

PROFESSIONAL BOOKKEEPING - BASIC TECHNICAL CERTIFICATE (BTC)*

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

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 course sequence plan. 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
Total Semester Credit Hours		6

Fall

BOOK 252 or ACCT 201	Applied Accounting or Introduction to Financial Accounting	3
BOOK 255 or ACCT 202	Computerized Accounting or Introduction to Managerial 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