

## 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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- [www.redwoods.edu/business/](http://www.redwoods.edu/business/)
- Career & Technical Division  
707-476-4341
- Counseling & Advising  
707-476-4150

### Certificate of Recognition, Bookkeeping

Program Requirements	Units
BT 51 Spreadsheet Applications	4.0
BT 111 Keyboarding I or BT 112 Keyboarding Skill Development	3.0 1.0
BUS 4 Advanced Computerized Bookkeeping	3.0
BUS 10 Intro to Business	3.0
BUS 52 Business Communications	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>28.0- 31.0</b>
<i>** Course has been inactivated. See Department for appropriate course substitution.</i>	

### Suggested Program Sequence

#### Fall Start

Semester 1 BT 51, BT 111 or BT 112, BUS 10, BUS 180, BUS 194 or MATH 194, CIS 1  
Semester 2 BUS 4, BUS 52, BUS 69

### Program Learning Outcomes

- Use information technology to record financial data (Intermediate)
- Apply analytical and technological tools to analyze business information. (Intermediate)
- Communicate financial data and analyses effectively. (Intermediate)