

## BUSINESS (BUS)

### About the program

Programs in this field provide general and specific educational opportunities for students seeking careers in a broad variety of business settings related to management, operations, and technical support.

### Degrees/Certificates within this Program:

- Associate in Science Degree for Transfer, Business Administration
- Associate of Science Degree, Business, General
- Certificate of Achievement, Small Business Management
- Certificate of Recognition, Bookkeeping
- Certificate of Recognition, Management and Supervision
- Certificate of Recognition, Payroll Clerk

### Similar Degrees/Certificates offered at CR:

- Associate of Science Degree, Computer Office Support Specialist

### Career Opportunities

*Employment opportunities in this field include:*

- Business Owner
- General Manager
- Assistant Bookkeeper
- Billing and Posting Clerk
- Office Clerk
- Payroll Technician

### Transfer Opportunities

Learn more about transferring with an Associate Degree for Transfer at [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) and [www.redwoods.edu/transfer](http://www.redwoods.edu/transfer)

### For more information

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- Career & Technical Division  
707-476-4341
- Counseling & Advising  
707-476-4150

### Associate of Science Degree, Business, General

	Units
<b>General Education Requirements</b>	<b>18.0</b>
<b>Program Requirements</b>	
<b>Core Courses</b>	<b>36.0</b>
BUS 1A Financial Accounting	4.0
BUS 1B Managerial Accounting	4.0
BUS 10* Intro to Business	3.0
BUS 18 Business Law	4.0
BUS 34* Intro to Personal Finance	3.0
BUS 35 Strategic Marketing	4.0
BUS 52 Business Communications	3.0
BUS 68 Intro to Principles of Management	3.0
BUS 69 Small Business Entrepreneurship	4.0
CIS 1* Computer Information Systems	4.0
ECON 1* Macroeconomics	3.0
ECON 10* Microeconomics	3.0
<b>Restricted Electives</b> <i>(Complete 3.0 units from the list below)</i>	<b>3.0</b>
BT 16 Word Processing I	4.0
BT 17 Word Processing II	4.0
BT 50 Database Applications	4.0
BT 51 Spreadsheet Applications	4.0
BUS 4 Advanced Computerized Bookkeeping	3.0
CE 42 Occupational Cooperative Work Experience	3.0
DM 11 Digital Media Design	4.0
DM 20 Media Development for the Web	4.0
DM 22 Digital Publishing	4.0
DM 30 Interactive Media	4.0
DM 56 Video Production	4.0
DM 63 Desktop Publishing Applications	4.0
<b>Total Units</b>	<b>60.0</b>
<i>*Course may be double counted toward General Education.</i>	

### Suggested Program Sequence

#### Fall or Spring Start

Semester 1 BUS 10, BUS 52, CIS 1

Semester 2 BUS 18, BUS 34, BUS 35

Semester 3 BUS 1A, BUS 68, ECON 1

Semester 4 BUS 1B, BUS 69, ECON 10

*Plus 3.0 units from Restricted Electives*

### Program Learning Outcomes

- Select and apply analytical and technological tools as they relate to personal, business and social decisions
- Communicate effectively as writers, listeners, and speakers in diverse social and business settings.