BOOKKEEPING AND ACCOUNTING - ADVANCED TECHNICAL CERTIFICATE (ATC)*

Explore More About This Program: https://cwi.edu/program/bookkeeping-and-accounting

Certificate Quick Facts

· Instructional School: Social Sciences and Public Affairs

Department: BusinessProgram Code: BOOK.ATC

· Program Type: Career and Technical Education

· Available Fully Online: Yes

· Eligible for Federal Financial Aid: Yes

NOTE: Courses required for this program *may* have an additional fee; more information can be found on the <u>Special Course Fees</u> web page.

Certificate Requirements

Course	Course Title	Min Credits
General Education Requirements		
ENGL 101	Writing and Rhetoric I (GEM 1)	3
FINA 109	Personal Finance and Business Math (GEM 3)	3
ECON 201	Principles of Macroeconomics (GEM 6)	3
Major Requirements		
ACCT 250	Income Tax Fundamentals	3
ACCT 251	Volunteer Income Tax Assistance	1
or ACCT 293	Accounting Internship	
or BOOK 293	Bookkeeping and Accounting Internship	
ADMS 133	Business English	3
ADMS 145	Advanced Office Information Systems	3
ADMS 231	Business Writing	3
ADMS 245	The Virtual Office	3
or BUSA 201	Business Communication and Professionalism	
BOOK 151	Fundamental Accounting Concepts	3
BOOK 252	Applied Accounting	3
or ACCT 201	Introduction to Financial Accounting	
BOOK 255	Computerized Accounting	3
or ACCT 202	Introduction to Managerial Accounting	
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BOOK 290	Bookkeeping and Accounting Capstone	3
or ACCT 290	Foundations of the Accounting Profession	
BUSA 101	Introduction to Business	3
BUSA 120	Business Software Applications	3
BUSA 265	Business Law	3
Minimum Credit Hours Required		52

*All requirements for this degree or certificate may be completed fully online.

Certificate Plans

The course sequence listed below is strongly recommended in order to complete your program requirements. Many Career and Technical Education (CTE) courses have prerequisites and/or corequisites that have been accounted for within this course sequence plan. Please register for each semester as shown using the Student Planning tool in myCWI. Consult your advisor for any questions regarding this course sequence plan.

Fall Start

	Total Semester Credit Hours	12
ENGL 101	Writing and Rhetoric I (GEM 1)	3
BUSA 120	Business Software Applications	3
BOOK 151	Fundamental Accounting Concepts	3
ADMS 133	Business English	3
First Year Fall		Credit Hours

Spring		
BOOK 258	Payroll and Human Resource Issues	3
BUSA 101	Introduction to Business	3
ECON 201	Principles of Macroeconomics (GEM 6)	3
FINA 109	Personal Finance and Business Math (GEM 3)	3
	Total Semester Credit Hours	12
Second Year		
Fall		
ACCT 250	Income Tax Fundamentals	3
ADMS 145	Advanced Office Information Systems	3
BOOK 252 or ACCT 201	Applied Accounting or Introduction to Financial Accounting	3
BOOK 255 or ACCT 202	Computerized Accounting or Introduction to Managerial Accounting	3
BUSA 265	Business Law	3
	Total Semester Credit Hours	15
Spring	Total Semester Credit Hours	15
Spring ACCT 251 or ACCT 293 or BOOK 293	Volunteer Income Tax Assistance or Accounting Internship or Bookkeeping and Accounting Internship	15
ACCT 251 or ACCT 293 or	Volunteer Income Tax Assistance or Accounting Internship or Bookkeeping and Accounting	
ACCT 251 or ACCT 293 or BOOK 293	Volunteer Income Tax Assistance or Accounting Internship or Bookkeeping and Accounting Internship	1
ACCT 251 or ACCT 293 or BOOK 293 ADMS 231 ADMS 245 or	Volunteer Income Tax Assistance or Accounting Internship or Bookkeeping and Accounting Internship Business Writing The Virtual Office or Business Communication and	1
ACCT 251 or ACCT 293 or BOOK 293 ADMS 231 ADMS 245 or BUSA 201	Volunteer Income Tax Assistance or Accounting Internship or Bookkeeping and Accounting Internship Business Writing The Virtual Office or Business Communication and Professionalism	3 3
ACCT 251 or ACCT 293 or BOOK 293 ADMS 231 ADMS 245 or BUSA 201 BOOK 260 BOOK 290 or	Volunteer Income Tax Assistance or Accounting Internship or Bookkeeping and Accounting Internship Business Writing The Virtual Office or Business Communication and Professionalism Professional Bookkeeping Bookkeeping and Accounting Capstone or Foundations of the Accounting	3 3

NOTE: If you are planning on seeking a four-year degree (or greater) in accounting, please see the <u>Business AA</u> requirements.

Spring Start

First Year Spring		Credit Hours
ADMS 133	Business English	3
BOOK 151	Fundamental Accounting Concepts	3

BUSA 120 Business Software Applications ENGL 101 Writing and Rhetoric I (GEM 1) Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting or or Introduction to Financial ACCT 201 Accounting BOOK 255 Or or Introduction to Managerial ACCT 202 Accounting BUSA 265 Business Law FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours Second Year Spring ACCT 251 Volunteer Income Tax Assistance or or Accounting Internship or BOOK 293 ADMS 231 Business Writing BOOK 258 Payroll and Human Resource Issues 3 BOOK 259 Bookkeeping and Accounting Capstone or or Foundations of the Accounting ACCT 290 Profession Total Semester Credit Hours 13 Fall ADMS 145 Advanced Office Information Systems 3 BUSA 201 Professionalism BUSA 201 Interoduction to Business 3 ECON 201 Principles of Macroeconomics (GEM 6) 3 Total Semester Credit Hours 12		Minimum Credit Hours Required	52
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting or Introduction to Financial ACCT 201 Accounting 3 Or Or ORITING ACCOUNTING 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance or Accounting Internship or BOOK 293 ADMS 231 Business Writing 3 BOOK 258 Payroll and Human Resource Issues 3 BOOK 260 Professional Bookkeeping 3 BOOK 290 Bookkeeping and Accounting Capstone or Foundations of the Accounting Profession Total Semester Credit Hours 13 Fall ADMS 145 Advanced Office Information Systems 3 ADMS 245 The Virtual Office or Business Communication and BUSA 201 Introduction to Business 3 BUSA 101 Introduction to Business 3		Total Semester Credit Hours	12
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting 3 ACCT 202 Accounting 3 BOOK 255 Computerized Accounting 3 or or Introduction to Managerial ACCT 202 Accounting 4 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance 3 or or Accounting Internship 3 or Bookkeeping and Accounting 3 or Bookkeeping and Accounting 3 or Bookkeeping and Accounting 3 BOOK 293 Business Writing 3 BOOK 258 Payroll and Human Resource Issues 3 BOOK 260 Professional Bookkeeping 3 BOOK 290 Bookkeeping and Accounting Capstone 3 or Foundations of the Accounting 4 Profession Total Semester Credit Hours 13 Fall ADMS 145 Advanced Office Information Systems 3 ADMS 245 The Virtual Office 3 or Business Communication and BUSA 201 Professionalism	ECON 201	Principles of Macroeconomics (GEM 6)	3
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting 3 ACCT 202 Accounting 3 BOOK 255 Computerized Accounting 3 or or Introduction to Managerial ACCT 202 Accounting 4 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance 3 or or Accounting Internship 3 or Bookkeeping and Accounting 3 or Bookkeeping and Accounting 3 or Bookkeeping and Accounting 3 BOOK 293 Business Writing 3 BOOK 258 Payroll and Human Resource Issues 3 BOOK 260 Professional Bookkeeping 3 BOOK 290 Bookkeeping and Accounting Capstone 3 or Foundations of the Accounting 4 Profession Total Semester Credit Hours 13 Fall ADMS 145 Advanced Office Information Systems 3 ADMS 245 The Virtual Office 3 or Business Communication and BUSA 201 Professionalism			
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting or Introduction to Financial ACCT 201 Accounting 3 or or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance or Accounting Internship or BOOK 293 ADMS 231 Business Writing 3 BOOK 258 Payroll and Human Resource Issues 3 BOOK 250 Bookkeeping and Accounting Capstone or Foundations of the Accounting Profession 15 Total Semester Credit Hours 13 Fall	ADMS 245 or	The Virtual Office or Business Communication and	
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or Introduction to Financial ACCT 201 Accounting 3 or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance 1 or Accounting Internship 3 or Bookkeeping and Accounting 1 BOOK 258 Payroll and Human Resource Issues 3 BOOK 260 Professional Bookkeeping 3 BOOK 290 Bookkeeping and Accounting Capstone 3 or Foundations of the Accounting Profession			
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or Introduction to Financial ACCT 201 Accounting 3 or Or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance 1 or Or Accounting Internship 1 or Bookkeeping and Accounting 1 Internship 3 ADMS 231 Business Writing 3 BOOK 258 Payroll and Human Resource Issues 3 BOOK 260 Professional Bookkeeping 3	or	or Foundations of the Accounting Profession	
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or Or Introduction to Financial ACCT 201 Accounting 3 or Or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance 1 or Or Accounting Internship Or BOOK 293 ADMS 231 Business Writing 3 BOOK 258 Payroll and Human Resource Issues 3		· •	
ENGL 101 Writing and Rhetoric I (GEM 1) Total Semester Credit Hours Fall ACCT 250 Income Tax Fundamentals BOOK 252 Applied Accounting or or Introduction to Financial ACCT 201 Accounting BOOK 255 Computerized Accounting or Introduction to Managerial ACCT 202 Accounting BUSA 265 Business Law FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours Second Year Spring ACCT 251 Volunteer Income Tax Assistance or or Accounting Internship ACCT 293 or Bookkeeping and Accounting or Internship BOOK 293	BOOK 258	Payroll and Human Resource Issues	
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting 3 or or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3) Total Semester Credit Hours 15 Second Year Spring ACCT 251 Volunteer Income Tax Assistance or Accounting Internship	BOOK 293	·	3
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting 3 BOOK 255 Computerized Accounting 3 or or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3 3)	Spring ACCT 251 or	or Accounting Internship	1
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting 3 BOOK 255 Computerized Accounting 3 or or Introduction to Managerial ACCT 202 Accounting 3 BUSA 265 Business Law 3 FINA 109 Personal Finance and Business Math (GEM 3		<u> </u>	15
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting 3 or or Introduction to Managerial ACCT 202 Accounting	FINA 109		3
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial ACCT 201 Accounting BOOK 255 Computerized Accounting 3 or or Introduction to Managerial	BUSA 265	<u> </u>	3
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall ACCT 250 Income Tax Fundamentals 3 BOOK 252 Applied Accounting 3 or or Introduction to Financial	or	or Introduction to Managerial	3
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12 Fall	or	or Introduction to Financial	3
ENGL 101 Writing and Rhetoric I (GEM 1) 3 Total Semester Credit Hours 12		Income Tax Fundamentals	3
The state of the s		Total Semester Credit Hours	12
BUSA 120 Business Software Applications 3	ENGL 101	Writing and Rhetoric I (GEM 1)	3
	BUSA 120	Business Software Applications	3

NOTE: If you are planning on seeking a four-year degree (or greater) in accounting, please see the <u>Business AA</u> requirements.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Process daily accounting transactions, journals, and ledgers; prepare financial statements; perform payroll functions; and manage cash and accrual.
- · Develop skill and proficiency using the latest version of QuickBooks. Proficiency leads to certification.
- · Understand the legal environment affecting business, business ethics, and social responsibility.
- · Learn accounting procedures for managerial decision-making.
- · Review legal and regulatory environment of the business organization including taxation, controls, and compliance.

- Prepare to write and speak professionally.
- Develop skill and proficiency using the latest Microsoft Office software including Word, Excel, and Access. Proficiency leads to MOS certification.
- Prepare for the American Institute of Professional Bookkeepers (AIPB) Professional Bookkeeping Certification.