

# Business Bookkeeping AS Pathway

## Career Pathway: Business and Information Systems

Program Description: The West Hills College Coalinga Business Bookkeeping program prepares students for entry-level positions in bookkeeping and accounting. The Business Bookkeeping major requires 24 units in Business and related fields.

\*A grade of "C" or higher required for ENG, MATH, COM and all major courses.

Full Time 2-Year Plan	Course ID	Description	Units	To-Do List
<b>Semester 1</b>	BUS 013A*	Word for Windows I	1.5	Meet with your Advisor to confirm plans.  Begin research on careers <a href="https://vitanavis.com/westhillscollege">https://vitanavis.com/westhillscollege</a> , <a href="https://www.onetonline.org/">https://www.onetonline.org/</a> and <a href="https://jobspeaker.com/">https://jobspeaker.com/</a> .
	BUS 013B*	Word for Windows II	1.5	
	ENG 001A*	Composition and Reading	3	
	NC 200 (if placement requires)	College Reading and Writing Preparedness	0	
	BUS 020*	Introduction to Business	3	
	STUDEV 001	College Success	3	
	ART 042 or MUS 042	Art Appreciation or Music Appreciation	3	
			<b>15</b>	
<b>Semester 2</b>	MATH 025*	Introduction to Statistics	4	Meet with your Counselor to discuss progress.  Meet with your Faculty mentor to discuss program pathway and career options.  Additional classes are needed for CSU/UC transfer, see your counselor for transfer classes.
	NC 202 (if placement requires)	Introduction to Statistics Support	0	
	COM 001*	Elements of Speech	3	
	CIS 007*	Computer Concepts	3	
	BUS 028*	Business Communication	3	
	BIO 010	Fundamentals of Biology	3	
			<b>16</b>	
<b>Semester 3</b>	GEOG 001	Physical Geography	4	Prepare documentation for college application.  Additional classes may be needed for transfer to CSU  Apply to four-year schools of choice.
	COM 003*	Argumentation & Debate	3	
	BUS 024*	Business Mathematics	3	
	CIS 034*	Introduction to Spreadsheets	3	
	BUS 055*	Bookkeeping	3	
			<b>16</b>	
<b>Semester 4</b>	BUS 074*	Computerized Accounting	3	Petition to Graduate for Business Bookkeeping AS.
	HIST 017A or 017B	History of U.S. 1492-1877/History of U.S. 1865-Present	3	
	STUDEV 002	Career Planning	1	
	ES 001	Introduction to Ethnic Studies	3	
	ECON 001B	Microeconomics	3	
			<b>13</b>	
<b>Total Program Units</b>			<b>60</b>	

### Important:

- This is a recommended course sequence. Classes are subject to change based on the transfer university; check with your counselor to ensure you are enrolled in the correct classes. This does not guarantee admission to transfer institution.
- Summer can be used as an option as well.
- Students are recommended to complete English and Math in their 1<sup>st</sup> year.
- Completion of a Student Educational Plan does not register you for classes. You must register via Self-Service in your MyWestHills portal.
- You must coordinate your financial aid with the cost of classes above. It is the student's responsibility to ensure the financial aid process is complete in order for financial aid to cover the cost of tuition and fees incurred.
- Students who intend on receiving the Student Success Grant must be enrolled in a minimum of 15 units per semester.
- Students must "Petition to Graduate" during their last semester in order to receive their certificate or degree and be eligible to walk in the commencement ceremony.

### Transfer Information:

- Students transferring to the University of California (UC) are required to demonstrate competence in a language other than English. This requirement may be demonstrated through one of the following methods: 1) 2 years of the same foreign language in high school with C-grades or higher, 2) completing formal schooling through 6<sup>th</sup> grade or higher at an institution where the language of instruction is not English or 3) completing ASL 002 or SPAN-002 (or higher) at WHCC with a grade of C or higher. Please consult with your counselor to see which method works best for you!
- Consult with counselor for minimum transfer GPA, course & major requirements.
- Fall admissions deadline for California State University (CSU) and University of California (UC) institutions is November 30<sup>th</sup>! Please check individual deadlines for all other universities.
- Apply to CSU at [www.calstate.edu/apply](http://www.calstate.edu/apply). Apply for UC at [admission.university.edu](http://admission.university.edu).



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Part Time 4-Year Plan	Course ID	Description	Units	To-Do List
Semester 1	BUS 013A*	Word for Windows I	1.5	Meet with your Advisor to confirm plans.
	BUS 013B*	Word for Windows II	1.5	
	ENG 001A*	Composition and Reading	3	
	NC 200 (if placement requires)	College Reading and Writing Preparedness	0	
Semester 2	BUS 020*	Introduction to Business	3	Begin research on careers <a href="https://vitanavis.com/westhillscollege">https://vitanavis.com/westhillscollege</a> , <a href="https://www.onetonline.org/">https://www.onetonline.org/</a> and <a href="https://jobspeaker.com/">https://jobspeaker.com/</a> .
	STUDEV 001	College Success	3	
	ART 042 or MUS 042	Art Appreciation or Music Appreciation	3	
			<b>15</b>	
Semester 3	MATH 025*	Introduction to Statistics	4	Meet with your Counselor to discuss progress.
	NC 202 (if placement requires)	Introduction to Statistics Support	0	
	COM 001*	Elements of Speech	3	
Semester 4	CIS 007*	Computer Concepts	3	Meet with your Faculty mentor to discuss program pathway and career options.  Additional classes are needed for CSU/UC transfer, see your counselor for transfer classes.
	BUS 028*	Business Communication	3	
	BIO 010	Fundamentals of Biology	3	
			<b>16</b>	
Semester 5	GEOG 001	Physical Geography	4	Prepare documentation for college application.
	COM 003*	Argumentation & Debate	3	
Semester 6	BUS 024*	Business Mathematics	3	Additional classes may be needed for transfer to CSU  Apply to four-year schools of choice.
	CIS 034*	Introduction to Spreadsheets	3	
	BUS 055*	Bookkeeping	3	
			<b>16</b>	
Semester 7	BUS 074*	Computerized Accounting	3	
	HIST 017A or 017B	History of U.S. 1492-1877/History of U.S. 1865-Present	3	
	STUDEV 002	Career Planning	1	
Semester 8	ES 001	Introduction to Ethnic Studies	3	Petition to Graduate for Business Bookkeeping AS.
	ECON 001B	Microeconomics	3	
			<b>13</b>	
<b>Total Program Units</b>			<b>60</b>	

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