

Area of Interest: Business and Professional Industries

Certificate: Business

College Catalog: [2024-2025](#)



Program Location: All Campuses

Program Description: The Business certificate prepares individuals for entry-level positions in businesses, provides skills for helping them organize their own business and leads to the AAS in Business.

Contact Information: bpi.advisor@centralaz.edu

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

Legend

Bold Course=Required Course

Recommended Course (R)

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	BUS100 Introduction to Business	3		
	CC	BUS101 Business Mathematics	3		
	CC	CIS120 Survey of Computer Information Systems	3		
		Semester Credits:	15	Meet with your CAC advisor each semester!	

Semester 2

		COURSE	CREDITS	SEMESTER/GRADE	NOTES
R	E	ECN200 Contemporary Economic Issues	3		
R	E	ACC100 Fundamentals of Accounting	3		
	E	Elective	3		A course numbered 100 or above with a prefix of ACC, BUS, CBA, CIS, ECN or HRM
		Semester Credits	9	Research career resources and opportunities!	
		Total Certificate Credits:	18		

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.

[AZTransfer Business Major Guide](#) has a list of transfer programs at ASU, NAU, or UA.

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: