

# BOOKKEEPING AND ACCOUNTING - ADVANCED TECHNICAL CERTIFICATE (ATC)

## Certificate Quick Facts

- **Instructional School:** Social Sciences and Public Safety
- **Department:** Business
- **Program Code:** BOOK.ATC
- **Program Type:** Career and Technical Education
- **Available Fully Online:** No
- **Eligible for Federal Financial Aid:** Yes

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

## Certificate Requirements

Course	Course Title	Min Credits
<b>General Education Requirements</b>		
<i>Complete the following course to fulfill the GEM 1 requirement:</i>		
ENGL 101	Writing and Rhetoric I	3
<i>Complete the following course to fulfill the GEM 3 requirement:</i>		
FINA 109	Personal Finance and Business Math	3
<i>Complete the following course to fulfill the GEM 6 requirement:</i>		
ECON 201	Principles of Macroeconomics	3
<b>Major Requirements</b>		
ACCT 250	Income Tax Fundamentals	3
ACCT 251	Volunteer Income Tax Assistance	1
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	3
BOOK 151	Fundamental Accounting Concepts	3
BOOK 252	Applied Accounting I	3
or ACCT 201	Introduction to Financial Accounting	3
BOOK 255	Computerized Accounting	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BOOK 290	Bookkeeping and Accounting Capstone	3
BUSA 101	Introduction to Business	3
BUSA 120	Business Software Applications	3
BUSA 265	Business Law	3
<b>Minimum Credit Hours Required</b>		<b>52</b>

## Plan of Study Guide: Fall Start

*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 Plan of Study Guide. Please register for each semester as shown using the Student Planning tool in myCWI. Consult your Student Success Advisor for any questions regarding this course sequence plan.*

### First Year

Fall		Credit Hours
ADMS 133	Business English	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3

ENGL 101	Writing and Rhetoric I (GEM 1)	3
<b>Total Semester Credit Hours</b>		<b>12</b>
<b>Spring</b>		
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
<b>Total Semester Credit Hours</b>		<b>12</b>
<b>Second Year</b>		
<b>Fall</b>		
ACCT 250	Income Tax Fundamentals	3
ADMS 145	Advanced Office Information Systems	3
BOOK 252 or ACCT 201	Applied Accounting I or Introduction to Financial Accounting	3
BOOK 255	Computerized Accounting	3
BUSA 265	Business Law	3
<b>Total Semester Credit Hours</b>		<b>15</b>
<b>Spring</b>		
ACCT 251	Volunteer Income Tax Assistance	1
ADMS 231	Business Writing	3
ADMS 245 or BUSA 201	The Virtual Office or Business Communication and Professionalism	3
BOOK 260	Professional Bookkeeping	3
BOOK 290	Bookkeeping and Accounting Capstone	3
<b>Total Semester Credit Hours</b>		<b>13</b>
<b>Minimum Credit Hours Required</b>		<b>52</b>

NOTE: If you are planning on seeking a four-year degree (or greater) in accounting, please see the [Business AA](#) requirements.

## Plan of Study Guide: Spring Start

### First Year

		Credit Hours
<b>Spring</b>		
ADMS 133	Business English	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
ENGL 101	Writing and Rhetoric I (GEM 1)	3
<b>Total Semester Credit Hours</b>		<b>12</b>
<b>Fall</b>		
ACCT 250	Income Tax Fundamentals	3
BOOK 252 or ACCT 201	Applied Accounting I or Introduction to Financial Accounting	3
BOOK 255	Computerized Accounting	3
BUSA 101	Introduction to Business	3
BUSA 265	Business Law	3
<b>Total Semester Credit Hours</b>		<b>15</b>
<b>Second Year</b>		
<b>Spring</b>		
ACCT 251	Volunteer Income Tax Assistance	1
ADMS 231	Business Writing	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BOOK 290	Bookkeeping and Accounting Capstone	3
<b>Total Semester Credit Hours</b>		<b>13</b>

**Fall**

ADMS 145	Advanced Office Information Systems	3
ADMS 245 or BUSA 201	The Virtual Office or Business Communication and Professionalism	3
ECON 201	Principles of Macroeconomics (GEM 6)	3
FINA 109	Personal Finance and Business Math (GEM 3)	3
<b>Total Semester Credit Hours</b>		<b>12</b>
<b>Minimum Credit Hours Required</b>		<b>52</b>

NOTE: If you are planning on seeking a four-year degree (or greater) in accounting, please see the [Business AA](#) 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.