

PROFESSIONAL BOOKKEEPING - BASIC TECHNICAL CERTIFICATE (BTC)

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

Plan of Study Guide

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

Spring		Credit Hours
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
Total Semester Credit Hours		6

Fall

BOOK 252	Applied Accounting I	3
or ACCT 201	or Introduction to Financial Accounting	
BOOK 255	Computerized Accounting	3
Total Semester Credit Hours		6

Second Year

Spring		Credit Hours
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
Total Semester Credit Hours		6
Minimum Credit Hours Required		18