

# 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>