

Area of Interest: Business and Professional Industries

Certificate: Management

College Catalog: [2024-2025](#)



Program Location: All Campuses

Program Description: The Management Certificate focuses on communication, computer skills, finances, and human resources and includes basic marketing and management principles that develop leadership and supervision skills used in general or retail management. This certificate qualifies for sponsorship by the Retail Management Certificate Program with the Western Association of Food Chains (www.WAFC.com) or WAFC national partnership.

Contact Information: bpi.advisor@centralaz.edu

Area of Interest Website: [Business and Professional Industries - Central Arizona College \(centralaz.edu\)](#)

Legend

Bold Course=Required Course Core Course (CC) Stackable Certificate (SC)

AGEC Course list (Arizona General Education Curriculum) and other degree requirements.

Written Communication (WC)	Oral Communication (OC)	Arts/Humanities (AH)	Social/Behavioral Science (SB)
Lab Science (LS)	Mathematics (M)	Core Course (CC)	Elective (E)

Special Awareness Requirements for transfer degrees met through courses on the [AGEC Course list](#).

Cultural Awareness (**CU**) Global/Historical Awareness (**GI/HI**) Intensive Writing (**IW**)

Semester 1: New Students-Find your suggested starting point for [English/Reading & Math courses](#).

	COURSE	CREDITS	SEMESTER/GRADE	NOTES
CC	ACC100 Fundamentals of Accounting OR ACC201 Financial Accounting	3		
CC	BUS123 Business Relations	3		
CC	BUS190 Principles of Management & Leadership	3		
CC	CIS110 Fundamentals of Computer Literacy OR CIS120 Survey of Computer Information Systems	3		
	Semester Credits:	12	Meet with your CAC advisor each semester!	

Semester 2

	COURSE	CREDITS	SEMESTER/GRADE	NOTES
CC	BUS180 Introduction to Marketing	3		
CC	BUS207 Business Communications	3		
CC	BUS220 Retail Management	3		
CC	HRM252 Managing Hospitality Human Resources	3		
	Semester Credits:	12	Apply for graduation and attend career events!	
	Total Certificate Credits:	24		

Arizona Resident Tuition for 2024-2025 is \$75 per credit hour, see [Paying for College](#). Financial aid may be available.

Career Information

CAC Career Center: centralaz.edu/career FREE CAC career resources and assistance.

O*NET OnLine: Visit onetonline.org and search for:

Occupations in Business, including:

- Education needed for specific occupations
- Occupation tasks, knowledge, skills and abilities
- Salary/wages for specific occupations (\$)

Transfer Information

CAC University Transfer Center: centralaz.edu/transfer FREE CAC transfer resources and assistance.

Note: Use this Program MAP as a guide to choose courses with your advisor and track progress towards milestones and completion of program. Work with an advisor to customize your plan to align with your specific career and/or transfer goals.

Part-Time Students: Plans can be modified to fit the need of part-time students by adding more semesters.

Student Name:

Advisor Name:

Student ID Number: 880

Date: