

Be Something...

Business

What preparation will this program give me?

Peralta Colleges' Business classes and programs train you for business and government jobs that pay well, have generous benefit packages, and offer opportunities for advancement and professional growth. Our business graduates find jobs in all industries, government, education and nonprofit organizations. Certificate programs range from accounting, to banking and finance, management and supervision, and small business administration.

What kind of job will I be qualified for when I finish?

Graduates of Peralta's Business programs are qualified for a wide range of jobs, depending on their field of study, their degree, and their interests. For example:

A graduate of an Administrative Assistant program might become an administrative assistant, performing a variety of administrative and clerical duties (planning and scheduling meetings, organizing files, managing projects...) to help run an organization efficiently.

Graduates of the Entrepreneurship program will have received the tools they need to pursue a business plan of their own.

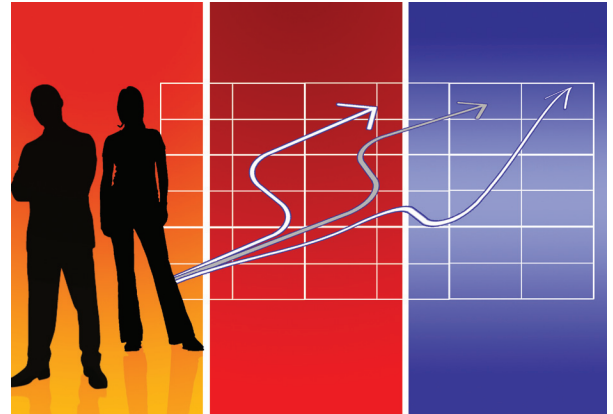
A graduate of the Banking and Finance program may become a bank teller (providing routine financial services to customers) or a customer service representative or new accounts clerk (answering customers' questions and assisting customers in filling out forms).

What classes will I take?

The Peralta Colleges offer numerous Business Certificate programs, each of which has a required course-load. Please contact the Business Departments of the various colleges to learn more about the programs that interest you.

Certificate and/or Associate of Arts Degree programs:

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| Accounting | General Office Clerk/ Customer Service |
| Accounting Assistant | Legal Office Assistant |
| Administrative Assistant | Legal Secretarial Studies |
| Administrative Assistant (Medical) | Management and Supervision |
| Administrative Office Systems and Applications | Marketing and Sales |
| Banking and Finance | Office Administration |
| Business Administration | Office Technology |
| Business Information Processing | Retail Clerk. |
| Business Management | Retail Management |
| Entrepreneurship | Small Business Administration |
| General Business. | Word Processing |



"Anyone who works in an office must know how to familiarize themselves with workplace culture and technology. I learned the latest office technology, protocol and customer service skills from experienced professionals who know what it takes to succeed and get ahead in public and private sector office jobs."

—Roberta Grace, Office Assistant and Berkeley City College Business/Office Technology Graduate

(see next page)



What degree will I receive?

At Berkeley City College, students can receive their Associate in Arts degrees in Accounting, Business Administration, General Business, or Office Technology. They can receive Certificates of Completion in Administrative Assistant, Accounting Assistant, or Medical Administrative Assistant.

At the College of Alameda, students can receive their Associate in Arts degrees in Accounting, Business Administration, or Office Administration. They can receive Certificates of Completion in Accounting or Office Administration. They can receive Certificates of Achievement in Accounting, Business Administration, General Office Clerk/ Customer Service, Legal Secretarial Studies, Small Business Administration and Word Processor.

At Laney College, students can receive Certificates of Completion or their Associate in Arts degrees in: Accounting, Banking and Finance, Business Administration, Business Information Systems, Management and Supervision, Marketing and Sales, and Retail Management. Students can receive their Certificate of Achievement in Entrepreneurship.

At Merritt College, students can receive Certificates of Completion or their Associate in Arts degrees in: Accounting, Administrative Assistant, Administrative Office Systems and Applications, Business Administration, Business Information Processing, Business Management and General Business. Students can receive their Certificate of Achievement in Legal Office Assistant, Office Administrator and Retail Clerk.

Where do I get more information?

Contact Berkeley City College Business program at (510) 981-2913.

Contact College of Alameda Business program at (510) 748-2357.

Contact Laney College Business program at (510) 464-3102 or email Department Chair Ron Jones at rjones@peralta.edu.

Contact Merritt College Business program at (510) 436-2409.

