

Business Bookkeeping

Business Bookkeeping Certificate of Achievement

The Business Program of study prepares the student for entry level positions in areas such as bookkeeping, management and retailing. The business program provides a foundation for further study and is valuable for students interested in starting or enhancing their own business. The program provides students with an understanding of the operation of business in the American economic system.

Program Student Learning Outcomes

Upon completion of the program, students will be able to:

- demonstrate utilization of a variety of prevailing Microsoft office applications accounting software.
- input and produce reports from business records.
- compose business letters and employment applications choosing the appropriate delivery means.

Program Requirements

Course #	Title	Units
Required Core Courses		
BUS-013A/B...	Word for Windows I & II.....	3
BUS 055	Bookkeeping	3
BUS 074	Computerized Accounting	3
BUS 020	Introduction to Business	3
BUS 024	Business Mathematics	3
BUS 028	Business Communication	3
CIS 007	Computer Concepts	3
CIS 034	Introduction to Spreadsheets	3
	Total	24

For Gainful Employment information please visit:

<https://www.westhillscollge.com/lemoore/degrees-and-certificates/gainful-employment/business-bookkeeping-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2	
CIS-007.....	3	BUS 074	3
BUS 055	3	BUS 028	3
BUS-013A & 013B.....	3	BUS 024	3
CIS 034	3	BUS 020	3
	12	WE-015XX or BUS-015XX.....	1
			13