

## 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.

#### For Gainful Employment information please visit:

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

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