

BOOKKEEPING AND ACCOUNTING - ADVANCED TECHNICAL CERTIFICATE (ATC)*

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

Certificate Plans

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.

Fall Start

First Year

Fall		Credit Hours
ADMS 133	Business English	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
ENGL 101	Writing and Rhetoric I (GEM 1)	3
Total Semester Credit Hours		12

Spring

BOOK 258	Payroll and Human Resource Issues	3
BUSA 101	Introduction to Business	3
ECON 201	Principles of Macroeconomics (GEM 6)	3
FINA 109	Personal Finance and Business Math (GEM 3)	3
Total Semester Credit Hours		12

Second Year

Fall

ACCT 250	Income Tax Fundamentals	3
ADMS 145	Advanced Office Information Systems	3
BOOK 252	Applied Accounting	3
or ACCT 201	or Introduction to Financial Accounting	
BOOK 255	Computerized Accounting	3
or ACCT 202	or Introduction to Managerial Accounting	
BUSA 265	Business Law	3
Total Semester Credit Hours		15

Spring

ACCT 251	Volunteer Income Tax Assistance	1
or ACCT 293	or Accounting Internship	
or BOOK 293	or Bookkeeping and Accounting Internship	
ADMS 231	Business Writing	3

ADMS 245	The Virtual Office	3
or BUSA 201	or Business Communication and Professionalism	
BOOK 260	Professional Bookkeeping	3
BOOK 290	Bookkeeping and Accounting Capstone	3
or ACCT 290	or Foundations of the Accounting Profession	
Total Semester Credit Hours		13
Minimum Credit Hours Required		52

NOTE: If you are planning on seeking a four-year degree (or greater) in accounting, please see the [Business AA](#) requirements.

Spring Start

First Year

Spring		Credit Hours
ADMS 133	Business English	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
ENGL 101	Writing and Rhetoric I (GEM 1)	3
Total Semester Credit Hours		12

Fall

ACCT 250	Income Tax Fundamentals	3
BOOK 252	Applied Accounting	3
or ACCT 201	or Introduction to Financial Accounting	
BOOK 255	Computerized Accounting	3
or ACCT 202	or Introduction to Managerial Accounting	
BUSA 265	Business Law	3
FINA 109	Personal Finance and Business Math (GEM 3)	3
Total Semester Credit Hours		15

Second Year

Spring

ACCT 251	Volunteer Income Tax Assistance	1
or ACCT 293	or Accounting Internship	
or BOOK 293	or Bookkeeping and Accounting Internship	
ADMS 231	Business Writing	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BOOK 290	Bookkeeping and Accounting Capstone	3
or ACCT 290	or Foundations of the Accounting Profession	
Total Semester Credit Hours		13

Fall

ADMS 145	Advanced Office Information Systems	3
ADMS 245	The Virtual Office	3
or BUSA 201	or Business Communication and Professionalism	
BUSA 101	Introduction to Business	3

ECON 201	Principles of Macroeconomics (GEM 6)	3
Total Semester Credit Hours		12
Minimum Credit Hours Required		52

NOTE: If you are planning on seeking a four-year degree (or greater) in accounting, please see the [Business AA](#) requirements.