



# Business Bookkeeping Certificate 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 24-25 units in Business and related fields.

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Counselor: Valerie Walker

Advisor: Add Advisor

Faculty: Sarah Shepard

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

Full Time 1-Year Plan	Course ID	Description	Units	To-Do List
Semester 1	BUS 013A/013B	Word for Windows	3	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 001A or BUS 055	Beginning Principles of Accounting Or Bookkeeping	3-4	
	CIS 007	Computer Concepts	3	
	BUS 020	Introduction to Business	3	
<b>12-13</b>				
Semester 2	BUS 028	Business Communication	3	Meet with your Counselor to discuss progress.  Meet with your Faculty. Mentor to discuss program pathway and career options.  Prepare JobSpeaker Resume and Cover Letter for future career opportunities.  <b>Petition to Graduate for Business Bookkeeping certificate with your Counselor.</b>
	CIS 074	Computerized Accounting	3	
	CIS 034	Introduction to Spreadsheets	3	
	BUS 024	Business Mathematics	3	
<b>12</b>				
<b>Total Program Units</b>			<b>24-25</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 this 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" with their counselor 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 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).

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_