

Curriculum Structure and Advising Checklist for Career Studies Certificate

This advising checklist must be completed once per semester.

Fall Year 1- First Semester

Course /Seminar/Activity Requirement	Minimum Credits Required *	Credits Earned	Course Title/ Seminar/Activities	Date Completed
BESC Coursework <ul style="list-style-type: none"> BESC 6000 Customer Relations Introduction Retail Industry Fundamentals Peer mentor academic support Peer mentor social support <i>(45 clock hours equates to 3 credits)</i>	11 <i>(160 clock hours)</i>			
Academic Coursework - A minimum of one academic course taken for non-credit. <i>(3-6 credits)</i>	3			
On-site Job Exploration Tours and Job Exploration Reflections	3 <i>(45.5 clock hours)</i>			
Seminars (2) and Participation in Social Enrichment Activities <i>(Seminars offered for Campus Community)</i>	1 <i>(15 clock hours)</i>			
Total Credits	18 <i>(3 academic credits + 220.5 clock hours)</i>			

*Credits refers to program requirements for the Career Studies Certificate and does not imply academic course credit.

Spring Year 1- Second Semester				
Course /Seminar/Activity Requirement	Minimum Credits Required *	Credits Earned	Course Title/ Seminar/Activities	Date Completed
BESC Coursework <ul style="list-style-type: none"> BESC 6008 Customer Relations Intermediate Retail Industry Fundamentals Peer mentor academic support Peer mentor social support <i>(45 contact hours equates to 3 credits)</i>	11 <i>(161.5 clock hours)</i>			
Academic Coursework - A minimum of one academic course taken for non-credit. <i>(3-6 credits)</i>	3-6			
On-site Job Exploration Tours and Job Exploration Reflections On-Campus Practicums	2 <i>(31.5 clock hours)</i>			
Seminars (2) and Participation in Social Enrichment Activities <i>(Seminars offered for Campus Community)</i>	1 <i>(15 clock hours)</i>			
Total Credits	17 <i>(3 academic credits + 208 clock hours)</i>			

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Fall Year 2- Third Semester				
Course /Seminar/Activity Requirement	Minimum Credits Required *	Credits Earned	Course Title/ Seminar/Activities	Date Completed
BESC Coursework <ul style="list-style-type: none"> BESC 6009 Customer Relations Advanced Retail Industry Fundamentals Peer mentor academic support Peer mentor social support <i>(45 contact hours equates to 3 credits)</i>	9 <i>(137 clock hours)</i>			
Academic Coursework - A minimum of one academic course taken for non-credit. <i>(3-6 credits)</i>	3-6			
Career Development- On- and off-campus practice work opportunities	4 <i>(64.5 clock hours)</i>			
Seminars (2) and Participation in Social Enrichment Activities <i>(Seminars offered for Campus Community)</i>	1 <i>(15 clock hours)</i>			
Total Credits	17 <i>(3 academic credits + 216.5 clock hours)</i>			

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Spring Year 2- Fourth Semester

Course /Seminar/Activity Requirement	Minimum Credits Required *	Credits Earned	Course Title/ Seminar/Activities	Date Completed
BESC Coursework <ul style="list-style-type: none"> BESC 6007 Customer Relations Practicum/Capstone Retail Industry Fundamentals Peer mentor academic support Peer mentor social support <i>(45 contact hours equates to 3 credits)</i>	9 <i>(139 clock hours)</i>			
Academic Coursework - A minimum of one academic course taken for non-credit. <i>(3-6 credits)</i>	3-6			
Career Development- Off-campus practice work opportunities	6 <i>(90 clock hours)</i>			
Seminars (2) and Participation in Social Enrichment Activities <i>(Seminars offered for Campus Community)</i>	1 <i>(15 clock hours)</i>			
Total Credits	19 <i>(3 academic credits + 244 clock hours)</i>			
Total Credits for Career Studies Certificate	71 <i>(15 academic credits + 889 clock hours)</i>			

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