

BUSINESS

LEADERSHIP STARTS HERE



OPEN



..... Are you
Organized | Result-Driven | Enterprising
.....
berkeleycitycollege.edu/business



**Business and
Entrepreneurship**

Discover your community at BCC



Do you have an entrepreneurial spark—the drive to start your own business or make one better? Maybe you're a natural leader, great at planning, organizing, and managing things; or you're intrigued with math, technology, innovation, or even have your own idea for a business? You're confident your skills or ideas would do well in the marketplace. All you need is a little more knowledge of key business functions—marketing, business laws, accounting and finance, human resource management, or computer information systems. **Learn those and more at BCC—because leadership starts here.**

GET STARTED

No matter where you are in your academic or professional career, the Business Program at BCC is a great pathway for:

- **High School Graduates** who have a passion for working with numbers, the marketplace, or leading a team
- **Graduates** who would like to get more training in a specific area of business
- **Professionals** considering a change of career or returning to the workforce after some time away
- **Business owners** wanting to advance their career and grow their business by learning new management and marketing techniques
- **International Students** who could benefit from learning best practices in a global marketplace
- **Anyone** who has been away from the workplace for awhile but is keen to jump back in

PREPARE TO TRANSFER

When you earn an Associate Degree in Business or receive an entry-level Business Certificate from BCC, your transfer application to other academic institutions gets a competitive edge over other applicants.

EARN AND LEARN

Between online and in person classes, you can find a course schedule that fits within your workweek, whether you're working full time or part-time.



As a Dual Enrolled student, you can earn college credit while you finish high school. So don't wait—ask your guidance counselor, today!

Scan QR code to learn more:



BUSINESS CERTIFICATES AND DEGREES

Looking to advance your career or launch a new career path with an affordable college degree? Berkeley City Colleges Career Education (CE) Programs can get you where you need to be.

CREDIT



ACCOUNTING Certificate of Proficiency (15 units)
Format: Partially online
Full-time status: 1 semester
Cost: \$0-735*



ACCOUNTING Associate in Arts (60 units)
Format: Partially online
Full-time status: 4 semesters
Cost: \$0-2,940*



GENERAL BUSINESS Certificate of Achievement (34-35 units)
Format: Partially online
Full-time status: 3 semesters
Cost: \$0-1,715*



GENERAL BUSINESS Associate in Science (60 units)
Format: Partially online
Full-time status: 4 semesters
Cost: \$0-2,940*



MANAGEMENT AND ENTREPRENEURSHIP Certificate of Achievement (19-20 units)
Format: Partially online
Full-time status: 2 semesters
Cost: \$0-980*



BUSINESS ADMINISTRATION 2.0 Associate in Science for Transfer (60 units)
Format: Partially online
Full-time status: 4 semesters
Cost: \$0-2,940*

*The actual cost for a California resident depends on the financial aid status. (\$49 per credit unit)

Business



LEADERSHIP STARTS HERE

Schedule an appointment with a BCC Counselor to learn more!
www.berkeleycitycollege.edu/counseling



Transfer Opportunities

- San Francisco State University
- San Jose State University
- CSUEB
- Haas School of Business - UC Berkeley

ASSOCIATE DEGREES

GENERAL BUSINESS Associate in Arts

(60 units)

- Major requirements (34–35 units)
- GE and electives (25–26 units)



ACCOUNTING Associate in Arts

(60 units)

- Major requirements (34 units)
- GE and electives (26 units)



BUSINESS ADMINISTRATION Associate in Science for Transfer

(60 units)

- Major requirements (27 units)
- GE (IGETC or CSU) and electives (33 units)



Obtaining an Associate in Science for Transfer guarantees you priority admission to a CSU in a similar upper-division program. Students who obtain this degree have a junior standing when transferring to a CSU.



CERTIFICATES

GENERAL BUSINESS Certificate of Achievement (34–35 units)

Required Courses

- BUS 1A Financial Accounting (4 units) **OR** BUS 20 General Accounting (3 units)
- BUS 2 Introduction to Business Law (3 units)
- BUS 5 Human Relations in Business (3 units)
- BUS 6 Principles of Finance and Investment (3 units) **OR** BUS 210 Financial Management and Investments (3 units)
- BUS 10 Introduction to Business (3 units)
- BUS 19 Business Communications (3 units)
- BUS 54 Small Business Management (3 units)
- BUS 56 Human Resources Management (3 units)
- BUS 70 Introduction to Marketing (3 units)
- CIS 1 Introduction to Computer Information Systems (4 units)
- ECON 1 Principles of Economics (Macro Economics) (3 units) **OR** ECON 2 Principles of Economics (Micro-Economics) (3 units)



ACCOUNTING - Certificate of Proficiency (15 units)

Required Courses

- BUS 1A Financial Accounting (4 units)
- BUS 5 Human Relations in Business (3 units)
- BUS 10 Introduction to Business (3 units)
- BUS 24 Computerized Accounting Principles (3 units)
- CIS 42A Spreadsheet Applications I (2 units)



I can confidently say that the business classes I have taken at Berkeley City College have engaged me in the world of business and have prepared me to handle real-world business scenarios.

**KRISTIYAN KLICHEV,
BCC STUDENT**



MANAGEMENT AND ENTREPRENEURSHIP - Certificate of Achievement (19–20 units)

Required Courses

- BUS 1A Financial Accounting (4 units)
- BUS 7 Entrepreneurship Law (3 units)
- BUS 8 Business Ethics and Leadership (3 units)
- BUS 9 Introduction to Management (3 units)
- Pick two electives from the approved courses (6 units)



This map represents one possible pathway at BCC and is based on the 2023–2024 catalog.



START HERE TO BUILD YOUR ACADEMIC & CAREER PATHWAY!



GAIN SKILLS WITH SHORT TERM CERTIFICATES

OCCUPATION OUTLOOK IN THE BUSINESS FIELD

BRIGHT OUTLOOK

82,000 new jobs



were made in **professional and business services** in January 2023.

Source: U.S. Bureau of Labor Statistics

13% projected growth



for **accountants and auditors** in California from 2020 to 2030.

ASSOCIATE DEGREES

| CAREER PATHWAYS | ESTIMATED MEDIAN ANNUAL EARNINGS |
|---|----------------------------------|
| With an Associate in Science for Transfer (AS-T) in Business Administration 2.0 you can transfer into the UC/CSU system with the following guarantees: <ul style="list-style-type: none"> ✓ Priority admission into a local UC/CSU campus at the junior class level ✓ Priority acceptance into a business administration program or similar major. | \$45,000–\$90,000 |
| With an Associate's Degree in General Business you'll be prepared for employment in small or large organizations in the public or private sectors. | \$45,000–\$90,000 |
| With an Accounting Associate in Arts you'll receive education and training to prepare you for employment at financial services organizations, accounts receivable and accounts payable departments, payroll units, and income tax firms. | \$45,000–\$90,000 |

CERTIFICATES

| CAREER PATHWAYS | ESTIMATED MEDIAN ANNUAL EARNINGS |
|--|----------------------------------|
| It takes more than just a person with textbook knowledge to start their own business— it takes entrepreneurial spirit. With the Management and Entrepreneurship Certificate of Achievement , you'll receive training and education to start, operate and manage your own business. | \$60,000–\$120,000 |



Quick Guide to Community College Terminology

apprenticeship A work-based learning model where apprentices have supervised on-the-job training, along with job-related education, all while earning a wage that increases during the progression of the program.

Associate in Arts (AA)/Associate in Science (AS) An undergraduate degree requiring at least two years of full-time study and completion of 60-semester units, including major and GE courses.

Associate Degree for Transfer (AD-T) A specific set of courses required to transfer into an upper-division program at the CSU system as part of the junior class with guaranteed priority admission.

Certificate of Achievement (CA) A qualified credential noted on your official transcript upon completion of a series of courses of a specific subject or skill set. At minimum, 16 units, often connected to an Associate degree.

Certificate of Proficiency (CP) Smaller unit certificate related to a specific skill set or subject. Often part of a pathway to update a professional skill set or launch a new career.

co-requisite Courses required to be taken in tandem during the same term.

dual enrollment A program that allows students to take college courses while in high school and earn both high school and college credits simultaneously.

full-time status Enrollment in 12 units or more in a given term.

internship When a student works in an organization in order to gain work experience or satisfy requirements for a qualification. Internships can be paid or unpaid and help students make connections in professional fields they are considering for career paths.

lecture/lab hours Number of contact hours a lecture or laboratory course meets during a term

non-credit courses Intended for personal enrichment or to acquire a skill set, but not applicable toward a degree. No units are earned upon completion, but non-credit vocational certificates may be awarded upon completion of a series of classes in this category.

part-time status Enrollment in 11 or fewer units in a given term.

prerequisite Previous experience or course completions required for entry into another course.

Student Education Plan (SEP) Specific courses to enroll in each semester over a period of time, in order to meet the requirements of an educational goal, Associate Degree Transfer program (AD-T), or completion of Associate Degree (AA/AS).

unit Used synonymously with "credit", the value earned in a course.

APPLY ONLINE NOW!

Learn the steps to apply and enroll at BCC on our website at berkeleycitycollege.edu/menu-links/getting-started-at-bcc/



Scan QR code
to learn more



berkeleycitycollege.edu



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