Accounting Technician

College of Rural and Community Development 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/programs/info/acct-info.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 80).
- 2. Complete the following certificate requirements:
- a. Complete 3 credits from one of the following communication courses:
 - ABUS 170—Business English (3) or ABUS 271—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:

