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://westhillscollege.com/coalinga/degrees-and-certificates/gainful-employment/

| Course # | Title | Units |
|----------------------------------|------------------------------|-------|
| 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 | |