

Business - Bookkeeping

Business Bookkeeping Certificate of Achievement

The Business Bookkeeping Certificate provides occupational training and preparation for entry-level accounting clerk and bookkeeping positions. The program includes basic accounting concepts, business principles, and technology applications in the workplace.

Program student learning outcomes:

1. Students will create professional business documents using word processing software.
2. Students will analyze and record accounting transactions manually and using a computerized accounting system.
3. Students will prepare financial statements manually and using a computerized accounting system.
4. Students will solve basic business math problems.

Recommended Course Sequence: Falcon Pathway: Business: Bookkeeping Cert.

For Gainful Employment information please visit:

<https://westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/>

<i>Course #</i>	<i>Title</i>	<i>Units</i>
Required Core Courses (24 Units)		
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