

## 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

### Certificate of Achievement, Small Business Management

Program Requirements	Units
BUS 4 Advanced Computerized Bookkeeping	3.0
BUS 10 Intro to Business	3.0
BUS 18 Business Law	4.0
BUS 52 Business Communications or ENGL 150 Pre-Collegiate Reading and Writing or DM 10 Digital Storytelling	3.0 3.0 3.0
BUS 69 Small Business Entrepreneurship	4.0
BUS 180 Intro to Bookkeeping	3.0
**BUS 194 Business Mathematics or MATH 194 Intermediate Algebra for Social Sciences & Business	3.0 4.0
CIS 1 Computer Information Systems	4.0
<b>Total Units</b>	<b>27.0- 28.0</b>
<i>** Course has been inactivated. Please see Department for appropriate course substitution.</i>	

### Suggested Program Sequence Fall or Spring Start

Semester 1 BUS 10, BUS 180, CIS 1, BUS 194 or MATH 194

Semester 2 BUS 18, BUS 4, BUS 69, BUS 52 or ENGL 150 or DM 10

### Program Learning Outcomes

- Select and apply analytical and technological tools as they relate to personal and business decision making.
- Communicate effectively as writers, listeners, and speakers in business settings.
- Participate effectively in real or simulated business transactions.