

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

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 92).
2. Complete the following certificate requirements:
 - a. Complete 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 one of the following computation courses:
 - ABUS F155—Business Math (3)
 - or MATH at the 100-level or above.....3
 - c. Complete the following human relations course:
 - ABUS F154—Human Relations3
3. Complete the following program (major) requirements.
 - ABUS F101—Principles of Accounting I.....3
 - ABUS F141—Payroll Accounting3
 - ABUS F142—Office Accounting I3
 - ABUS F201—Principles of Accounting II (3)
 - or ABUS F235—Fund Accounting for Non-Profits (3)3
 - ABUS F210—Income Tax3
 - ABUS F220—Microcomputer Accounting: QuickBooks (3)
 - or ABUS F221—Microcomputer Accounting (3)3
 - BA F151—Introduction to Business3
4. Minimum credits required30

All degrees (e.g. Certificate, A.A., A.A.S., A.S., etc) require additional courses. Refer to specific degree and program requirements.

Certificate Requirements

COMMUNICATION (2-3)

Complete one of the following:

ENGL F111X.....	(3)	_____
ABUS F170	(3)	_____
ABUS F271	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212	(3)	_____
ENGL F213X.....	(3)	_____
COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____
DEVS F104	(1 – 3)	_____
DEVS F105	(3)	_____

Other program-approved discipline-based communication course or discipline-based courses with embedded communication content. (2 – 3)

* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

COMPUTATION (2-3)

Complete one of the following:

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155	(3)	_____
DEVM F105.....	(3)	_____
ECE F117	(3)	_____
HLTH F116	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131	(3)	_____

Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (2 – 3)

HUMAN RELATIONS (2-3)

Complete one of the following:

ANTH F100X/SOC F100X	(3)	_____
ABUS F154	(3)	_____
ANL F287.....	(3)	_____
ECE F245.....	(3)	_____
ED/PSY F245	(3)	_____
HLTH F106	(3)	_____
HUMS F120.....	(3)	_____
RHS F110	(1)	_____
AND RHS F115	(2)	_____

Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (2 – 3)

MAJOR SPECIALTY CREDITS (minimum)..... 21

Minimum credits for required certificate..... 30

Associate of Applied Science Requirements

COMMUNICATION (9)

ENGL F111X.....	(3)	_____
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Complete one of the following:

ABUS F271	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212	(3)	_____
ENGL F213X.....	(3)	_____

* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

Complete one of the following:

COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____

COMPUTATION (3)

Complete one of the following:

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155	(3)	_____
DEVM F105.....	(3)	_____
ECE F117	(3)	_____
HLTH F116	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131	(3)	_____

Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (3)

HUMAN RELATIONS (2-3)

Complete one of the following:

ANTH F100X/SOC F100X	(3)	_____
ABUS F154	(3)	_____
ANL F287	(3)	_____
ECE F245	(3)	_____
ED/PSY F245	(3)	_____
HLTH F106	(3)	_____
HUMS F120.....	(3)	_____
RHS F110	(1)	_____
AND RHS F115	(2)	_____

Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (3)

MAJOR SPECIALTY CREDITS (minimum)..... 30

Minimum credits required for degree 60



UNIVERSITY OF ALASKA FAIRBANKS

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