

Career Pathway: Business and Information Systems

Program Description: The Computer Information Systems Program teaches concepts, procedures and terminology, as well as the skills and applications necessary to operate computers.

*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
Semester 1	BUS 013A*	Word for Windows I	1.5	Meet with your Advisor to confirm plans. Begin research on careers https://vitanavis.com/westhillscollge , https://www.onetonline.org/ and https://jobspeaker.com/ .
	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	
			15	
Semester 2	MATH 025*	Introduction to Statistics	4	Meet with your Counselor to discuss progress.
	NC 202 (if placement requires)	Introduction to Statistics Support	0	Meet with your Faculty Mentor to discuss program pathway and career options.
	COM 001*	Elements of Speech	3	
	CIS 007*	Computer Concepts	3	Additional classes are needed for CSU/UC transfer, see your counselor for transfer classes.
	STUDEV 002/020	Career Planning/Ensuring Transfer Success	1	
	GEOG 001	Physical Geography	4	
			15	
Semester 3	BIO 010	Fundamentals of Biology	3	Prepare documentation for college application. Apply to four-year schools of choice.
	ECON 001B	Microeconomics	3	
	BUS 024*	Business Mathematics	3	
	CIS 034*	Introduction to Spreadsheets	3	
	CIS 019B*	Database Creation & Management	3	
			15	
Semester 4	HIST 017A or 017B	History of U.S. 1492-1877/History of U.S. 1865-Present	3	Petition to Graduate for CIS AS.
	POLSCI 001	American Government	3	
	ES 001	Introduction to Ethnic Studies	3	
	PHIL 003	Ethics	3	
	COM 003*	Argumentation and Debate	3	
			15	
Total Program Units			60	

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 1st 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 6th 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 30th! Please check individual deadlines for all other universities.
- Apply to CSU at www.calstate.edu/apply. Apply for UC at 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. Begin research on careers
	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	https://vitanavis.com/westhillscollege , https://www.onetonline.org/ and https://jobspeaker.com/ .
	STUDEV 001	College Success	3	
	ART 042 or MUS 042	Art Appreciation or Music Appreciation	3	
			15	
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	Meet with your Faculty Mentor to discuss program pathway and career options.
	COM 001*	Elements of Speech	3	
Semester 4	CIS 007*	Computer Concepts	3	Additional classes are needed for CSU/UC transfer, see your counselor for transfer classes.
	STUDEV 002/020	Career Planning/Ensuring Transfer Success	1	
	GEOG 001	Physical Geography	4	
			15	
Semester 5	BIO 010	Fundamentals of Biology	3	Prepare documentation for college application.
	ECON 001B	Microeconomics	3	
Semester 6	BUS 024*	Business Mathematics	3	Apply to four-year schools of choice.
	CIS 034*	Introduction to Spreadsheets	3	
	CIS 019B*	Database Creation & Management	3	
			15	
Semester 7	HIST 017A or 017B	History of U.S. 1492-1877/History of U.S. 1865-Present	3	Petition to Graduate for CIS AS.
	POLSCI 001	American Government	3	
Semester 8	ES 001	Introduction to Ethnic Studies	3	
	PHIL 003	Ethics	3	
	COM 003*	Argumentation and Debate	3	
			15	
Total Program Units			60	

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