

Occupational Endorsement Certificate in Bookkeeping

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 (<http://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 |
| BADA A110 | Computer Concepts in Business | 3 |
| CIOS A135A | Spreadsheets I: MS Excel | 1 |
| Total | | 16 |

A minimum of 16 credits is required for this certificate.

Program Student Learning Outcomes

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.

Sample Plan

The academic plan below is one pathway through the degree/certificate. It includes all requirements, taking into account recommendations from program faculty. Each student's plan may vary according to their initial course placement (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/courseplacement/>), intended course load, additional majors and/or minors, and their placement into required prerequisite courses. Any change in the plan below can have an unforeseen impact on the rest of the plan. **Therefore, it is very important to meet with your academic advisor to verify your personal academic plan.**

Please review the following terms, definitions, and resources associated with the sample academic plan below.

- Each course in the far left column links to a pop-up bubble with a course description, prerequisite requirements, and associations with university requirements. For example, if a course fulfills a general education requirement, you will see that in the pop-up bubble.
- **GER:** indicates a General Education Requirement (<http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers/>). GERs that also count toward degree/certificate requirements appear as a specific course in the plan. For these courses, "GER" is not indicated explicitly in the table, but if you click on the course, you will see the course's GER status in the pop-up bubble.
- **Program Elective:** indicates a specific course selection determined by program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Elective:** indicates an open selection of 100-400 level university courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate.
- **Upper Division Program Elective:** indicates a specific 300-400 level course selection determined by the program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Upper Division Elective:** indicates an open selection of 300-400 level courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate. These courses must be upper division in order to meet General University Requirements for the particular degree/certificate type.

| Course | Title | Credits |
|-------------------|---------------------------------------|----------------|
| First Year | | |
| Fall | | |
| ACCT A101 | Principles of Financial Accounting I | 3 |
| BADA A110 | Computer Concepts in Business | 3 |
| | | Credits |
| | | 6 |
| Spring | | |
| ACCT A102 | Principles of Financial Accounting II | 3 |
| BA A151 | Business Foundations | 3 |
| | | Credits |
| | | 6 |

Second Year

Fall

| | | |
|----------------------|---|-----------|
| ACCT A222 | Introduction to Computerized Accounting | 3 |
| CIOS A135A | Spreadsheets I: MS Excel | 1 |
| Credits | | 4 |
| Total Credits | | 16 |