

# Central Arizona College

8470 N. Overfield Road

Coolidge, AZ 85128

Phone: (520) 494-5444

## Business - Certificate

### Program Description for the Catalog:

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.

### Effective Term:

Fall 2010

### Semester Hours:

24

### Prerequisites:

None

### Corequisites:

None

### Recommended Proficiencies:

A solid background in reading and math. Students may be required to complete prerequisites before enrolling in some of the required courses.

### List of Course Requirements for the Catalog:

Required Courses (18):

ACC201 Financial Accounting (3) OR

ACC100 Fundamentals of Accounting (3)

ACC226 Accounting With QuickBooks Pro (3) OR

ACC227 Accounting With Peachtree Complete (3)

BUS100 Introduction to Business (3)

BUS101 Business Mathematics (3)

CIS120 Survey of Computer Information Systems (3)

Select at least one of the following courses

ECN200 Contemporary Economic Issues (3)

ECN201 Principles of Macroeconomics (3)

ECN202 Principles of Microeconomics (3)

Complete 6 credits from the following prefixes to total 24 credits:

ACC, BUS, CBA, CIS, ECN, HRM, REA

### Learning Outcome Statements for Program:

1. (Application Level) Apply math concepts to solve business problems.

2. (Analysis Level) Demonstrate and explain the process of maintaining accounting records for a business.

3. (Knowledge Level) Define the environments in which a business operates in local and global markets, including technology influences.

4. (Application Level) Examine the importance of ethical behavior and social responsibility of business.

5. (Comprehension Level) Describe hardware components and their function in a computer system.

**Standards for  
Program:**

6. (Analysis Level) Explain the concept of entrepreneurship.

7. (Application Level) Use terminology and skills needed for organizing and operating a business.

1. Correctly add, subtract, multiply, and divide whole numbers, fractions, decimals, and percentages for a given set of problems based on business applications.

2. Accurately complete several major business simulations incorporating the accounting records, accounts receivable, accounts payable, payroll, invoicing, and inventory.

3. Successfully participate in class activities that analyze and develop a comparison of successful and unsuccessful businesses based on business climates, technological influences, communication and collaborative team approaches, ethics, economics, business organization and ownership including entrepreneurship, human resources, management and production, marketing and customer analysis, financial management, taxation, and regulations.

4. Review current publications and issues in the national economy and individually and/or collectively develop answers that are synthesized by the student into a final response.

**Revised:**

February 2010