



**BERKELEY CITY COLLEGE**

1974

**TRANSFORMING LIVES**

**BUSINESS**



**Accounting**  
**Business Administration**  
**General Business**  
**Management and**  
**Entrepreneurship**  
**Office Skills for Business**

## ACCOUNTING ASSOCIATE 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 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 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
<b>REQUIRED UNITS</b>		<b>34-35</b>
<b>GENERAL EDUCATION AND ELECTIVE UNITS</b>		<b>25-26</b>
<b>TOTAL UNITS</b>		<b>60</b>

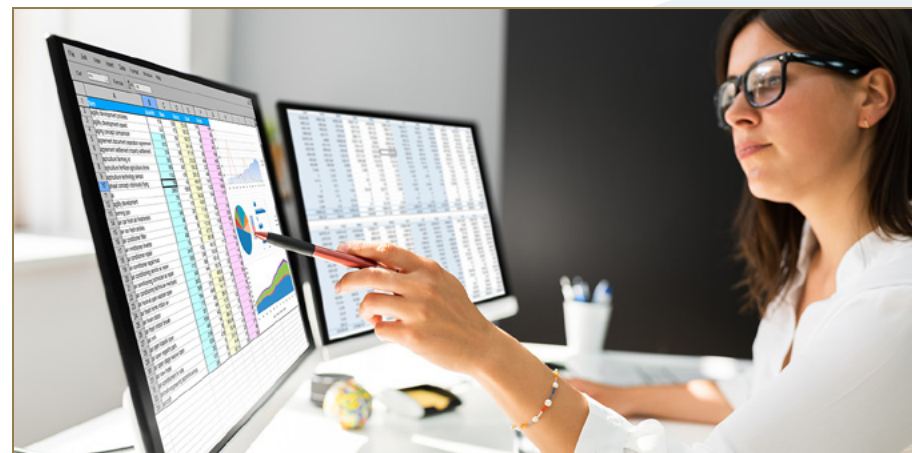
# GENERAL BUSINESS

## 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
<b>TOTAL UNITS</b>		<b>34-35</b>



# 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
<b>REQUIRED UNITS</b>		<b>13</b>
ELECTIVES: SELECT 1 COURSE		
BUS 19	Business Communications	3
BUS 54	Small Business Management	3
BUS 56	Human Resources Management	3
<b>ELECTIVE UNITS</b>		<b>3</b>
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
<b>ELECTIVE UNITS</b>		<b>3</b>
<b>TOTAL UNITS</b>		<b>19-20</b>

# 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.

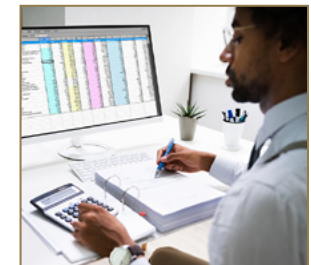
### *Career Opportunities:*

Administrative Assistant, Customer Services Representative, Data Entry Technician, Executive Assistant, Front Desk Coordinator/Receptionist.

### *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
<b>TOTAL REQUIRED UNITS</b>		<b>19</b>



## CONTACT INFORMATION

BCC Career Education Office  
bcc-careereducation@peralta.edu  
(510) 981-5097

Admissions and Records  
bcc-admissionsrecords@peralta.edu  
(510) 981-5000

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

CalWORKs  
rbutler@peralta.edu  
(510) 981-2832

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

Student Accessibility  
Services (SAS)  
sas.bcc@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

Veteran's Affairs  
johnnguyen@peralta.edu  
(510) 981-2877



# 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

get your books

### NEED HELP? — JUST ASK!

We are here to serve you!

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

Check us out us on Social Media

#gotobcc #wearebcc



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