

## 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.adgreewithaguarantee.com](http://www.adgreewithaguarantee.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 35 Strategic Marketing	4.0
BUS 52 Business Communications	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>	<b>9.0</b>
<i>(Choose 9 units from the list below)</i>	
BT 3 Integrated Applications	4.0
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
**BT 63 Desktop Publishing Applications	4.0
BUS 34* Intro to Personal Finance	3.0
BUS 68 Intro to Principles of Management	3.0
**RE 10 Principles of Real Estate	3.0
<b>Total Units</b>	<b>60.0</b>
<i>*Course may be double counted toward General Education.</i>	
<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 52, CIS 1

Semester 2 BUS 18, BUS 35, ECON 1

Semester 3 BUS 1A, ECON 10

Semester 4 BUS 1B, BUS 69

*Plus 9 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.
- Participate effectively in real or simulated business transactions in both the domestic and international arenas.