

BUSINESS PROGRAMS

The Business Department offers transfer programs and non-transfer occupational programs leading to Associate Degrees and Certificates in several business areas. A student who wishes to transfer to a four-year college in business and wants to complete an associate degree prior to transfer should complete the degree in Business Administration or General Business. Accounting, General Business, and Office Skills programs will provide you with the skills needed for immediate employment; they will prepare students for advancement to positions that require more in-depth knowledge of organization and business principles; they will develop and upgrade skills in related business and office technology areas; and/or they will help students acquire entry-level job skills.

Accounting Associate in Arts Degree

Career Opportunities: entry-level accounting positions.

<i>Required Courses</i>		<i>Units</i>
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
	Major Requirements	34
	General Education and Electives	26
	Total Units	60

Accounting

Associate in Arts Degree

Recommended Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree in Accounting. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a Counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
	1st Semester/Fall	
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
	General Education and Electives	8
	Total	15
	2nd Semester/Spring	
BUS 10	Introduction to Business	3
BUS 19	Business Communications	3
CIS 1	Introduction to Computer Information systems	4
	General Education and Electives	5
	Total	15
	3rd Semester/Fall	
BUS 1A	Financial Accounting	4
BUS 2	Introduction to Business Law	3
	General Education and Electives	8
	Total	15
	4th Semester/Spring	
BUS 1B	Managerial Accounting	4
BUS 24	Computerized Accounting Principles	3
BUS 56	Introduction to Human Resources Management	3
	General Education and Electives	5
	Total	15

Program Learning Outcomes

Students who complete the program will be able to:

- Apply legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources, and synthesize the information into a written or oral business report.
- Analyze a business situation and recommend a solution or plan for improvement.
- Analyze data and prepare common business and personal financial reports.
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.

Accounting

Certificate of Proficiency

The Certificate of Proficiency in Accounting allows students to learn the basics of accounting which will qualify them to apply for entry level bookkeeping positions with potential for advancement as they gain work experience, while still pursuing higher education in the field.

Career Opportunities: entry-level bookkeeping positions.

<i>Required Courses</i>		<i>Units</i>
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

Accounting

Certificate of Proficiency

Recommended One-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete a Certificate of Proficiency in Accounting. This is only one possible pattern. If you wish to earn a certificate, you must participate in the Student Success

Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a Counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
	1st Semester/Fall	
BUS 1A	Financial Accounting	4
BUS 5	Human Relations in Business	3
CIS 42A	Spreadsheet Applications I	2
	Total	9
	2nd Semester/Spring	
BUS 10	Introduction to Business	3
BUS 24	Computerized Accounting Principles	3
	Total	6

Program Learning Outcomes

Students who complete the program will be able to:

- Analyze data in order to prepare common business and personal financial reports.
- Analyze a business situation and recommend a solution or plan for improvement.

Business Administration

Associate in Science for Transfer Degree (AS-T)

The 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 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.

Students are required to complete 60 semester units that are eligible for transfer to a California State University, including both of the following: (1) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements and (2) 27 semester units with a grade of C or P or better in the major and an overall minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework. See pages 98–99 for a more detailed description of Associate Degrees for Transfer.

Students are advised to consult with a Berkeley City College Counselor for additional information and to verify transfer requirements.

NOTE: Although it is possible to fulfill the requirements for the Associate Degree for Transfer by completing the IGETC for UC pattern, admission to CSU requires completion of an Oral Communication course (IGETC Area 1C; CSU GE Area A-1); therefore, students who plan to transfer to CSU should complete this course as part of their GE or elective units.

Career Opportunities: marketing, sales, accounting, technology, education and management.

<i>Required Courses</i>		<i>Units</i>
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 and Social Sciences	3
	Major Requirements	27
	General Education (IGETC or CSU GE) and Electives	33
	Total Units	60

Business Administration

Associate in Science for Transfer Degree (AS-T)

Recommended Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Science in Business Administration for Transfer Degree. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a Counselor. The SEP will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
	1st Semester/Fall	
BUS 10	Introduction to Business	3
MATH 16A	Calculus-Business/Social Sciences	3
	General Education and Elective Courses	9
	Total	15
	2nd Semester/Spring	
BUS 2	Introduction to Business Law	3
ECON 2	Principles of Economics (Microeconomics)	3
	General Education and Elective Courses	9
	Total	15
	3rd Semester/Fall	
BUS 1A	Financial Accounting	4
ECON 1	Principles of Economics (Macroeconomics)	3
	General Education and Elective Courses	8
	Total	15
	4th Semester/Spring	
BUS 1B	Managerial Accounting	4
MATH 13	Statistics	4
	General Education and Elective Courses	7
	Total	15
	Total Units Required for Degree	60

Program Learning Outcomes

Students who complete the program will be able to:

- Analyze a business situation and recommend a solution or plan for improvement, applying legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources and synthesize the information into a business report.
- Analyze data and prepare common business and personal financial reports.
- Analyze impact of globalization on culture, politics, and economics.

Associate Degree and Certificate Programs

General Business

Associate in Arts Degree and Certificate of Achievement

Berkeley City College's General Business Associate in Arts Degree and Certificate of Achievement allow 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 they receive will prepare them for work in small or large organizations, and in the public or private sectors.

Career Opportunities: A wide variety of occupational choices, including Customer Services Manager, Human Resources Assistant, Marketing Assistant, Office Manager, and Retail Supervisor. This program also provides a solid foundation for a small business proprietor or entrepreneur.

<i>Required Courses</i>	<i>Units</i>
BUS 1A Financial Accounting	4
Or	
BUS 20 General Accounting	3
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 56 Human Resources Management	3
BUS 210 Financial Management and Investments	3
CIS 1 Introduction to Computer Information Systems	4
ECON 1 Principles of Economics (Macro Economics)	3
Or	
ECON 2 Principles of Economics (Micro-Economics)	3
Business Elective—Select 6 units from the following:	
BUS 24 Computerized Accounting Principles	3
BUS 54 Small Business Management	3
BUS 70 Introduction to Marketing	3
BUS 77 Integrated Marketing Communications	3
BUS 228 Small Business Development for New and Prospective Entrepreneurs	1.5
CIS 237 Introduction to Internet Basics	1
CIS 246 Introduction to Powerpoint	1.5
	**Major Requirements
	34-35
	General Education and Electives
	25-26
	Total Units
	60

*** For the Certificate of Achievement, students must complete the 34–35 units of core courses. For the Associate Degree, students must complete the 34–35 units of core courses plus 25–26 units of General Education requirements and elective courses.*

General Business

Associate in Arts Degree or Certificate of Achievement Recommended Two-Year Course Sequence Beginning in the Fall Semester

You can use the following pattern to complete an Associate in Arts degree or a Certificate of Achievement in General Business. This is only one possible pattern. If you wish to earn an associate degree or certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a Counselor. This plan will map your sequence of courses to help you complete your degree regardless of the semester you begin classes.

<i>Course</i>		<i>Units</i>
	1st Semester/Fall	
BUS 10	Introduction to Business	3
CIS 1	Introduction to Computer Information Systems	4
	General Education and Elective Courses	8
	Total	15
	2nd Semester/Spring	
BUS 2	Introduction to Business Law	3
BUS 19	Business Communications	3
BUS 210	Financial Management and Investments	3
	General Education and Elective Courses	6
	Total	15
	3rd Semester/Fall	
BUS 5	Human Relations in Business	3
BUS 20	General Accounting	3
Or		
BUS 1A	Financial Accounting	3
	Business Elective	3
	General Education and Elective Courses	6
	Total	15
	4th Semester/Spring	
BUS 56	Human Resources Management	3
ECON 1	Principles of Economics (Macro Economics)	3
Or		
ECON 2	Principles of Economics (Micro-Economics)	
	Business Elective	3
	General Education and Elective Courses	6
	Total	15

Associate Degree and Certificate Programs

Program Learning Outcomes

Students who complete the program will be able to:

- Apply legal and ethical principles in business decision making.
- Obtain information related to the profession using traditional and electronic sources, and synthesize the information into a written or oral business report.
- Use efficient and effective oral and written communication skills.
- Analyze a business situation and recommend a solution or plan for improvement.
- Analyze data and prepare common business and personal financial reports.
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
- Analyze current interpersonal skills and develop plans for improvement.

Office Skills for Business

Certificate of Achievement

Berkeley City College's Office Skills for Business certificate 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. The training the student receives will prepare the student for work in small or large organizations, with the public or private sector. Berkeley City College's business instructors are professionals who have extensive experience in their fields. They work in concert with students and with Counselors to ensure that students receive the best possible training.

Career Opportunities: a wide variety of occupational choices, including Administrative Assistant, Customer Services Representative, Data Entry Technician, Executive Assistant, Front Desk Coordinator/Receptionist, and Retail Customer Service.

<i>Required Courses</i>		<i>Units</i>
BUS 5	Human Relations in Business	3
BUS 19	Business Communications	3
CIS 1	Introduction to Computer Information Systems	4
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 237	Introduction to the Internet	1
CIS 245A	Introduction to Microsoft Access I	2
CIS 246	Introduction to Powerpoint	1.5
ENGL 1A	Composition and Reading	4
	Total Units	22.5

Office Skills for Business

Certificate of Achievement

Recommended One-Year Course Sequence Beginning in the Fall Semester Units

You can use the following pattern to complete a Certificate of Achievement in Office Skills for Business. This is only one possible pattern. If you wish to earn a certificate, you must participate in the Student Success Program (Matriculation), which includes assessing academic skills and developing a Student Education Plan (SEP) with a Counselor. This plan will map your sequence of courses to help you complete your certificate regardless of the semester you begin classes.

<i>Courses</i>		<i>Units</i>
	1st Semester/Fall	
BUS 5	Human Relations in Business	3
CIS 1	Introduction to Computer Information Systems	4
ENGL 1A	Composition and Reading	4
	Total Units	11
	2nd Semester/Spring	
BUS 19	Business Communications	3
CIS 42A	Spreadsheet Applications I	2
CIS 42B	Spreadsheet Applications II	2
CIS 237	Introduction to Internet Basics	1
CIS 245A	Introduction to Microsoft Access I	2
CIS 246	Introduction to Powerpoint	1.5
	Total Units	11.5

Program Learning Outcomes

Students who complete the program will be able to:

- Analyze current interpersonal skills and develop plans for improvement.
- Demonstrate ability to acknowledge and act with sensitivity toward the diverse customs, beliefs, and lifestyles that exist within the college and the business environment.
- Use efficient and effective oral and written communication skills.
- Obtain information related to the profession using traditional and electronic sources. Synthesize the information into a written or oral business report.
- Demonstrate database file and design concepts and use of database management tools proficiency by creating, building, maintaining and querying multi-table Microsoft Access databases.
- Demonstrate proficiency in the creation of electronic presentations with embedded graphics and enhanced and modified text using Microsoft Powerpoint.
- Demonstrate mastery of computer spreadsheet concepts and technology by successfully being able to build practical, functional and pleasing to the eye Microsoft Excel spreadsheets incorporating formulas, functions and graphs.
- Analyze a business situation and apply ethical principles in business decision making.