

Basic Business Certificate – Direct Employment

Program Provider: Pima Community College

Total Program Credits: 31

Program Major Codes: CRTBUSINES-B/BUB1

www.pima.edu/basic-business-cert



Program Details

Begin your studies in business with Pima's Basic Business Certificate. In this program, you will learn the business components that contribute to the structure, operations and success of businesses.

Career Options

Entry-level business operations.

Outcomes

Upon successful completion of the Basic Business Certificate program, you will be able to:

- Identify and understand basic theories, principles, practices and terminology related to each functional area of business.
- Communicate effectively using oral, written and non-verbal techniques, to include the use of technology, in the gathering and presentation of information.

Prerequisites/Placement

Placement assessments needed: reading, writing and math.

Academic Options

Continue your studies with Pima's Advanced Business Certificate program.

Program Pathway Requirements

Required Core Courses

A grade of C or better is required for graduation.

ACC 211	Financial Accounting [SUN# ACC 2201] [SUN# ACC 2201]	3 Credits
BUS 100	Introduction to Business	3 Credits
BUS 148	Ethics in the Workplace	3 Credits
BUS 151	Mathematics of Business	3 Credits
MGT 110	Human Relations in Business and Industry	3 Credits
MGT 200	Small Business Management/Entrepreneurship	3 Credits
MKT 111	Principles of Marketing	3 Credits

Subtotal Credits: 21

Required Support Courses

CMN 120	Business and Professional Communication	3 Credits
CIS 104	Computer Fundamentals	3 Credits
OR		
CSA 104	Computer Fundamentals	3 Credits
STU 100	College Success and Career Planning	1 Credit
WRT 101	English Composition I [SUN# ENG 1101] [SUN# ENG 1101]	3 Credits
OR		
WRT 154	Career Communications	3 Credits

Subtotal Credit: 10

**Total Credits
as Displayed: 31**