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**Annual Update: TechPrep Agreement for *Applied Business*
2015-2016 Academic Year**

UAF Community & Technical College
604 Barnette Street
Fairbanks, Alaska 99701

AVTEC-Alaska's Institute of Technology
Business and Office Technology
PO Box 889
Seward, Alaska 99666

Purpose:

This is an annual review of the TechPrep Agreement between the University of Alaska Fairbanks Community & Technical College and AVTEC-Alaska's Institute of Technology for **Applied Business/Business and Office Technology** courses, including the criteria with respect to the Applied Business Management Certificate and the Applied Business A.A.S. Degree at UAF.

1. AVTEC will follow a curriculum coordinated with the administration and faculty of the University of Alaska Fairbanks Community & Technical College pertaining to the following course:

UAF Course Information	UAF Credit	AVTEC Course Information	UAF Applicable Certificates/Degrees
ABUS110-A Keyboarding: Touch Typing	1	2.4.0.A1, 2.4.0.A2 2.4.0.B, 2.4.0.C	A.A.S.-Appl. Bus.
ABUS F102B Keyboarding: Skill Building	1	2.4.0.35, 2.4.0.A3	A.A.S.-Appl. Bus.
ABUS F102C Keyboarding: Document Formatting	1	2.4.0.3, 2.4.0.4	A.A.S.-Appl. Bus.
ABUS F116 Using 10-Key Calculators	1	2.15.9, 2.17.0, 2.6.0.1, 2.6.0.2, 2.6.0.3, 2.6.0.4, 2.6.0.5	A.A.S.-Appl. Bus.
ABUS F134 Alphabetic Filing	1	2.14.0	A.A.S.-Appl. Bus.
ABUS F182 Office Procedures	3	2.01, 2.02, 2.10, 2.11, 2.12, 2.13, 2.16, 2.25, 2.27, 2.30.0, 2.31.0, 2.39, 2.40, 2.41.0, 2.7.01-2.7.09	Certificate- Appl. Bus. Mgmt. A.A.S.-Appl. Bus.
C10S F100 Introduction to Personal Computers	1	2.40.100	A.A.S. - Appl. Bus.
C10S F130 Microcomputer Word Processing	3	2.40.150, 2.40.151	Certificate- Appl. Bus. Mgmt. A.A.S. Appl. Bus.

CIOS F133 Microcomputer Presentation Software	3	2.40.400, 2.40.401	A.A.S.-Appl. Bus
CIOS F135 Microcomputer Spreadsheet	3	2.40.200, 2.40.201	Certificate- Appl. Bus Mgmt
CIOS F146 Using Internet Tools & Technologies	2	2.40.300	A.A.S. Appl. Bus A.A.S.-Appl. Bus
CIOS F231 Introduction to Desktop Publishing	1	2.40.404	A.A.S.-Appl. Bus

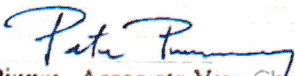
2. AVTEC will teach courses with the agreed upon outcomes.
3. Students must receive a grade of "C" or higher in order for the course to count in a university degree program.
4. The UAF grade posted will be the grade earned in the AVTEC course in that semester.

Please send any changes to the above course offerings (**course title, syllabus content, outcome, or instructor**) to Michelle Wilken at mwilken@alaska.edu or call 907-455-2850 to ensure that these courses articulate within the programs as designed.

Approvals:


Dr. Susan Henrichs, Provost
University of Alaska Fairbanks

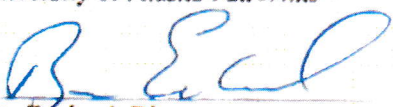
1/27/16
Date


Pete Pinney, Associate Vice Chancellor and Executive Dean
UAF Rural, Community and Native Education
University of Alaska Fairbanks

1/26/16
Date


Michele Stalder, Dean
UAF Community & Technical College
University of Alaska Fairbanks

Date


Ben Eveland, Director
AVTEC-Alaska's Institute of Technology

1/5/2016
Date


Ken Werner, Department Head
Information Technology Department, Business & Office Technology
AVTEC Business & Office Technology Instructor

1/5/2016
Date

CC: UAF Admissions & Registrar's Office
UAF-CTC Student Advising & Registration Center
UAF-CTC Department Head
UAF Computer and Information Technology Systems Department
AVTEC Administration