

# PROFESSIONAL BOOKKEEPING - BASIC TECHNICAL CERTIFICATE (BTC)\*

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.BTC
- **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
<b>Major Requirements</b>		
BOOK 151	Fundamental Accounting Concepts	3
BOOK 252 or ACCT 201	Applied Accounting I Introduction to Financial Accounting	3
BOOK 255	Computerized Accounting	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BUSA 120	Business Software Applications	3
<b>Minimum Credit Hours Required</b>		<b>18</b>

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

## Certificate Plan: Spring 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 advisor for any questions regarding this course sequence plan.

### First Year

Spring		Credit Hours
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
<b>Total Semester Credit Hours</b>		<b>6</b>
<b>Fall</b>		
BOOK 252 or ACCT 201	Applied Accounting I or Introduction to Financial Accounting	3

BOOK 255	Computerized Accounting	3
<b>Total Semester Credit Hours</b>		<b>6</b>
<b>Second Year</b>		
<b>Spring</b>		
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
<b>Total Semester Credit Hours</b>		<b>6</b>
<b>Minimum Credit Hours Required</b>		<b>18</b>

## Program Learning Outcomes

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

- Communicate accounting information in writing.
- Process daily accounting transactions, journals, and ledgers; prepare financial statements; and manage cash and accrual.
- Identify various laws that affect employers in their payroll operations.
- Calculate employees' payroll and payroll taxes.
- Interview and network with professionals in the accounting industry.
- Investigate pay level for entry, mid-career, and end career jobs in the accounting industry.
- Develop skill and proficiency using the latest version of QuickBooks. Proficiency leads to certification.
- Develop skill and proficiency using the latest Microsoft Office software including Word, Excel, and Access. Proficiency leads to MOS certification.
- Prepare and sit for the American Institute of Professional Bookkeepers (AIPB) Professional Bookkeeping Certification.