

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
Major Requirements		
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
BUSA 120	Business Software Applications	3
Minimum Credit Hours Required		18

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