

**OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET****BOOKKEEPING**

<b>Student Name</b>	<b>ID #</b>	<b>Advisor</b>	<b>Major Code: BOOK</b> <b>Credits: 25</b>
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The Bookkeeper certificate is an occupational certificate for individuals employed in the accounting industry seeking additional education. Graduates will be employed in entry level accounting positions.

<b>Required Major Courses (22 Credits)</b>		<b>Cr</b>	<b>Gr</b>	<b>Sem</b>	<b>Notes</b>
ACC 100	Introduction to Accounting	3			
ACC 115	Computerized Accounting	2			
ACC 120	Income Tax Procedures	3			
ACC 125	Introduction to Payroll Accounting	2			
ACC 211	Financial Accounting  ACC 2201	3			
ACC 212	Managerial Accounting  ACC 2202	3			
ACC 230	Principles of Fraud Examination	3			
ACC 240	Government Accounting	3			
<b>Other Division Requirements (3 Credits)</b>		<b>Cr</b>	<b>Gr</b>	<b>Sem</b>	<b>Notes</b>
CIS 121	Spreadsheet	3			

For more information about AWC's graduation rates, the median debt of students who completed this program, and other important information click on the following link:

[http://emsicareercoach.com/gainful\\_employment.php?institution=104160&name=Accounting](http://emsicareercoach.com/gainful_employment.php?institution=104160&name=Accounting)