

April 2, 2019

Dear Business Technology Student:

This letter is to inform you that you have been identified as a student who is currently active in Business Technology at College of the Redwoods.

College of the Redwoods will be inactivating the Business Technology Associate of Science Degree, Business Information Worker and the associated specialization tracks in Office Applications, Computer Support, Digital Media, and Accounting effective at the end of the spring 2019 semester. College of the Redwoods will have limited course offerings in the fall of 2019 and the spring of 2020 for students who are close to degree or certificate completion. Those courses are:

**Fall 2019**

BT-111-E7466-Keyboarding I  
BT-16-V7468-Word Processing I  
BT-53-A-V7470-Beg. Tech & Prof. Office Procedures

BT-112-V7467-Keyboarding Skill Dev.  
BT-51-E7469-Spreadsheet Applications

**Spring 2020**

BT-111-E7948-Keyboarding I  
BT-17-V7951-Word Processing II  
BT-53B-V7953-Adv. Tech & Prof. Office Procedures

BT-112-V7950-Keyboarding Skill Dev.  
BT-50-E7952-Database Applications

Additionally, Business Technology students may seek courses online at several California Community Colleges. Upon completion of those courses, you may still petition to receive your Business Technology degree through College of the Redwoods. Below you will see several colleges where you may be able to access courses needed to complete your degree requirements:

- Shasta College (Office Administration Program): [www.shastacollege.edu](http://www.shastacollege.edu)
- Santa Rosa Junior College (Administrative Office Professional): [www.santarosa.edu](http://www.santarosa.edu)
- Lassen College (Business): [www.lassencollege.edu](http://www.lassencollege.edu)
- Butte College (Business Computer Information Systems): [www.butte.edu](http://www.butte.edu)

We suggest you make an appointment with Counseling & Advising to explore options to complete this program or to apply your completed coursework to a similar career path.

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[www.redwoods.edu](http://www.redwoods.edu)

**Eureka**

7351 Tompkins Hill Rd  
Eureka, CA 95501  
(707) 476-4100

**Del Norte**

883 W. Washington Blvd  
Crescent City, CA 95531  
(707) 465-2380

**Eureka Downtown**

525 D Street  
Eureka, CA 95501  
(707) 476-4500

**Klamath-Trinity**

65 Orchard St.  
Hoopa, CA 95546  
(530) 625-4821



If you have any questions, please contact the Counseling & Advising Office at 707/476-4150 or via email at [counseling@redwoods.edu](mailto:counseling@redwoods.edu)

Sincerely,

Kerry L. Mayer  
Dean, Career Education

Cc: Dr. Keith Flamer, President  
Dr. Angelina Hill, Vice-President of Instruction  
Mr. Joe Hash, Vice-President of Student Development Student Learning Support Services