Curriculum Structure and Advising Checklist for Career Studies Certificate

This advising checklist must be completed once per semester.

Fall Year 1- First Semester **BESC 6000 Customer Relations Introduction**				
Course /Seminar/Activity Requirement	**Minimum Credits Required** *	**Credits Earned**	**Course Title/ Seminar/Activities**	**Date Completed**
Job Readiness, Personal Management, Retail Industry Fundamentals, Peer mentor academic and social support, lunch support *(45 clock hours equates to 3 credits)*	**12** *(178 clock hours)*			
Academic Coursework - A minimum of one academic course taken for non-credit. *(3-6 credits)*	**3**			
On-site Job Exploration Tours and Job Exploration Reflections	**3** *(49 clock hours)*			
Seminars (2) and Participation in Social Enrichment Activities *(Seminars offered for Campus Community)*	**1** *(15 clock hours)*			
Minimum Credits	**19** *(3 academic credits + 242 clock hours)*			

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

Spring Year 1- Second Semester **BESC 6008 Customer Relations Intermediate**				
Course /Seminar/Activity Requirement	**Minimum Credits Required** *	**Credits Earned**	**Course Title/ Seminar/Activities**	**Date Completed**
Job Readiness, Personal Management, Retail Industry Fundamentals, Peer mentor academic and social support, lunch support *(45 contact hours equates to 3 credits)*	**11** *(165 clock hours)*			
Academic Coursework - A minimum of one academic course taken for non-credit. *(3-6 credits)*	**3**			
On-site Job Exploration Tours and Job Exploration Reflections **On-Campus Practicums**	**2** *(31.5 clock hours)*			
Seminars (2) and Participation in Social Enrichment Activities *(Seminars offered for Campus Community)*	**1** *(15 clock hours)*			
Minimum Credits	**17** *(3 academic credits + 211.5 clock hours)*			

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Fall Year 2- Third Semester **BESC 6009 Customer Relations Advanced**				
Course /Seminar/Activity Requirement	**Minimum Credits Required** *	**Credits Earned**	**Course Title/ Seminar/Activities**	**Date Completed**
Job Readiness, Personal Management, Retail Industry Fundamentals, Peer mentor academic and social support, lunch support *(45 contact hours equates to 3 credits)*	**10** *(156 clock hours)*			
Academic Coursework - A minimum of one academic course taken for non-credit. *(3-6 credits)*	**3**			
Career Development- On- and off-campus practice work opportunities	**4** (53 clock hours)			
Seminars (2) and Participation in Social Enrichment Activities *(Seminars offered for Campus Community)*	**1** *(15 clock hours)*			
Minimum Credits	**18** *(3 academic credits + 224 clock hours)*			

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

Spring Year 2- Fourth Semester **BESC 6007 Customer Relations Practicum/Capstone**				
Course /Seminar/Activity Requirement	**Minimum Credits Required** *	**Credits Earned**	**Course Title/ Seminar/Activities**	**Date Completed**
Job Readiness, Personal Management, ServSafe, Peer mentor academic and social support, lunch support *(45 contact hours equates to 3 credits)*	**10** *(146.5 clock hours)*			
Academic Coursework - A minimum of one academic course taken for non-credit. *(3-6 credits)*	**3**			
Career Development- Off-campus practice work opportunities	**6** (90 clock hours)			
Seminars (2) and Participation in Social Enrichment Activities *(Seminars offered for Campus Community)*	**1** *(15 clock hours)*			
Minimum Credits	**20** *(3 academic credits + 251.5 clock hours)*			
Total Minimum Credits for Career Studies Certificate	**74** (12 academic credits + 929 clock hours)			

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