

# BOOKKEEPING AND ACCOUNTING - ADVANCED TECHNICAL CERTIFICATE (ATC)

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

## 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>
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
<b>Total Semester Credit Hours</b>		<b>12</b>

### Second Year

Fall		
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>
Spring		
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>

### Fall

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>

### Second Year

		Credit Hours
<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.