

## 2025-2026 OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET

Sign in to your [Self-Service Student Planning](#) account to load the recommended program map and to track your academic progress.

### BOOKKEEPING

<b>Student Name</b>	<b>ID #</b>	<b>Advisor</b>	<b>Major Code: CERT.BOOK</b> <b>Credits: 27</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 (24 Credits)</b>		<b>Cr</b>	<b>Sem</b>	<b>Notes</b>
ACC 100	Introduction to Accounting	3		
ACC 115	Computerized Accounting	3		
ACC 120	Income Tax Procedures	3		
ACC 125	Introduction to Payroll Accounting	3		
ACC 211	Financial Accounting	3		
ACC 212	Managerial Accounting	3		
ACC 230	Principles of Fraud Examination	3		
ACC 240	Government Accounting	3		
<b>Other Departmental Requirements (3 Credits)</b>		<b>Cr</b>	<b>Sem</b>	<b>Notes</b>
CIS 121	Spreadsheet	3		