



INSTRUCTIONAL PACKAGE

MKT 110
Retailing

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: MKT 110

COURSE TITLE: Retailing

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course will give the successful student the conceptual and practical basis in which to make sound decisions in the business environment within the area of Retailing.

COURSE DESCRIPTION:

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management.

PREREQUISITES/CO-REQUISITES:

(SAT Critical Reading 380 or ACT Reading 14 or Multiple Measures English 1 or Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Writing Sample ENG155 1) or (Credit level ENG 101 Minimum Grade of C or Credit level ENG 155 Minimum Grade of C) or (Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of TC)

***Online/Hybrid** courses require students to complete the [Distance Learning Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Introduction to the World of Retailing

Types of Retailers

Materials Covered: Chapters 1 and 2

*Assessments:

SmartBook (formerly LearnSmart)

Activities

Quizzes

Discussions

Learning Outcomes:

1. Identify retailing activities.
2. Realize the importance of retailing in the U.S. and world economies.
3. Analyze the changing retail industry.
4. Recognize the opportunities for you in retailing
5. Understand the strategic retail management decision process.
6. List the different characteristics that define retailers.
7. Categorize the various types of food retailers.
8. Identify the various types of general merchandise retailers.
9. Explain the differences between service and merchandise retailers.
10. Explain the types of ownership for retail firms.

Multichannel and Omnichannel Retailing

Customer Buying Behavior

Materials Covered: Chapters 3 and 4

**Assessments:*

SmartBook (formerly LearnSmart)

Activities

Quizzes

Discussions

Learning Outcomes:

- 1. Understand the channels used by retailers.*
- 2. Compare the relative strengths of the major retail channels: stores, Internet, mobile, and social; and catalog and other nonstore channels.*
- 3. Describe the opportunities associated with a true omnichannel strategy.*
- 4. Analyze the challenges facing multichannel and omnichannel retailers.*
- 5. Describe the process that consumers go through when making retail patronage and buying decisions.*
- 6. Identify the different types of buying processes.*
- 7. Summarize how the economy and social factors affect customer purchase decisions.*
- 8. Determine why and how retailers group customers into market segments.*

Retail Market Strategy

Financial Strategy

Materials Covered: Chapters 5 and 6

**Assessments:*

SmartBook (formerly LearnSmart)

Quizzes

Discussions

Learning Outcomes:

- 1. Define the retail strategy.*
- 2. Illustrate how retailers build a sustainable competitive advantage.*
- 3. Classify the different strategic growth opportunities retailers pursue.*
- 4. Identify issues that arise as domestic retailers become global retailers.*
- 5. Know the steps retailers go through to develop a strategic plan.*
- 6. Review the strategic objectives of a retail firm.*
- 7. Contrast the two paths to financial performance using the strategic profit model.*
- 8. Illustrate the use of the strategic profit model for analyzing growth opportunities.*
- 9. Review the measures retailers use to assess their performance.*

Retail Locations

Retail Site Location

Materials Covered: Chapters 7 and 8

**Assessments:*

SmartBook (formerly LearnSmart)

Quizzes

Discussions

Learning Outcomes:

- 1. Describe the types of retail locations available to retailers.*
- 2. Review the types of unplanned locations.*
- 3. Analyze the characteristics of the different types of shopping centers.*
- 4. Discuss nontraditional retail locations.*
- 5. Match the locations to the retailer's strategy.*
- 6. Review the societal and legal considerations in selecting locations.*
- 7. Summarize the factors considered in locating a number of stores.*
- 8. Review the characteristics of a particular site.*
- 9. Understand how retailers analyze the trade area for a site.*
- 10. Determine the forecasted sales for a new store location.*
- 11. Illustrate the site selection process.*
- 12. Explain the different types and terms of leases.*

Information Systems and Supply Chain Management

Customer Relationship Management

Materials Covered: Chapters 9 and 10

**Assessments:*

SmartBook (formerly LearnSmart)

Activities

Quizzes

Learning Outcomes:

- 1. Understand the strategic advantage generated by a supply chain.*
- 2. Describe the information and merchandise flows in a supply chain.*
- 3. Consider the flow of merchandise through a supply chain.*
- 4. Review the considerations in the design of supply chains.*
- 5. Describe the customer relationship management process.*
- 6. Understand how customer shopping data are collected.*
- 7. Explain the methods used to analyze customer data and identify target customers.*
- 8. Outline how retailers develop their frequent-shopper programs.*
- 9. Explain various ways to implement effective CRM programs.*

Managing the Merchandise Planning Process

Materials Covered: Chapter 11

**Assessments:*

SmartBook (formerly LearnSmart)

2024-2025

Quiz

Discussions

Learning Outcomes:

1. Explain the merchandise management organization and performance measures.
2. Contrast the merchandise management processes for staple and fashion merchandise.
3. Describe how to predict sales for merchandise categories.
4. Summarize the trade-offs for developing merchandise assortments.
5. Illustrate how to determine the appropriate inventory levels.
6. Analyze merchandise control systems.
7. Describe how multi-store retailers allocate merchandise to stores.
8. Review how retailers evaluate the performance of their merchandise management decisions.

Buying Merchandise

Retail Pricing

Materials Covered: Chapters 12 and 13

*Assessments:

SmartBook (formerly LearnSmart)

Activities

Quizzes

Discussions

Learning Outcomes:

1. Identify the branding options available to retailers.
2. Describe how retailers buy national brands
3. List the issues retailers consider when developing and sourcing store-branded merchandise internationally.
4. Understand how retailers prepare for and conduct negotiations with their vendors.
5. Determine why retailers build strategic relationships with their vendors.
6. Indicate the legal, ethical, and social responsibility issues involved in buying merchandise.
7. Explain the difference between a high/low pricing strategy and an everyday low-pricing strategy.
8. Identify the factors retailers consider when pricing their merchandise.
9. Examine how and why retailers take markdowns.
10. Identify the pricing techniques retailers use to increase sales and profits.
11. Indicate the legal and ethical issues retailers should consider when setting prices.

Retail Communication Mix

Human Resources and Managing the Store

Materials Covered: Chapters 14 and 15

*Assessments:

SmartBook (formerly LearnSmart)

Activities
Quizzes
Discussions

Learning Outcomes:

1. Identify the new media elements.
2. Identify the traditional media elements.
3. List the steps involved in developing a communication program.
4. Describe how to acquire and retain employees.
5. Illustrate effective leadership strategies of a retail manager.
6. Explore the various strategies retail managers can undertake to control costs.
7. Summarize how retailers are typically organized.
8. Identify the legal issues involved with human resource management.

Store Layout, Design, and Visual Merchandising
Customer Service

Materials Covered: Chapters 16 and 17

*Assessments:

SmartBook (formerly LearnSmart)

Activities

Quizzes

Discussions

Learning Outcomes:

1. Identify the critical issues retailers need to consider while designing a store.
2. List the advantages and disadvantages of alternative store layouts.
3. Describe how to assign store floor space to merchandise departments and categories.
4. Illustrate the best techniques for merchandise presentation.
5. Understand how retailers can create a more appealing shopping experience.
6. Identify how retailers can build a competitive advantage through customer service.
7. Explain how customers evaluate a retailer's customer service.
8. Indicate the activities a retailer can undertake to provide high-quality customer service.
9. Articulate retailers' service failure strategies.

***Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.**

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

*Varies – please see the Instructor Information Sheet for a breakdown of points/weighted assignments.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

The Business Department has a seven-day grading policy for all courses. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the Library website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an online/hybrid course and in make-up exam situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is

prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus,

Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [**Pregnancy Intake Form**](#).