

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

Click here to see the recommended course sequence for the [Business Bookkeeping AS Pathway](#).

Business Bookkeeping Certificate of Achievement

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

Click here to see the recommended course sequence for the [Business Bookkeeping Certificate Pathway](#).

For Gainful Employment information please visit:

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