

Name:

Year of Declared Major: 21-22

FALL**SPRING**

	CR.	SEM.	GR.		CR.	SEM.	GR.
ACCT 101 (Financial I) ^{1,2}	3	_____	_____	ACCT 102 (Financial II) ²	3	_____	_____
BA 151 (Bus Foundations)	3	_____	_____	CIS 110 (Comp Cncpts Bus)	3	_____	_____
	CR.	SEM.	GR.				
ACCT 222 (Comp Acct)	3	_____	_____				
CIO 135A (Spdsh/Excel)	1	_____	_____				

¹ACCT A101 requires an eligible Math placement score at 30 or above (completed within the last year), or previously completed MATH A055 or higher. Please see an advisor for assistance.

²The OEC requires the ACCT A101 and A102 sequence. ACCT A201 cannot be substituted.

³Students must complete at least 30 percent of the program in residence at UAA (minimum of 5 credits).

**A minimum of 16 credits is required for this degree.
A grade of C or better is required for all major requirements.**

This is a suggested sequence for taking courses and is not intended to take the place of program requirements listed in the current UAA Catalog. Please contact your academic advisor for more information.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual:

<http://www.alaska.edu/titleIXcompliance/nondiscrimination/>

For advising, please contact the [College of Business and Public Policy's](#)
(CBPP) Student Advising Center at:
sac@alaska.edu or 907-786-4100

OEC Bookkeeping

The Occupational Endorsement Certificate 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.

Meet with your advisor to learn about the OEC in Bookkeeping and how you can overlap classes into the AAS Accounting and BBA Accounting degree.

Accounting and Finance Department
OEC/AAS Program: Professor Stasia Straley at (907) 786-4137 or scstraley@alaska.edu
Department Chair: Dr. Gökhan Karahan at (907) 786-4132 or gkarahan@alaska.edu
The College of Business and Public Policy Student Advising Center (SAC)
(907) 786-4100 or sac@alaska.edu

Learn and develop your abilities

- Recording and maintaining accounting transactions
- Preparing invoices for billing purposes
- Tracking and making company payments
- Reconciling accounting documents
- Preparing financial statements
- Using accounting software

Seek a specific job

- Accounting Assistant
- Billing Specialist
- Accounts Payable Clerk
- Accounts Receivable Clerk