

Basic Business Certificate

www.pima.edu/basic-business-cert

Get an introduction to business skills and principles.

Title IV Financial Aid eligible: Yes

Online Option: This program can be completed entirely online.

What can I do with this certificate?

Career options: Seek entry-level positions in business operations.

Academic options: Continue your studies with the Advanced Business Certificate program.

CHOOSE YOUR COURSES WITH YOUR COLLEGE ADVISOR

Placement

Students must meet prerequisite standards before taking BUS 151 and WRT 101 required in the pathway below. If you are not prepared for these courses based on placement results you will need to take courses to build your skills prior to taking them. The sequence of courses follows.

Math: ICS 081 > MAT 089 through Mod 22 or MAT 092 > BUS 151

Reading: ICS 079 > REA 081 > REA 091

Writing: ICS 079 > WRT 090 > WRT 101 (or WRT 101S can replace both WRT 090 and WRT 101)

Semester Pathway

This pathway is a suggested sequence of courses for full-time students. Part-time students or those with specific interests or transfer needs are encouraged to work with an advisor to develop a unique academic map.

Semester 1 (Semester Total: 16 credits)

BUS 100: Introduction to Business (3 credits)

BUS 151: Mathematics of Business (3 credits)

CIS/CSA 104: Computer Fundamentals (3 credits)

MGT 110: Human Relations in Business and Industry (3 credits)

STU 100: College Success and Career Planning (1 credit)

WRT 101: English Composition I (3 credits)

Semester 2 (Semester Total: 15 credits)

ACC 211: Financial Accounting (3 credits)

BUS 148: Ethics in the Workplace (3 credits)

CMN 120: Business and Professional Communication (3 credits)

MGT 124: Small Business Management (3 credits)

MKT 111: Principles of Marketing (3 credits)

PROGRAM TOTAL: 31 credits

Gainful Employment information: ge-crtbusiness-b

Program/Major/Concentration Codes: **CRTBUSINES-B/BUB1**

Find more information about this program at:
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