

BOOKKEEPING TECHNICIAN

College of Rural and Community Development
Community and Technical College
907-455-2809
www.ctc.uaf.edu/programs/abus/

Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 15 credits

The bookkeeping technician occupational endorsement provides students with the education and training to qualify for bookkeeper positions in both small and large businesses. The occupational endorsement may be earned in one semester and represents one-half of the credits required for the accounting technician certificate. This program is open to students with a high school diploma or GED.

Occupational Endorsement Program

1. Complete the general university requirements (page 87).
 2. Complete the occupational endorsement requirements (page 87).
 3. Complete the following courses: *

ABUS F101—Principles of Accounting I.....	3
ABUS F141—Payroll Accounting.....	3
ABUS F220—QuickBooks Accounting.....	3
ABUS F201—Principles of Accounting II.....	3
ABUS F142—Office Accounting.....	3
 4. Minimum credits required.....15
- * Students must earn a C grade (2.0) or better in each course.