

2026-2027 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

| | | | |
|---------------------|-------------|----------------|--|
| Student Name | ID # | Advisor | Major Code: CERT.BOOK Credits: 27 |
|---------------------|-------------|----------------|--|

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 (24 Credits) | | Cr | Sem | Notes |
|--|------------------------------------|-----------|------------|--------------|
| 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 | | |
| Other Departmental Requirements (3 Credits) | | Cr | Sem | Notes |
| CIS 121 | Spreadsheet | 3 | | |