ACCOUNTING TECHNICIAN

College of Rural and Community Development
Bristol Bay Campus 907-842-5109
Chukchi Campus 907-442-3400
Interior Alaska Campus 907-474-5439
Kuskokwim Campus 907-543-4500
Northwest Campus 907-443-2201
Community and Technical College 907-455-2800
www.ctc.uaf.edu/programs/accounting/

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 training 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 certified public accountant 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 99).

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) 3
    c. Complete the following:
        ABUS F154—Human Relations (3)
            or other UAF certificate-approved human relations course (3) 3

3. Complete the following program (major) requirements.
    ABUS F101—Principles of Accounting I...3
    ABUS F141—Payroll Accounting..3
    ABUS F201—Principles of Accounting II (3)
        or ABUS F235—Fund Accounting for Nonprofits (3) 3
    ABUS F203—Accounting Capstone 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

Certificate Requirements

Communication . . . . 2-3 Credits

Complete one of the following:
- ENGL F111X—Introduction to Academic Writing.. (3)
- ABUS F170—Business English...(3)
- ABUS F271—Business Communications ....(3)
- ENGL F211X—Academic Writing about Literature.............................(3)
- ENGL F212—Business, Grant and Report Writing* ....(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences ......(3)
- COMM F121X—Introduction to Interpersonal Communication ....(3)
- COMM F131X—Fundamentals of Oral Communication: Group Context .....(3)
- COMM F141X—Fundamentals of Oral Communication: Public Context......(3)
  or successful completion of competency test
- DEVS F104—University Communications..(1-3)
- DEVS F105—Intensive Reading Development ....(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 Credits

Complete one of the following:
- Any course at the F100-level or above in mathematical sciences (computer
  science, math or statistics)..(3)
- ABUS F155—Business Math..(3)
- DEVM F105—Intermediate Algebra ....(3)
- ECE F117—Math Skills for Early Childhood Educators........................(3)
- HLTH F116—Mathematics in Health Care ....(3)
- HUMS F117—Math Skills for Human Services ....(3)
- TTCH F131—Mathematics for the Trades ....(3)
- Other program-approved discipline-based computation course or
  discipline-based courses with embedded computation content. ....(2-3)

Human Relations . . . . 2-3 Credits

Complete one of the following:
- ANTH F100X/SOC F100X—Individual, Society and Culture (s) ....(3)
- ABUS F154—Human Relations ....(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h) ....(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ....(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) ....(3)
- ED/PSY F245—Child Development (s) ....(3)
- HLTH F106—Human Behavior in Health Care (s) ....(3)
- HUMS F120—Cultural Diversity in Human Services.........................(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND
  RHS F115—Issues of Personal Development ....(2)
- Other program-approved discipline-based human relations or
  discipline-based courses with embedded human relations content. ....(2-3)

Major specialty ....**at least 21 Credits**

Electives to total .... **30 Credits**

Associate of Applied Science Requirements

Written Communication. .6 Credits

- ENGL F111X—Introduction to Academic Writing..(3)

Complete one of the following:
- ABUS F271—Business Communications ....(3)
- ENGL F211X—Academic Writing about Literature.............................(3)
- ENGL F212—Business, Grant and Report Writing* ....(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences ......(3)

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

Oral Communication . . . . .3 Credits

Complete one of the following:
- COMM F121X—Introduction to Interpersonal Communication ....(3)
- COMM F131X—Fundamentals of Oral Communication: Group Context .....(3)
- COMM F141X—Fundamentals of Oral Communication: Public Context......(3)
  or successful completion of competency test

Computation. . . . . 3 Credits

Complete one of the following:
- Any course at the F100 level or above in mathematical sciences
  (computer science, math or statistics...(3)
- ABUS F155—Business Math..(3)
- DEVM F105—Intermediate Algebra ....(3)
- ECE F117—Math Skills for Early Childhood Educators.......................(3)
- HLTH F116—Mathematics in Health Care ....(3)
- HUMS F117—Math Skills for Human Services ....(3)
- TTCH F131—Mathematics for the Trades ....(3)
- Other program-approved discipline-based computation course or
  discipline-based course with embedded computation content.........................(3)

Human Relations . . . . 3 Credits

Complete one of the following:
- ANTH F100X/SOC F100X—Individual, Society and Culture (s) ....(3)
- ABUS F154—Human Relations ....(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h) ....(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ....(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) ....(3)
- ED/PSY F245—Childhood Development (s) ....(3)
- HLTH F106—Human Behavior in Health Care (s) ....(3)
- HUMS F120—Cultural Diversity in Human Services.......................(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND
  RHS F115—Issues of Personal Development ....(2)
- Other program-approved discipline-based human relations course or
  discipline-based course with embedded human relations content...................(3)

Major specialty ....**at least 30 Credits**

Electives to total .... **60 Credits**

Minimum credits required for degree .... **60 Credits**