

# 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/abus/accounting.html](http://www.tvc.uaf.edu/programs/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.

Students entering the certificate program are expected to have basic computer skills equivalent to CIOS F150. 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 86).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from one of the following communication courses:
    - ABUS F170—Business English (3)
    - or ABUS F271—Business Communications (3)
    - or ENGL F111X—Introduction to Academic Writing (3)
    - or ENGL F212—Business, Grant, and Report Writing (3)....3
  - b. Complete 3 credits from one of the following computation courses:
    - ABUS F155—Business Math (3)
    - or MATH at the 100-level or above.....3
  - c. Complete 3 credits from the following human relations course:
    - ABUS F154—Human Relations .....3
3. Complete the following program (major) requirements.
  - ABUS F101—Principles of Accounting I.....3
  - ABUS F141—Payroll Accounting .....3
  - ABUS F142—Office Accounting I .....3
  - ABUS F201—Principles of Accounting II (3)
    - or ABUS F235—Fund Accounting for Non-Profits (3) .....3
  - ABUS F210—Income Tax .....3
  - ABUS F220—Microcomputer Accounting: Quickbooks (3)
    - or ABUS F221—Microcomputer Accounting (3) .....3
  - BA F151—Introduction to Business .....3
4. Minimum credits required.....30