

# Occupational Endorsement Certificate Bookkeeping

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The Occupational Endorsement Certificate (OEC) in Bookkeeping prepares students to record and analyze accounting transactions. Students will gain a fundamental understanding of current and long-term assets and current and long-term liabilities. In addition, students will gain experience with a computerized accounting program.

## Admission Requirements

- Complete the Admission Requirements for Occupational Endorsement Certificates (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/admissions/undergraduate/>).

## Graduation Requirements

- Complete the General University Requirements for Occupational Endorsement Certificates (<https://catalog.uaa.alaska.edu/undergraduateprograms/oecrequirements/>).
- Complete the following major requirements with a minimum grade of C:

Code	Title	Credits
ACCT A101	Principles of Financial Accounting I	3
ACCT A102	Principles of Financial Accounting II	3
ACCT A222	Introduction to Computerized Accounting	3
BA A151	Business Foundations	3
CIS A110	Computer Concepts in Business	3
CIOS A135A	Spreadsheets I: MS Excel	1
<b>Total</b>		<b>16</b>

**A minimum of 16 credits is required for this certificate.**

Students graduating with an Occupational Endorsement Certificate in Bookkeeping will be able to:

1. Demonstrate the ability to apply the fundamental accounting equation in the analysis and recording of business transactions and understand the concepts underlying the preparation of financial statements.
2. Demonstrate the ability to use special journals and subsidiary ledgers in the analysis and recording of business transactions.
3. Demonstrate competency in using computer technology in the accounting processing cycle.