

ACCOUNTING TECHNICIAN

College of Rural and Community Development
Department of Applied Business, Paralegal and Accounting
Community and Technical College
907-455-2800
www.ctc.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 95).
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:
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 F201—Principles of Accounting II (3)
or ABUS F235—Fund Accounting for Non-Profits (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

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) | _____ |
|-----------------|-----|-------|

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



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