

# O.E.C., BOOKKEEPING TECHNICIAN

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## Occupational Endorsement

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.

Minimum Requirements for Bookkeeping Technician Occupational Endorsement: 15 credits

Community and Technical College  
Applied Accounting (<https://www.ctc.uaf.edu/programs/accounting-applied/>)  
907-455-2800

## Admission Requirements

Complete the following admissions requirement:

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

## Program Requirements

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

## Minimum Requirements for Bookkeeping Technician Occupational Endorsement: 15 credits

Code	Title	Credits
<b>General University Requirements</b>		
Complete the general university requirements. ( <a href="http://catalog.uaf.edu/endorsements/">http://catalog.uaf.edu/endorsements/</a> )		
<b>Occupational Endorsement Requirements</b>		
Complete the occupational endorsement requirements. ( <a href="http://catalog.uaf.edu/endorsements/">http://catalog.uaf.edu/endorsements/</a> )		
<b>Bookkeeping Technician Program Requirements</b>		
Complete the following:		
ABUS F101	Principles of Accounting I	3
ABUS F141	Payroll Accounting	3
ABUS F201	Principles of Accounting II	3
ABUS F203	Accounting Capstone	3
ABUS F220	Microcomputer Accounting: QuickBooks	3