










Fall Term 1 15 credit hours	Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>		
• MGT 120 Supervision Techniques 	3	
• MGT 140 Organizational Behavior 	3	
<b>2<sup>nd</sup> 8 weeks</b>		
• CSA 126 Microsoft Office <small>Recommended Program Elective</small>	3	
• MGT 132 Ethics in Business 	3	
• MGT 223 Human Resource Management 	3	
<b>Term hours subtotal:</b>	<b>15</b>	

Spring Term 1 15 credit hours	Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>		
• ACC 131 Principles of Accounting I <small>Recommended Program Elective</small>	3	<b>RECOMMENDED COURSE:</b> For degree transfer to Bachelor of Science in Business
• MGT 220 Principles of Management 	3	
• MGT 233 Business Communication 	3	
<b>2<sup>nd</sup> 8 weeks</b>		
• MGT 229 Strategic Management 	3	
• MGT 240 Principles of Marketing 	3	
<b>Term hours subtotal:</b>	<b>15</b>	

When courses with the  are complete, you have earned the Management Certificate, Organizational Management Concentration. See ["How to apply to Graduate"](#) for more information on receiving your certificate.

Summer Term 1 6 credit hours	Hours	Notes
• ENG 101 College Composition I <small>Recommended College Composition or Applied Communication</small>	3	<b>Prerequisites:</b> Satisfactory score on the English skills assessment; or a grade of "C" or better in ENG 095. Reading Proficiency.
• MAT 142 College Mathematics <b>OR</b> MAT 152 College Algebra <small>Recommended Mathematics</small>	3	<b>MAT 142 Prerequisite:</b> MAT 092 or a satisfactory score on the mathematics skills assessment. <b>MAT 152 Prerequisite:</b> MAT 097 or a satisfactory score on the mathematics skills assessment. *Students planning to transfer, contact an Advisor to discuss options.
<b>Term hours subtotal:</b>	<b>6</b>	

Fall Term 2 14 credit hours	Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>		
• ECN 232 Business Statistical Analysis <small>Recommended Program Elective</small>	3	<b>RECOMMENDED COURSE:</b> For degree transfer to Bachelor of Science in Business <b>Prerequisites:</b> MAT 141 or higher, or a satisfactory score on the mathematics skills assessment.
• ENG 102 College Composition II <small>Recommended College Composition or Applied Communication</small>	3	<b>Prerequisites:</b> ENG 101 or ENG 101A or ENG 103. Reading Proficiency.
<b>2<sup>nd</sup> 8 weeks</b>		
• ECN 236 Principles of Economics-Micro <small>Recommended Program Elective</small>	3	<b>RECOMMENDED COURSE:</b> For degree transfer to Bachelor of Science in Business
• GEO 212 Introduction to Meteorology <small>Recommended Physical and Biological Science</small>	4	
• MGT 111 Leadership & Innovation	1	<b>Note:</b> MGT111, 112, and 113 together transfer to ASU as OGL 200, Social-Behavioral Sciences (SB).
<b>Term hours subtotal:</b>	<b>14</b>	

Spring Term 2 12 credit hours	Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>		
• BSA 131 Introduction to Business <small>Recommended Program Elective</small>	3	<b>RECOMMENDED COURSE:</b> For degree transfer to Bachelor of Science in Business
• CSA 110 Introduction to Computer Info Systems <small>Recommended Program Elective</small>	3	<b>RECOMMENDED COURSE:</b> See the program electives for additional options.
<b>2<sup>nd</sup> 8 weeks</b>		
• ART 200 Art History: Paleolithic Period through the Late Middle Ages <b>OR</b> ART 201 Art History: Pre-Renaissance through the 21st Century <small>Recommended Arts and Humanities <b>OR</b> Social and Behavioral Science</small>	3	<b>Prerequisites:</b> ENG 101 or ENG 101A or ENG 103
• SOC 101 Introduction to Sociology <small>Recommended Arts and Humanities <b>OR</b> Social and Behavioral Science</small>	3	
<b>Term hours subtotal:</b>	<b>12</b>	

*This recommended sequence is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum that may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.*