



Business Bookkeeping AS Recommended 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.

Course ID	Course Title	Units	To-Do List
Semester 1			
BUS-013A*	Word for Windows I	1.5	1) Meet with your Advisor to confirm path & develop your 1st year Abbreviated Educational Plan. 2) Apply for financial aid and follow-up with financial aid department. 3) Begin research on four-year schools. Find out minimum transfer GPA, course & major requirements. <div style="text-align: center;"> JobSpeaker O*NET </div> 4) Begin research on careers through Job Speaker or O*NET:
BUS-013B*	Word for Windows II	1.5	
ENG-001A*	Composition and Reading	3	
NC-200**	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	
Total Semester 1 Units		15	
Semester 2			
MATH-025*	Introduction to Statistics	4	1) Meet with your Counselor to discuss your progress & complete your Comprehensive Educational Plan. 2) Meet with your Faculty Mentor to discuss program pathway, career options, & finalize class options.
NC-202**	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	
Total Semester 2 Units		16	
Semester 3			
COM-003*	Argumentation and Debate	3	1) Prepare documentation for college application & apply to four-year schools of choice by the deadline. 2) Begin seeking four-year funding outlets such as scholarships & aid. 3) Renew financial aid.
GEOG-001	Physical Geography	4	
BUS-024*	Business Mathematics	3	
CIS-034*	Introduction to Spreadsheets	3	
BUS-055*	Bookkeeping	3	
Total Semester 3 Units		16	
Semester 4			
BUS-074*	Computerized Accounting	3	1) Petition to Graduate to receive your degree & commencement ceremony information.
HIST-017A or HIST-017B	History of the United States 1492-1877 or History of the United States 1865-PRESENT	3	
STUDEV-002	Career Planning	1	
ECON-001B	Microeconomics	3	
ES-001	Introduction to Ethnic Studies	3	
Total Semester 4 Units		13	
Total Program Units		60	

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

**If placement requires concurrent enrollment in support course.



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BUS-013B*	Word for Windows II	1.5	
ENG-001A*	Composition and Reading	3	
NC-200**	College Reading and Writing Preparedness	0	
Total Semester 1 Units		6	
Semester 2			
BUS-020*	Introduction to Business	3	1) Begin research on four-year schools. Find out minimum transfer GPA, course & major requirements. 2) Begin research on careers using JobSpeaker and O*NET
STUDEV-001	College Success	3	
ART-042 or MUS-042	Art Appreciation or Music Appreciation	3	
Total Semester 2 Units		9	
Semester 3			
MATH-025*	Introduction to Statistics	4	1) Renew financial aid.
NC-202**	Introduction to Statistics Support	0	
COM-001*	Elements of Speech	3	
Total Semester 3 Units		7	
Semester 4			
CIS-007*	Computer Concepts	3	1) Meet with your Counselor to discuss your progress & complete your Comprehensive Educational Plan. 2) Meet with your Faculty Mentor to discuss program pathway, career options, & finalize class options.
BUS-028*	Business Communication	3	
BIO-010	Fundamentals of Biology	3	
Total Semester 4 Units		9	
Semester 5			
COM-003*	Argumentation and Debate	3	1) Renew financial aid.
GEOG-001	Physical Geography	4	
Total Semester 5 Units		7	
Semester 6			
BUS-024*	Business Mathematics	3	1) Prepare documentation for college application & apply to four-year schools of choice by the deadline. 2) Begin seeking four-year funding outlets such as scholarships & aid.
CIS-034*	Introduction to Spreadsheets	3	
BUS-055*	Bookkeeping	3	
Total Semester 6 Units		9	
Semester 7			
BUS-074*	Computerized Accounting	3	1) Renew financial aid.
HIST-017A or HIST-017B	History of the United States 1492-1877 or History of the United States 1865-PRESENT	3	
STUDEV-002	Career Planning	1	
Total Semester 7 Units		7	
Semester 8			
ECON-001B	Microeconomics	3	1) Petition to Graduate degree & commencement ceremony information.
ES-001	Introduction to Ethnic Studies	3	
Total Semester 8 Units		6	
Total Program Units		60	

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