

Accounting Technician



College of Rural Alaska
Business Technologies Division

Bristol Bay Campus

(907) 842-5109

Chukchi Campus

(907) 442-3400

Interior-Aleutians Campus

(907) 474-5439

Kuskokwim Campus

(907) 543-4500

Northwest Campus

(907) 443-2201

Tanana Valley Campus

(907) 474-7400

www.tvc.uaf.edu/abus/accounting.html

Degree: Certificate

Minimum Requirements for certificate: 30 credits

The accounting technician program prepares students for entry-level accounting positions in payables and/or receivables, bookkeeping and payroll accounting. This program covers financial decision-making tools for the small business operator as well.

Courses in this program address the concerns of modern business people and provide the training necessary to enhance business success. The accounting technician certificate represents the first year of training toward the Applied Accounting A.A.S. degree. Students admitted into the Accounting B.B.A. degree program may apply their earned certificate credits toward the State of Alaska's 150 hour requirement for a CPA license.

Classes are scheduled in the evening to accommodate working students. Microcomputer and office technology labs are available for "hands on" training.

UNDERGRADUATE PROGRAM

MAJOR

Accounting Technician—Certificate

1. Complete the certificate requirements (page 30).
2. Complete the following:
 - a. Complete 3 credits from one of the following communication courses:
 - CIOS 160—Business English (3)
 - or CIOS 260—Business Communications (3)
 - or ENGL 111X—Introduction to Academic Writing (3)
 - or ENGL 212—Business, Grant, and Report Writing (3) 3
 - b. Complete 3 credits from one of the following computation courses:
 - ABUS 155—Business Math (3)
 - or MATH at the 100 level or above (3)
 - or CIOS 116—Business Math Using Calculators (3) 3
 - c. Complete 3 credits from the following human relations course:
 - ABUS 154—Human Relations 3

3. Complete the following program (major) requirements.
 - ABUS 101—Principles of Financial Accounting I 3
 - ABUS 201—Principles of Financial Accounting II (3)
 - or ABUS 235—Fund Accounting for Non-Profits (3) 3
 - CIOS 150—Computer Business Applications (3)
 - or CIOS 135—Microcomputer Spreadsheets (3) 3
 - BA 151—Introduction to Business 3
 - ABUS 141—Payroll Accounting 3
 - ABUS 210—Income Tax 3
 - ABUS 220—Microcomputer Accounting: Quickbooks (3)
 - or ABUS 221—Microcomputer Accounting (3) 3
4. Minimum credits required 30



University of Alaska Fairbanks

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