

# 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) 455-2800  
[www.tvc.uaf.edu/abus/accounting.html](http://www.tvc.uaf.edu/abus/accounting.html)

## 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.

## Certificate Program

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
  - 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

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**

