

Business - Bookkeeping

Business Bookkeeping AS or AA Degree

Program student learning outcomes

- Students will understand business concepts related to accounting, management, and human resource management.
- Students will be able to effectively communicate business information orally and in writing.

<i>Course #</i>	<i>Title</i>	<i>Units</i>
Required Core Courses		
BUS 055	Bookkeeping	3
BUS 013A . .	Word for Windows I	1.5
BUS 013B . .	Word for Windows II	1.5
BUS 020	Introduction to Business	3
BUS 024	Business Mathematics	3
BUS 028	Business Communication	3
BUS 074	Computerized Accounting	3
CIS 007	Computer Concepts	3
CIS 034	Introduction to Spreadsheets	3
	Total	24

Business Bookkeeping Certificate of Achievement

Completion of the 24 units listed above fulfills the requirements for Business Bookkeeping Certificate of Achievement.

For Gainful Employment information please visit:

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