

Bookkeeping O.E.C.

Program Requirements

Catalog Department Overview # (<https://catalog.uaf.edu/academic-departments/applied-business-accounting/>)

Minimum Requirements for Bookkeeping Occupational Endorsement: 16 credits

Students must earn a C- grade or better in each course.

General University Requirements

Complete the general university requirements. (<https://catalog.uaf.edu/endorsements/#guroccupationalendorsementstext>)

Occupational Endorsement Requirements

Complete the occupational endorsement requirements. (<https://catalog.uaf.edu/endorsements/#occupationalendorsementrequirementstext>)

Bookkeeping Program Requirements

Complete the following:

ABUS F101	Accounting I	3
ABUS F141	Payroll Accounting	3
or ABUS F201	Accounting II	
ABUS F199	Business Practicum	1
ABUS F220	QuickBooks Accounting	3
Complete two of the following:		6
ABUS F161	Personal Finance	
ABUS F182	Administrative Procedures	
ABUS F233	Financial Management	
ABUS F272	Business Plan Development	
ABUS F273	Entrepreneurship	

Total Credits

16

Roadmaps

Catalog Department Overview # (<https://catalog.uaf.edu/academic-departments/applied-business-accounting/>)

Roadmaps provide suggested semester-by-semester study plans for programs and are based on full-time enrollment, unless otherwise specified.

- This roadmap should be used in conjunction with regular academic advising sessions. All students are encouraged to meet with their advisor or mentor each semester.
- Certain courses and milestones must be completed in the specified semester to ensure on-time graduation.
- Transfer credits may affect the roadmap.
- Requirements, course availability, and sequencing may change.
- Courses marked with (*) are recommended.

First Year

Fall	Credits Spring	Credits
ABUS F101 ²⁰	3 ABUS F141 or F201 ²⁰	3
Complete two of the following: ²⁰	6 ABUS F199 ²⁰	1
ABUS F161	ABUS F220 ²⁰	3
ABUS F182		
ABUS F233		
ABUS F272		
ABUS F273		
	9	7

Total Credits 16

Footnote Definitions

General Education Requirements	Degree Requirements	Program & Other Requirements
1—Communication	8—Alaska Native-themed	20—Program Requirement
2—Arts	9—Communication	21—Capstone Requirement
3—Humanities	10—Computation	22—Concentration Course
4—Social Sciences	11—Ethics	23—General Elective
5—Additional Arts, Humanities or Social Sciences	12—Humanities	24—Minor Course
6—Mathematics	13—Human Relations	25—Upper Division
7—Natural Sciences	14—Humanities or Social Sciences	26—Program Elective
	15—Library & Information Research	
	16—Mathematics	
	17—Natural Sciences	
	18—Other	
	19—Social Sciences	

Learning Outcomes

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Program Learning Outcomes are specific, measurable statements that define the knowledge and skills students will gain by the end of the program.

Graduates of this program will be able to:

- Demonstrate an understanding of accounting practices and financial statements related to a business
- Analyze a business related to the student's career and academic goals; managerial concepts, problems of working with groups and individuals, organizational structures, communications and planning
- Demonstrate knowledge of the concepts, techniques and practices in the management of personal and business financing and financial institutions