

PROGRAM OF STUDY

General Business Certificate of Achievement

Berkeley City College's General Business Certificate of Achievement allows you to advance in your job or prepare for new career options. You also develop problem solving skills that help you to compete for jobs in today's business world. The training you receive will prepare you for work in small or large organizations, and in the public or private sectors.

Career Opportunities in

a wide variety of occupational choices. Job opportunities include 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.

Required Courses

BUS 001A	Financial Accounting	4
	or	
BUS 020	General Accounting	3
BUS 002	Introduction to Business Law	3
BUS 005	Human Relations in Business	3
BUS 010	Introduction to Business	3
BUS 019	Business Communications	3
BUS 056	Human Resources Management	3
BUS 210	Financial Management and Investments	3
CIS 001	Introduction to Computer Information Systems	4
ECON 001	Principles of Economics (Macro-Economics)	3
	or	
ECON 002	Principles of Economics (Micro-Economics)	3
Electives		6

Choose six units from the following electives.

		Units
BUS 024	Computerized Accounting Principles	3
BUS 054	Small Business Management	3
BUS 070	Introduction to Marketing	3
BUS 077	Integrated Marketing Communications	3
BUS 228	Small Business Development for New and Prospective Entrepreneurs	1.5
CIS 237	Introduction to the Internet	1
CIS 246	Introduction to Powerpoint	1.5

Two-Year Course Sequence Beginning in the Fall Semester

Units

You can use the following pattern to complete a Certificate of Achievement in General Business. This is only one possible pattern. If you wish to earn a certificate of achievement, 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.

1st Semester/Fall

Units

BUS 010	Introduction to Business	3
CIS 001	Introduction to Computer Information Systems	4

2nd Semester/Spring

Units

BUS 002	Introduction to Business Law	3
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BUS 210	Financial Management and Investments	3
Elective		3
3rd Semester/Fall		Units
BUS 005	Human Relations in Business	3
BUS 019	Business Communications	3
BUS 020	General Accounting	3
4th Semester/Spring		Units
BUS 056	Human Resources Management	3
ECON 001	Principles of Economics (Macro Economics)	3
Elective		3
Total Units		34 - 35
		PID 575