

WHAT IS MANAGEMENT?

Managers focus on four main areas of business:

- **Planning:** Define goals, establish strategy, and coordinate activities among others.
- **Organizing:** Determine what needs to be done, how it will be done, and who will do it.
- **Leading:** Direct and motivate all involved parties and resolve conflicts.
- **Controlling:** Monitor activities to ensure they're being accomplished as planned.

Managers with strong leadership skills are constantly in demand in all industries. Whether you manage a small office, a large department, or even run your own business, you will command a much larger salary than the subordinates that you lead.

Managers fulfill many roles and positions. Companies need people throughout their organizations. There is a constant need of entry-level managers, such as shift managers, office managers, and store managers. These positions often lead to more challenging and higher paying roles, such as regional managers and top executives.

Your Career in BUSINESS MANAGEMENT Starts Here!

Ready to move from the cubicle to the corner office? Whether you're looking to start a business career or improve your current job outlook, a management degree or certificate can prepare you for success in almost every area of the economy.

The Certificate of Completion (CCL) and Associate in Applied Science (AAS) Management degree are designed to provide you with the skills and knowledge needed for an entry-level position in business management.



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SCOTTSDALE
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

MANAGEMENT CERTIFICATE AND ASSOCIATE DEGREE



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YOUR FUTURE IN MANAGEMENT STARTS HERE!

MANAGEMENT CERTIFICATE AND ASSOCIATE DEGREE

Scottsdale Community College (SCC), accredited by the Higher Learning Commission, offers the Certificate (CCL) and Associate in Applied Science (AAS) Management degree. The program is designed to provide skills for management careers. Students will be prepared for entry-level management jobs in manufacturing, wholesaling, retailing, and service industries, for example. The CCL in Management leads seamlessly into the AAS Degree.

SCC also offers a Bachelor of Business Administration in Management. The Associate of Applied Science in Management can fit seamlessly into the bachelor's degree, with careful class selection. See your advisor for assistance.



WHY MANAGEMENT AT SCC?

- Complete the certificate in as little as one semester.
- Work around your busy lifestyle with fast and focused, 8-week online courses.
- Take the courses 100% online, if you choose.
- Learn from instructors with real world business experience

Stay at SCC! Once you earn the Associate of Applied Science in Management, you can continue at SCC and earn your management bachelor's degree.

CERTIFICATE (CCL)

COURSE	DESCRIPTION
ACC111 Accounting Principles I (3 credits)	Examines the fundamental theory of accounting principles and procedures.
BPC110 Computer Usage and Applications (3 credits) - OR - CIS105 Survey of Computer Information Systems (3 credits)	Provides an introduction to business and personal computer operations and usage. Overview of computer technology, concepts, terminology, and the role of computers in business and society.
GBS151 Introduction to Business (3 credits)	Examines characteristics and activities of current business trends including marketing, management, and finance.
GBS205 Legal, Ethical, and Regulatory Issues (3 credits)	Legal theories, ethical issues, and regulatory climate affecting business policies and decisions.
MGT229 Management and Leadership I (3 credits)	Covers management concepts and applications for business, industry, and government organizations.
MGT251 Human Relations in Business (3 credits)	Analysis of motivation, leadership, communications, and other human factors or cultural differences that may create conflict and affect morale individually and within organizations.
18 credits total	

CAREER OUTLOOK

Workers in these occupations establish plans and policies, direct business activities, and oversee people, products, and services.

Overall employment in management occupations are projected to grow faster than the average for all occupations from 2023 to 2033.*

As of Oct 31, 2024, the average annual pay for the Entry Level Management jobs category in the United States is \$47,831 a year.**

Some entry-level job titles include:

- Shift Manager
- Store Manager
- Front-line Manager
- Management Trainee
- Assistant Manager

* www.bls.gov

** www.ziprecruiter.com/Salaries/Entry-Level-Management-Salary

Take Your management skills to the next level!

**TO LEARN MORE,
CONTACT US TODAY!**

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