

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

Student Name	ID #	Advisor	Major Code: BOOK		
			Credits: 25		

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.

Required Major Courses (22 Credits)		Cr	Gr	Sem	Notes
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			
Other Division Requirements (3 Credits)		Cr	Gr	Sem	Notes
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