

SMC student James Kimmel has taken several accounting courses using his GI bill. He is able to apply much of what he learns in class to his job and having the A.A.S. degree will help him advance in his career.



Business Careers

A business certificate or degree catches the eye of employers and provides flexibility to move among small or large firms. Skills combined with education help maintain a higher employability status and propels advancement in a broad scope of industries.

Business Potential Career Levels

- *Entry Level:* Administrative Assistant, Human Resources Assistant, Customer Service Representative
- *Mid Level:* Loan Officer, Assistant Manager, Administrative Assistant
- *Top Level:* Executive Assistant, Office Manager, Entrepreneur

Real Estate Potential Careers

- Real Estate Salesperson, RE Broker, RE Assistant, Property Manager, Appraiser

Accounting Potential Career Levels

- *Entry-Mid Level:* Inventory Clerk, Accounting Assistant, Certified Bookkeeper, Office Manager
- *Top Level:* (4 year degree) Corporate Executive Officer (CEO), Tax Specialist, Operations Manager, Independent or Fraud Auditor, Financial Consultant, Tax Advisor, Chief Financial Officer (CFO), Certified Public Accountant (CPA)



www.centralaz.edu/business

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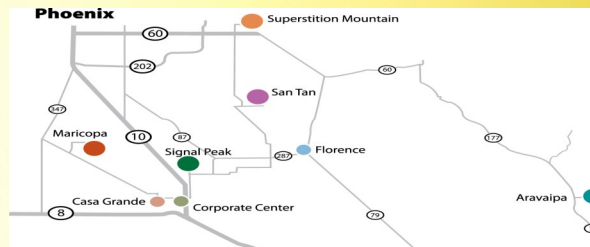
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Central Arizona College is accredited by the Higher Learning Commission. For information about Central Arizona College's accreditation, you can contact the Higher Learning Commission at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 312-263-0456 or online at ncahlc.org.

Business & Accounting

Business Division



**Central
Arizona
College**

Associate of Business (A.BUS) Transfer Degree

The Associate of Business Degree is designed for students who plan to transfer to a university Business program and earn a bachelor's degree in Business or Business-related areas such as Accounting, Business Administration, Computer Information Systems, Economics, Entrepreneurship, Finance, Human Relations, Management, Marketing and Public Administration. All 60-64 credit hours of this degree will transfer to all THREE Arizona State Universities.

Use the Master Academic Plan or MAP guide to help choose the required courses that fulfill the Arizona General Education Courses (AGEC -B) and transfer elective requirements. Most students complete their ABUS in about two years if adhering to the recommended.

- Associate of Business (A.BUS) Degree (60-64 credits)



"Attending CAC has prepared me to transfer to the University. Class sizes were small allowing the professors time to give me attention and support. It's a very sociable environment, so I was able to make friends and be involved in the Business Club with PBL & Collegiate DECA Chapters for the past two and a half years."
*SPC Business Major & Former Club President
Sierra Evans*

PATHWAY OPTIONS

Business, Real Estate and Managements Certificates & Business A.A.S. Degree

An Associate's of Applied Science in Business prepares graduates to begin or advance their careers in the business world. This 64 credit degree offers student an in-depth study of business courses to prepare them for direct workforce employment.

The A.A.S. is considered a "complete" degree and all credits transfer without loss, if completed. Graduates may continue their studies onto a state university Bachelors program. Credits are then evaluated based on requirements of that program. One transfer example is NAU's 90/30 Bachelors of Science Interdisciplinary Studies Program in Public Administration that accepts up to 90 credits from a community college.

The Business, Real Estate and Management Certificates prepare students for entry-level employment opportunities. The Management Certificate qualifies for the Western Association of Food Chains (W AFC) National Retail Management Certification.

"Do you know the difference between education and experience? Education is when you read the fine print; experience is what you get when you don't." Pete Seeger

College Credit Internships Available

Individuals who already have a degree may change career paths and complete a certificate to earn different employable credentials. Careful planning can allow you to mix and match certificates and degrees. See catalog for additional certificates and degree requirements.

- Business Certificate (18 credits)
- Management Certificate (24 credits)
- Associate of Applied Science (A.A.S.) in Business Degree (64 credits)



Accounting Certificate & Accounting A.A.S. Degree

The certificate and the A.A.S. degree in accounting are both designed to help students enter the workforce in an entry-level or a bookkeeping position. Students planning to complete a professional accounting certification, such as the CPA, must continue their education at a university after graduating from CAC. Students desiring to earn their bachelor's degree in accounting should follow the Associate of Business (ABUS) degree track.

- Accounting Certificate (18 credits)
- Associate of Applied Science (A.A.S.) Degree in Accounting (64 credits)

SPC student Brian Kent transferred to NAU and graduated with the highest GPA to receive the NAU Distinguished Senior Award and a personal networking session with American Business magnet, Warren Buffet. Brian stated that if it were not for courses from Professor of Accounting instructor, Dr. Vaun Day, "I would never have had these opportunities available to me."