

# BUSINESS, APPLIED AND ACCOUNTING, APPLIED

## Occupational Endorsement

The applied business and applied accounting (ABUS) program offers four occupational endorsements. The administrative assistant, financial services representative and the bookkeeping technician occupational endorsements are designed to give students the necessary skills to enter into the job market. The occupational endorsement in supervision and personnel management has been designed for employees who have assumed greater roles in their organizations or are looking to advance their careers. All occupational endorsements are steppingstones to the ABUS certificate and Associate of Applied Science degrees.

Community and Technical College

Applied Business and Accounting (<https://www.ctc.uaf.edu/academics/applied-business-accounting/>)  
907-455-2800

### ADMINISTRATIVE ASSISTANT ([HTTPS://CATALOG.UAF.EDU/ARCHIVES/2020-2021/ENDORSEMENTS/OCCUPATIONAL-ENDORSEMENT-PROGRAMS/ADMINISTRATIVE-ASSISTANT/](https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/administrative-assistant/))

The administrative assistant occupational endorsement may be earned in one semester and represents a large portion of the course work required for the applied business management certificate. Students must complete all courses with a grade of C- or better to earn the endorsement. Applicants must be 16 years old to be admitted.

### BOOKKEEPING TECHNICIAN ([HTTPS://CATALOG.UAF.EDU/ARCHIVES/2020-2021/ENDORSEMENTS/OCCUPATIONAL-ENDORSEMENT-PROGRAMS/BOOKKEEPING-TECHNICIAN/](https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/bookkeeping-technician/))

The bookkeeping technician occupational endorsement provides students with education and training to qualify for bookkeeper positions in both small and large businesses. The occupational endorsement represents one-half of the credits required for the accounting technician certificate. This program is open to students with a high school diploma or GED. Applicants must be 16 years old to be admitted.

### FINANCIAL SERVICES REPRESENTATIVE ([HTTPS://CATALOG.UAF.EDU/ARCHIVES/2020-2021/ENDORSEMENTS/OCCUPATIONAL-ENDORSEMENT-PROGRAMS/FINANCIAL-SERVICES-REPRESENTATIVE/](https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/financial-services-representative/))

The financial services representative program provides education and training to qualify students for customer service and teller positions in banks, credit unions and other financial institutions. This 15-credit occupational endorsement may be earned in one semester and represents half the credits required for the applied business management certificate in finance. Upon completion of the course work, students may enroll in BA F253 (<https://catalog.uaf.edu/archives/2020-2021/search/?P=BA%20F253>) for an optional additional 1-3 credits and get practical work experience in a financial institution.

This program is open to students who can document a high school diploma or GED. To be hired in any financial institution, graduates must

be able to pass credit and criminal background checks. Applicants must be 16 years old to be admitted.

### SUPERVISION AND PERSONNEL MANAGEMENT ([HTTPS://CATALOG.UAF.EDU/ARCHIVES/2020-2021/ENDORSEMENTS/OCCUPATIONAL-ENDORSEMENT-PROGRAMS/SUPERVISION-AND-PERSONNEL-MANAGEMENT/](https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/supervision-and-personnel-management/))

The occupational endorsement for supervision and personnel management provides education and training to students to qualify for managerial and supervisory leadership positions in both small and large businesses, government, nonprofit and education settings. This 15-credit occupational endorsement may be earned in one or two semesters and represents a large portion of the education required for the applied business management certificate. Students must complete all courses with a grade of C or better in order to earn the endorsement.

## Admission Requirements

Complete the following admission requirements:

- Be at least 16 years old by the first day of the semester in which you are admitted.

## Programs

### Occupational Endorsement Programs

- Administrative Assistant (<https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/administrative-assistant/>)
- Bookkeeping Technician (<https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/bookkeeping-technician/>)
- Financial Services Representative (<https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/financial-services-representative/>)
- Supervision and Personnel Management (<https://catalog.uaf.edu/archives/2020-2021/endorsements/occupational-endorsement-programs/supervision-and-personnel-management/>)