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# BUSINESS

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The Las Positas College Business Studies Program is designed to provide students with a broad understanding of business concepts and functions used in a wide range of careers. There are many areas of specialization available that fit current and projected needs of the ever-changing business environment. It is important that students work closely with business faculty and counselors to determine which degrees or certificates best support their individual career and/or transfer goals. Students may pursue programs to prepare for work, upgrade skills, or transfer to a four-year college or university.

### Programs of Study

#### Degrees:

- [AS-T – Business Administration 2.0](#)
- [AA – Business Administration](#)
- [AA – Business Entrepreneurship](#)

#### Certificates of Achievement:

- [Bookkeeping](#)
- [Business Entrepreneurship](#)
- [Business Workforce Proficiency](#)
- [Retail Management \(WAFC\)](#)
- [Supervisory Management](#)

In addition, the Business Department at Las Positas College offers tuition free, short-term, noncredit courses design to build skills needed to succeed in careers requiring introductory and advanced business skills. Whether you would like to run your own business or enhance your current position, the courses offer valuable and practical education on leadership, customer service, and management skills. Note: This program is not intended as a substitute for any credit certificate or associate degree.

### Noncredit Programs of Study

#### Certificates of Completion:

- [Customer Service](#)
- [Small Business Management](#)

#### Career Opportunities

Career opportunities include, but are not limited to: entry, level-one analyst and assistant positions in marketing, human resources, distribution, logistics, human resources, product research, and finance; and entry-level supervisory positions in all business and non-profit entities.