eligible. For answers to your financial aid questions, you may contact us at 814-234-7755 or email [financialaid@southhills.edu](mailto:financialaid@southhills.edu). We encourage you to meet with an Admissions Representative to determine which program best suits your needs. Once you have decided on the program that is right for you, the Financial Aid Office can better determine the aid for which you are eligible.