BERKELEY CITY COLLEGE

1974

TRANSFORMING LIVES

BUSINESS

Accounting

Business Administration

General Business

Management and Entrepreneurship

Office Skills for Business

ACCOUNTING
ASSOCIATES IN ARTS DEGREE (AA)

Berkeley City College's Accounting Associate in Arts Degree prepares students for careers within accounts receivable and accounts payable departments, payroll units, income tax firms, and financial services organizations. Students who complete the program will be able to identify, analyze, summarize, communicate, record, and interpret business transactions and financial statements. The training and education they receive will prepare them for work in small or large organizations, in the public or private sectors, and for transfer to a four-year college.

Career Opportunities:
Accountant, Bookkeeper, Auditing Clerk, Accounting Clerk.

Estimated Median Annual Earnings:
$45,000 to $90,000

DEGREE REQUIREMENTS		
REQUIRED COURSES		
COURSE	DESCRIPTION	UNITS
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
BUS 24	Computerized Accounting Principles	3
BUS 56	Introduction to Human Resources Management	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
	REQUIRED UNITS	34
	GENERAL EDUCATION AND ELECTIVE UNITS	26
	TOTAL UNITS	60

ACCOUNTING
CERTIFICATE OF PROFICIENCY (CP)

CERTIFICATE REQUIREMENTS		
REQUIRED COURSES		
COURSE	DESCRIPTION	UNITS
BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
CIS 42A	Spreadsheet Applications I	2
	TOTAL UNITS	15

BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE (AS-T)

Berkeley City College's Associate in Science in Business Administration for Transfer Degree will help students develop communications, critical thinking, and problem solving skills. Students will also learn how to convey ideas skillfully and effectively in writing and presentations.

Students who successfully complete the AS-T in Business Administration earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to a local CSU campus and to a program or major in business administration or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree

Career Opportunities:
Retail Supervisor, Marketing Assistant, Office Manager, Accounting Technician, Human Resources Manager.

Estimated Median Annual Earnings:
$45,000 to $90,000

DEGREE REQUIREMENTS

REQUIRED COURSES

COURSE	DESCRIPTION	UNITS
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 2	Introduction to Business Law	3
BUS 10	Introduction to Business	3
ECON 1	Principles of Economics (Macro Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
MATH 13	Introduction to Statistics	4
MATH 16A	Calculus for Business and the Life / Social Sciences	3
	REQUIRED UNITS	27
	GENERAL EDUCATION (IGETC OR CSU GE) AND ELECTIVE UNITS	33
	TOTAL UNITS	60

GENERAL BUSINESS
ASSOCIATE IN SIN ARTS DEGREE (AA)

Berkeley City College's General Business Associate in Arts Degree allows students to advance in their jobs or prepare for new career options. They also develop problem solving skills that help them compete for jobs in today's business world. The training and education they receive will prepare them for work in small or large organizations, in the public or private sectors, or for transfer to a four-year college.

Career Opportunities:
Customer Services Manager, Human Resources Assistant, Marketing Assistant, Office Manager, Executive Assistant, Retail Supervisor.

Estimated Median Annual Earnings:
$45,000 to $94,000

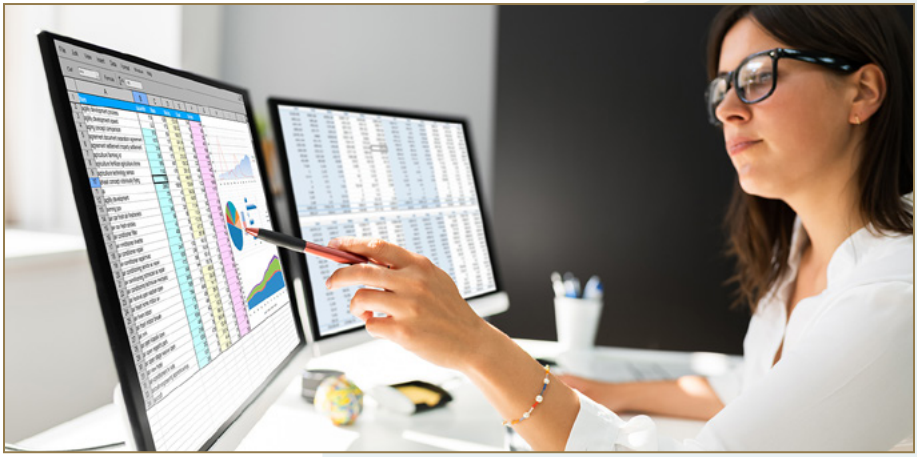
DEGREE REQUIREMENTSS

REQUIRED COURSES

COURSE	DESCRIPTION	UNITS
BUS 1A — or — BUS 20	Financial Accounting General Accounting	4 –or– 3
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 6 — or — BUS 210	Principles of Finance and Investment Financial Management and Investments	3 –or– 3
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1 — or — ECON 2	Principles of Economics (Macro Economics) Principles of Economics (Micro-Economics)	3 –or– 3
	REQUIRED UNITS	34-35
	GENERAL EDUCATION AND ELECTIVE UNITS	25-26
	TOTAL UNITS	60

GENERAL BUSINESS
CERTIFICATE OF ACHIEVEMENT (CA)

CERTIFICATE REQUIREMENTS		
REQUIRED COURSES		
COURSE	DESCRIPTION	UNITS
BUS 1A — or — BUS 20	Financial Accounting General Accounting	4 –or– 3
BUS 2	Introduction to Business Law	3
BUS 5	Human Relations in Business	3
BUS 6 — or — BUS 210	Principles of Finance and Investment Financial Management and Investments	3 –or– 3
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
BUS 70	Introduction to Marketing	3
CIS 1	Introduction to Computer Information Systems	4
ECON 1 — or — ECON 2	Principles of Economics (Macro Economics) Principles of Economics (Micro-Economics)	3 –or– 3
	TOTAL UNITS	34-35



MANAGEMENT AND ENTREPRENEURSHIP
CERTIFICATE OF ACHIEVEMENT (CA)

Berkeley City College's Management and Entrepreneurship Certificate of Achievement provides students with the research skills, critical thinking, and business tools necessary to plan a new business, make it operational, and manage it. The courses in this certificate will give students the skills to make appropriate business decisions and recognize when professional counsel (e.g., certified public accountants, lawyers, etc.) is needed to make those decisions. This certificate will also help students to effectively operate and manage the new business once it's operational.

Career Opportunities:
Starting and operating a business; self-employment, management.

Estimated Median Annual Earnings:
$60,000 to $120,000

CERTIFICATE REQUIREMENTS		
REQUIRED COURSES		
COURSE	DESCRIPTION	UNITS
BUS 1A	Financial Accounting	4
BUS 7	Entrepreneurship Law	3
BUS 8	Business Ethics and Leadership	3
BUS 9	Introduction to Management	3
	REQUIRED UNITS	13
ELECTIVES: SELECT 1 COURSE		
BUS 19	Business Communications	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
	ELECTIVE UNITS	3
ELECTIVES: SELECT 1 COURSE		
BUS 1B	Managerial Accounting	4
ECON 1	Principles of Economics (Macro Economics)	3
ECON 2	Principles of Economics (Micro-Economics)	3
	ELECTIVE UNITS	3
	TOTAL UNITS	19-20

OFFICE SKILLS FOR BUSINESS
CERTIFICATE OF ACHIEVEMENT (CA)

Berkeley City College's Office Skills for Business Certificate of Achievement allows students to learn the latest computer software and office technologies. They also develop communications and problem-solving skills that help them compete for jobs in today's business world.

Career Opportunities:
Administrative Assistant, Customer Services Representative, Data Entry Technician, Executive Assistant, Front Desk Coordinator/Receptionistn.

Estimated Median Annual Earnings:
$39,000 to $56,0000

CERTIFICATE REQUIREMENTS

REQUIRED COURSES

COURSE	DESCRIPTION	UNITS
BUS 5	Human Relations in Business	3
BUS 19	Business Communications	3
BUS 102	Social Networking Tools for Job Searches	1
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
ENGL 1A	Composition and Reading	4
	TOTAL REQUIRED UNITS	19

CONTACT INFORMATION

BCC Career Education Office
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(510) 981-5097

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Admissions and Records
huehuynh@peralta.edu
(510) 981-5028

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Bookstore
bccbookstore@peralta.edu
(510) 981-1012

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CalWORKs
lmilian@peralta.edu
(510) 981-2847

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Counseling
counselingbcc@peralta.edu
(510)981-5036

—

Disabled Students Programs & Services (DSPS)
dharshaw@peralta.edu
(510) 981-2813

—

Extended Opportunity
Programs & Services/CARE
BCC-EOPS@peralta.edu
(510) 981-2819

—

Financial Aid
bcc-finaid@peralta.edu
(510) 981-2808

—

Tutoring
jsaenz@peralta.edu
(510) 981-2827

—

Transfer and Career Center
bcc-careertransfercenter@peralta.edu
(510) 981-2811

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Veteran's Affairs
lenahan@peralta.edu
(510) 981-5039

BERKELEY CITY COLLEGE

1974

TRANSFORMING LIVES

STEPS TO ENROLL AT BCC

1. apply for admission
2. complete assessment and online orientation
3. see a counselor
4. register for your classes
5. pay your fees
6. get your photo ID
7. buy your books

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