

# ACCOUNTING TECHNICIAN CERTIFICATE

## Juneau, e-Learning

The accounting certificate program is designed to provide intensive training for accounting occupations. Skills gained are job-entry in nature.

Requirement	Hours
<b>Minimum Credit Hours</b>	<b>30</b>
General Requirements	9-10
Program Requirements	21

Code	Title	Credits
<b>General Requirements</b>		
<i>Written and Oral Communication Skills</i>		
Select one of the following:		3
BA S163	Business English	
COMM S111	*Fundamentals of Oral Communication <sup>1</sup>	
WRTG S111	*Writing Across Contexts	
<i>Computational Skills</i>		
BA S116 or MATH S105	Business Mathematics Intermediate Algebra	3-4
<i>Other Skills</i>		
Select one of the following:		3
BA S251	Management Skills	
PSY S111	*Introduction to Psychology	
<b>Program Requirements</b>		
ACCT S201	Principles of Financial Accounting	3
ACCT S202	Principles of Managerial Accounting	3
ACCT S222	Computer Automated Accounting	3
ACCT S225	Payroll Accounting	3
BA S151	Introduction to Business	3
CIS S235	Spreadsheet Concepts and Applications	3
Advisor approved elective		3
<b>Total Credits</b>		<b>30</b>

<sup>1</sup> Grade C 2.00 or better

Upon completion of the UAS Accounting Technician Certificate, the student will be able to successfully:

1. Use mathematical computations in order to solve accounting and finance questions.
2. Prepare, analyze, and correct accounting entries within an accounting system.

3. Prepare, read, and analyze the financial statements of an entity.
4. Set up and use a computer-automated accounting system.
5. Create, analyze, and explain reports for the financial management of an entity.
6. Prepare and report on the payroll of an entity.
7. Use spreadsheets to support the accounting, financial, and managerial reporting needs of an entity.
8. Communicate ideas to others both orally and in writing.