

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

Certificate of Recognition, Payroll Clerk

Program Requirements	Units
BT 111 Keyboarding I	3.0
or BT 112 Keyboarding Skill Development	1.0
BUS 10 Intro to Business	3.0
BUS 180 Intro to Bookkeeping	3.0
**BUS 194 Business Mathematics	3.0
or MATH 194 Intermediate Algebra for Social Sciences & Business	4.0
CIS 1 Computer Information Systems	4.0
Total Units (minimum)	14.0-17.0
<i>** Course has been inactivated. See Department for appropriate course substitution.</i>	

Suggested Program Sequence

Fall Start

Semester 1 BT 111 or BT 112, BUS 10, BUS 180, BUS 194 or MATH 194, CIS 1

Spring Start

Semester 1 BT 111 or BT 112, BUS 10, CIS 1

Semester 2 BUS 180, BUS 194 or MATH 194

Program Learning Outcomes

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