

# PROFESSIONAL BOOKKEEPING - BASIC TECHNICAL CERTIFICATE (BTC)

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

## 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.