

2026-2027 OCCUPATIONAL CERTIFICATE (CERT) AWC ADVISEMENT CHECK SHEET

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BOOKKEEPING

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

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		