

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to fysenat@uaf.edu)

PROGRAM/DEGREE REQUIREMENT CHANGE (MINOR)

SUBMITTED BY:

Department	Applied Business, Paralegal, and Accounting	College/School	CRCD/UAF Community and Technical College
Prepared by	C. Dexter	Phone	907-455-2837
Email Contact	Charlie.Dexter@alaska.edu	Faculty Contact	Charlie Dexter

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

PROGRAM IDENTIFICATION:

DEGREE PROGRAM	Accounting Technician
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	Certificate

A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)

Minor wording corrections. One course number change (ABUS 142 change to ABUS 203)

B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:

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 decisionmaking 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 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

C. PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:
(Underline new wording ~~strike through old wording~~ and use complete catalog format)

Accounting Technician
 College of Rural and Community Development
Department of Applied Business, Paralegal and Accounting
UAF Community and Technical College 907-455-2800
<http://www.ctc.uaf.edu/programs/abus/accounting.html>
 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~~
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Certificate

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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.

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 - 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 Relations (3)
 - Or other approved human relations course.....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 F203—Accounting Capstone
 - 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

D. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None

E. **IMPACTS ON PROGRAMS/DEPTS:**

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

Applied Accounting only.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.)



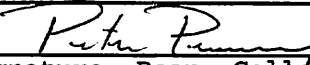
N/A

JUSTIFICATION FOR ACTION REQUESTED


The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

Changes clean-up wording in catalog and correct misleading course number for the capstone accounting course.

APPROVALS:

	Date	9-15-2010
Signature, Chair, Program/Department of: Applied Business, Paralegal and Accounting		
	Date	9-28-10
Signature, Chair, College/School Curriculum Council for: UAF Community and Technical College		
ETC		
	Date	9/30/10
Signature, Dean, College/School of: Rural and Community development		
CRCD		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		