

# BOOKKEEPING TECHNICIAN

College of Rural and Community Development  
Community and Technical College  
907-455-2800  
[www.ctc.uaf.edu/programs/abus/](http://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. Applicants must be 16 years old to be admitted.

### Occupational Endorsement Program

1. Complete the following admissions requirement: Be at least 16 years old by the first day of the semester in which you are admitted.
  2. Complete the general university requirements (page 86).
  3. Complete the occupational endorsement requirements (page 86).
  4. Complete the following:\*
- |  |   |
|--|---|
| ABUS F101—Principles of Accounting I.....  | 3 |
| ABUS F141—Payroll Accounting.....          | 3 |
| ABUS F201—Principles of Accounting II..... | 3 |
| ABUS F203—Accounting Capstone .....        | 3 |
| ABUS F220—QuickBooks Accounting .....      | 3 |
5. Minimum credits required .....15
- \* Students must earn a C- grade or better in each course.

