

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. 4) Begin research on careers through: O*NET or JobSpeaker 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-013B*	Word for Windows II	1.5	
BUS-055*	Bookkeeping	3	
CIS-007*	Computer Concepts	3	
BUS-020*	Introduction to Business	3	
Total Semester 1 Units		12	
Semester 2			
BUS-028*	Business Communication	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.
BUS-074*	Computerized Accounting	3	
CIS-034*	Introduction to Spreadsheets	3	1) Petition to Graduate to receive your degree & commencement ceremony information.
BUS-024*	Business Mathematics	3	
Total Semester 2 Units		12	
Semester 3			
Total Semester 3 Units		0	
Semester 4			
Total Semester 4 Units		0	
Total Program Units		24	

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

**If placement requires concurrent enrollment in support course.