

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:** Business
- **Program 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 [Special Course Fees](#) 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
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 I	3
or ACCT 201	Introduction to Financial Accounting	
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
Minimum Credit Hours Required		52

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