

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 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 | 3.0 |
| or ENGL 150 Pre-Collegiate Reading and Writing | 3.0 |
| or DM 10 Digital Storytelling | 3.0 |
| BUS 69 Small Business Entrepreneurship | 4.0 |
| 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 | 27.0- 28.0 |

*** Course has been inactivated. Please see Department for appropriate course substitution.*

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.