

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 and www.redwoods.edu/transfer

For more information

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- www.redwoods.edu/business/
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707-476-4341
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707-476-4150

Certificate of Recognition, Management and Supervision

Program Requirements	Units
BUS 40 Independent Study	1.0
BUS 52 Business Communications	3.0
BUS 68 Intro to Principles of Management	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
Total Units	14.0- 15.0

*** Course has been inactivated. See Department for appropriate course substitution.*

Suggested Program Sequence

For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

Program Learning Outcomes

- Explain best practices in management and human resources.
- Communicate effectively in a business environment.
- Analyze basic numeric data to create information relevant to a business decision-making.
- Apply information technology in the context of learning outcomes 1-3.
- Assess the effectiveness of observed real-world management and supervision practices.