

32 UAF

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**PROGRAM/DEGREE REQUIREMENT CHANGE (MINOR)**

**SUBMITTED BY:**

Department	Applied Business, Paralegal, and Accounting	College/School	CRCO / UAF Community and Technical College
Prepared by	C. Dexter	Phone	907-455-2837
Email Contact	<u>Charlie.Dexter@alaska.edu</u>	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	Business, Applied
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	A.A.S.

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

Changing title of ABUS 178. Correcting wording in catalog.

**B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

Business, Applied  
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/abus/](http://www.tvc.uaf.edu/abus/)  
A.A.S. Degree  
Minimum Requirements for Degree: 60 credits  
Planning and preparation are the keys to success in business. The A.A.S. degree in applied business provides students with the skills and training needed to run a business effectively. The program covers basic knowledge and skills, emerging technologies, advanced procedures and interpersonal skills. Courses teach the principles of accounting, management, human relations, math, communications, customer service, computers, law, finance and logic. Instructors provide a practical understanding of the marketplace — not just a textbook view of business.  
Potential careers for graduates include entrepreneurship and entry-level positions in business management, tourism, human resources and public administration.

**Major — A.A.S. Degree**

**Concentrations: Administrative Management, Applied Management, Computer Applications, Entrepreneurship, Finance, Health Care Management, Human Resources, International Business, Management, Marketing, Public Management, Recreation and Guiding Management, and Tourism.**

1. Complete the general university requirements (page 92).
2. Complete the A.A.S. degree requirements. (See page 96. As part of the A.A.S. degree requirements, complete ABUS F154 for the human relations requirement.)

3. Complete the following general business requirements:\*

ABUS F101—Principles of Accounting I.....	3
ABUS F161—Personal and Business Finance.....	3
ABUS F175—Customer Service.....	3
ABUS F179—Fundamentals of Supervision.....	3
ABUS F232—Contemporary Management Issues.....	3
ABUS F241—Applied Business Law (3) or ABUS F242—Employment Law (3).....	3
ABUS F260—Marketing Practices (3) or ABUS F263—Public Relations (3).....	3
BA F151—Introduction to Business.....	3

4. Complete one of the following concentrations:\*

**Administrative Management**

Complete the following:

ABUS F102C—Keyboarding: Document Formatting.....	1
ABUS F116—Using 10-Key Calculators.....	1
ABUS F134—Alphabetic Filing.....	1
ABUS F170—Business English.....	3
ABUS F182—Office Procedures.....	3
ABUS F183—Advanced Job Readiness Skills.....	2
ABUS F199—Practicum in Applied Business.....	1
ABUS F264—Filing/Records Management.....	3
CIOS electives appropriate to skill level.....	3
ABUS, CIOS or CITS electives appropriate to skill level.....	3

**Applied Management**

Complete one of the following (21 or more credits):

- a. A university approved certificate; or
- b. A professional, technical or vocational license or certification issued by government or industry with training equivalent to a university certificate and 21 department approved electives.

**Computer Applications**

Complete the following:

CIOS F128—Operating Systems.....	3
CIOS F130—Microcomputer Word Processing.....	3
CIOS F135—Microcomputer Spreadsheets.....	3
CIOS F240—Microcomputer Databases.....	3
CIOS F146—Using Internet Tools and Technologies (3) or CITS F220—Implementing Internet Tools and Technologies (3).....	3
ABUS, ACCT, BA, CITS or CIOS electives.....	6

**Entrepreneurship**

Complete the following:

- ABUS F201—Principles of Accounting II (3)
- or ABUS F210—Income Tax (3)
- or ABUS F220—QuickBooks Accounting (3)
- or ABUS F221—Microcomputer Accounting (3)
- or ABUS F235—Fund Accounting for Non-Profits (3).....3
- ABUS F233—Financial Management (3)
- or ABUS F234—Introduction to Investing (3).....3
- ABUS F265—Seminar in Applied Marketing.....3
- ABUS F272—Small Business Planning.....3
- ABUS F273—Managing a Small Business.....3
- ABUS F274—E-commerce.....3
- ABUS, ACCT, BA, CITS or CIOS electives.....3

**Finance**

Complete the following:

- ABUS F160—Principles of Banking.....3
- ABUS F201—Principles of Accounting II.....3
- ABUS F210—Income Tax.....3
- ABUS F220—QuickBooks Accounting (3)
- or ABUS F221—Microcomputer Accounting (3).....3
- ABUS F233—Financial Management.....3
- ABUS F234—Introduction to Investing.....3
- ABUS F272—Small Business Planning.....3

**Health Care Management**

Complete the following:

- HLTH F100—Medical Terminology.....3
- HLTH F118—Medical Law and Ethics.....2
- HLTH F132—Administrative Procedures I.....2
- HLTH F208—Human Diseases.....3
- HLTH F234—Administrative Procedures II.....4
- HLTH F235—Medical Coding.....4
- HLTH F236—Outpatient Health Care Reimbursement.....3

**Human Resources**

Complete the following:

- ABUS F141—Payroll Accounting.....3
- ABUS F178—Business and Professional Presentations.....3
- ABUS F231—Introduction to Personnel.....3
- ABUS F242—Employment Law.....3
- CIOS F135—Microcomputer Spreadsheets.....3
- CIOS F240—Microcomputer Databases.....3
- ABUS, ACCT, BA or CIOS electives.....3

**International Business**

a. Complete the following:

- ABUS F178—Business and Professional Presentations.....3
- ABUS F233—Financial Management.....3
- ABUS F265—Seminar in Applied Marketing.....3
- ABUS F275—Applied International Business.....3
- Foreign language elective.....3

b. Complete one of the following elective options:

*Option 1*

- ABUS F272—Small Business Planning (3)
- or ABUS F273—Managing a Small Business (3).....3

PS F201—Comparative Politics (3) or PS F321W—International Politics (3).....	3
<i>Option 2</i>	
ABUS F299—Practicum in Applied Business (Study Abroad).....	6
<b>Management</b>	
Complete the following:	
ABUS, ACCT, BA, ECON, MATH or STAT or other department approved electives.....	21
Recommended courses include, but are not limited to: MATH F161X, MATH F262, ACCT F262, ECON F100X, ECON F200, ECON F201, ECON F202, ECON F227, BA F254, STAT F200X, ABUS F201, ABUS F202, etc.	
<b>Marketing</b>	
Complete the following:	
ABUS F178—Business and Professional Presentations.....	3
ABUS F265—Seminar in Applied Marketing.....	3
ABUS F274—E-commerce.....	3
CIOS F200-level or above desktop publishing or graphics elective.....	3
CIOS F200-level or above Internet or web design elective.....	3
ABUS, BA or CIOS electives.....	6
<b>Public Management</b>	
Complete the following:	
ABUS F235—Fund Accounting.....	3
PS F100X—Political Economy.....	3
PS F101—Introduction to American Government and Politics.....	3
PS F212—Introduction to Public Administration.....	3
PS F403W—Public Policy (3) or ABUS F242—Employment Law.....	3
ABUS, ACCT, CIOS or PS electives.....	6
<b>Recreation and Guiding Management</b>	
Complete the following:	
ABUS F158—Introduction to Tourism.....	3
NRM F101—Natural Resources Conservation and Policy.....	3
NRM F161—Wilderness Leadership Education.....	3
EMS F152—Emergency Trauma Training First Responder (3) or EMS F195—Wilderness First Responder (3) or more advanced Emergency First Responder Training (3).....	3
EMS F257—Arctic Survival (3) or NRM F361—Advanced Wilderness Leadership (3).....	3
RECR electives.....	6
<b>Tourism</b>	
a. Complete the following:	
ABUS F158—Introduction to Tourism.....	3
ABUS F199—Practicum in Applied Business.....	3
ABUS F265—Seminar in Applied Marketing.....	3
ABUS F275—Applied International Business.....	3
b. Complete 3 credits from the following electives:	
ABUS F256—Small Hotel, Bed and Breakfast, and Lodge Operations.....	1 – 3
ABUS F267—Transportation and Logistics	

Management.....	1 – 3
ABUS F268—Rural Tourism: Planning and Principles....	1 – 3
ABUS F269—Food and Beverage Management.....	1 – 3
c. Complete one of the following elective options:	
<i>Option 1</i>	
ABUS, ACCT, BA, CAH or CIOS electives.....	6
<i>Option 2</i>	
ABUS F299—Practicum in Applied Business (Study Abroad) .....	3
Foreign language.....	3
5. Minimum credits required.....	60

*\* Student must earn a C grade or better in each course.*

**Minors:**

**Applied Business — General Business**

1. Complete the following:

ABUS F101—Principles of Accounting I.....	3
ABUS F161—Personal and Business Finance.....	3
ABUS F175—Customer Service.....	3
ABUS F232—Contemporary Management Issues (3) or ABUS F275—Applied International Business (3).....	3
ABUS F260—Marketing Practices (3) or ABUS F263—Public Relations (3).....	3
BA F151—Introduction to Business.....	3
2. Minimum credits required.....	18

*Note: Other courses specific to individual education and career goals may be substituted with program approval.*

**Applied Business — Recreation and Guiding Management**

1. Complete the following:

ABUS F158—Introduction to Tourism.....	3
ABUS F175—Customer Service.....	3
NRM F161—Wilderness Leadership Education.....	3
EMS F152—Emergency Trauma Training First Responder (3) or EMS F195—Wilderness First Responder (3) or more advanced Emergency First Responder Training (3).....	3

2. Complete six credits from the following electives:

RECR electives (1-6) or NRM F361—Advanced Wilderness Leadership (3) or ABUS/NRM/RECR approved practicum (1-6).....	6
3. Minimum credits required.....	18

*Note: Other courses specific to individual education and career goals may be substituted with program approval.*

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 )

Business, Applied  
College of Rural and Community Development  
~~Business Technologies Division~~  
UAF Community and Technical College 907-455-2800  
Department of Applied Business, Paralegal, and Accounting  
<http://www.ctc.uaf.edu/programs/abus/index.html>  
~~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/abus/](http://www.tvc.uaf.edu/abus/)~~

**A.A.S. Degree**

Minimum Requirements for Degree: 60 credits

Planning and preparation are the keys to success in business. The A.A.S. degree in applied business provides students with the skills and training needed to run a business effectively. The program covers basic knowledge and skills, emerging technologies, advanced procedures and interpersonal skills. Courses teach the principles of accounting, management, human relations, math, communications, customer service, computers, law, finance and logic. Instructors provide a practical understanding of the marketplace — not just a textbook view of business.

Potential careers for graduates include entrepreneurship and entry mid-level positions in business management, tourism, human resources and public administration.

Major — A.A.S. Degree

Concentrations: Administrative Management, Applied Management, Computer Applications, Entrepreneurship, Finance, Health Care Management, Human Resources, International Business, Management, Marketing, Public Management, Recreation and Guiding Management, and Tourism.

1. Complete the general university requirements (page 92).
2. Complete the A.A.S. degree requirements. (See page 96. As part of the A.A.S. degree requirements, it is recommended that students complete ABUS F154 for the human relations requirement.)

3. Complete the following general business requirements:\*

ABUS F101—Principles of Accounting I.....	3
ABUS F161—Personal and Business Finance.....	3
ABUS F175—Customer Service.....	3
ABUS F179—Fundamentals of Supervision.....	3
ABUS F232—Contemporary Management Issues.....	3
ABUS F241—Applied Business Law (3)	
or ABUS F242—Employment Law (3).....	3
ABUS F260—Marketing Practices (3)	
or ABUS F263—Public Relations (3).....	3
BA F151—Introduction to Business.....	3

4. Complete one of the following concentrations:\*

Administrative Management

Complete the following:

ABUS F102C—Keyboarding: Document Formatting.....	1
ABUS F116—Using 10-Key Calculators.....	1
ABUS F134—Alphabetic Filing.....	1
ABUS F170—Business English.....	3
ABUS F182—Office Procedures.....	3
ABUS F183—Advanced Job Readiness Skills.....	2
ABUS F199—Practicum in Applied Business.....	1
ABUS F264—Filing/Records Management.....	3
CIOS electives appropriate to skill level.....	3
ABUS, CIOS or CITS electives appropriate to skill level.....	3

Applied Management

Complete one of the following (21 or more credits):

- a. A university approved certificate; or
- b. A professional, technical or vocational license or certification issued by government or industry ~~with training equivalent to a university certificate~~ and 21 department approved electives.

Computer Applications

Complete the following:

CIOS F128—Operating Systems.....	3
CIOS F130—Microcomputer Word Processing.....	3
CIOS F135—Microcomputer Spreadsheets.....	3
CIOS F240—Microcomputer Databases.....	3
CIOS F146—Using Internet Tools and Technologies (3) or CITS F220—Implementing Internet Tools and Technologies (3).....	3
CIOS F233---Desktop Publishing (3) <u>Or CIOS F255---Microcomputer Graphics.....</u>	3
ABUS, ACCT, BA, CITS or CIOS electives.....	6

Entrepreneurship

Complete the following:

ABUS F201—Principles of Accounting II (3) or ABUS F210—Income Tax (3) or ABUS F220—QuickBooks Accounting (3) or ABUS F221—Microcomputer Accounting (3) or ABUS F235—Fund Accounting for Non-Profits (3).....	3
ABUS F233—Financial Management (3) or ABUS F234—Introduction to Investing (3).....	3
ABUS F265—Seminar in Applied Marketing.....	3
ABUS F272—Small Business Planning.....	3
ABUS F273—Managing a Small Business.....	3
ABUS F274—E-commerce.....	3
ABUS, ACCT, BA, CITS or CIOS electives.....	3

Finance

Complete the following:

ABUS F160—Principles of Banking.....	3
ABUS F201—Principles of Accounting II.....	3
ABUS F210—Income Tax.....	3
ABUS F220—QuickBooks Accounting (3)	

or ABUS F221—Microcomputer Accounting (3).....	3
ABUS F233—Financial Management.....	3
ABUS F234—Introduction to Investing.....	3
ABUS F272—Small Business Planning.....	3
Health Care Management	
Complete the following:	
HLTH F100—Medical Terminology.....	3
HLTH F118—Medical Law and Ethics.....	2
HLTH F132—Administrative Procedures I.....	2
HLTH F208—Human Diseases.....	3
HLTH F234—Administrative Procedures II.....	4
HLTH F235—Medical Coding.....	4
HLTH F236—Outpatient Health Care Reimbursement.....	3
Human Resources	
Complete the following:	
ABUS F141—Payroll Accounting.....	3
ABUS F178— <del>Business and Professional Presentations</del> <u>Professionalism</u> .....	3
ABUS F231—Introduction to Personnel.....	3
ABUS F242—Employment Law.....	3
CIOS F135—Microcomputer Spreadsheets.....	3
CIOS F240—Microcomputer Databases.....	3
ABUS, ACCT, BA or CIOS electives.....	3
International Business	
a. Complete the following:	
ABUS F178— <u>Professionalism</u> .....	3 <del>Business and Professional Presentations</del>
ABUS F233—Financial Management.....	3
ABUS F265—Seminar in Applied Marketing.....	3
ABUS F275—Applied International Business.....	3
Foreign language elective.....	3
b. Complete one of the following elective options:	
<i>Option 1</i>	
ABUS F272—Small Business Planning (3)	
or ABUS F273—Managing a Small Business (3).....	3
PS F201—Comparative Politics (3)	
or PS F321W—International Politics (3).....	3
<i>Option 2</i>	
ABUS F299—Practicum in Applied Business	
(Study Abroad).....	6
Management	
Complete the following:	
ABUS, ACCT, BA, ECON, MATH or STAT or other department approved	
electives.....	21
Recommended courses include, but are not limited to:	
MATH F161X, MATH F262, ACCT F262, ECON F100X,	
ECON F200, ECON F201, ECON F202, ECON F227, BA F254,	
STAT F200X, ABUS F201, ABUS F202, etc.	
Marketing	
Complete the following:	
ABUS F178— <u>Professionalism</u> .....	3 <del>Business and Professional Presentations</del>
ABUS F265—Seminar in Applied Marketing.....	3
ABUS F274—E-commerce.....	3
CIOS F233---Desktop Publishing (3)	



Or CIOS F255---Microcomputer Graphics CIOS F200-level or above desktop publishing or graphics elective.....3

CIOS or CITS F200-level or above Internet or web design elective.....3  
ABUS, BA or CIOS electives.....6

**Public Management**

Complete the following:

ABUS F235—Fund Accounting.....3  
PS F100X—Political Economy.....3  
PS F101—Introduction to American Government and Politics.3  
PS F212—Introduction to Public Administration.....3  
PS F403W—Public Policy (3)  
or ABUS F242—Employment Law.....3  
ABUS, ACCT, CIOS or PS electives.....6

**Recreation and Guiding Management**

Complete the following:

ABUS F158—Introduction to Tourism.....3  
NRM F101—Natural Resources Conservation and Policy.....3  
NRM F161—Wilderness Leadership Education.....3  
EMS F152—Emergency Trauma Training First Responder (3)  
or EMS F195—Wilderness First Responder (3)  
or more advanced Emergency First Responder Training (3)..3  
EMS F257—Arctic Survival (3)  
or NRM F361—Advanced Wilderness Leadership (3).....3  
RECR electives.....6

**Tourism**

a. Complete the following:

ABUS F158—Introduction to Tourism.....3  
ABUS F199—Practicum in Applied Business.....3  
ABUS F265—Seminar in Applied Marketing.....3  
ABUS F275—Applied International Business.....3

b. Complete 3 credits from the following electives:

ABUS F256—Small Hotel, Bed and Breakfast, and  
Lodge Operations.....1 – 3  
ABUS F267—Transportation and Logistics  
Management.....1 – 3  
ABUS F268—Rural Tourism: Planning and Principles...1 – 3  
ABUS F269—Food and Beverage Management.....1 – 3

c. Complete one of the following elective options:

*Option 1*

ABUS, ACCT, BA, CAH or CIOS electives.....6

*Option 2*

ABUS F299—Practicum in Applied Business  
(Study Abroad) .....3  
Foreign language.....3

5. Minimum credits required.....60

*\* Student must earn a C grade or better in each course.*

**Minors:**

**Applied Business — General Business**

1. Complete the following:

ABUS F101—Principles of Accounting I.....3  
ABUS F161—Personal and Business Finance.....3

ABUS F175—Customer Service.....	3
ABUS F232—Contemporary Management Issues (3) or ABUS F275—Applied International Business (3).....	3
ABUS F260—Marketing Practices (3) or ABUS F263—Public Relations (3).....	3
BA F151—Introduction to Business.....	3
2. Minimum credits required.....	18

*Note: Other courses specific to individual education and career goals may be substituted with program approval.*

**Applied Business — Recreation and Guiding Management**

1. Complete the following:	
ABUS F158—Introduction to Tourism.....	3
ABUS F175—Customer Service.....	3
NRM F161—Wilderness Leadership Education.....	3
EMS F152—Emergency Trauma Training First Responder (3) or EMS F195—Wilderness First Responder (3) or more advanced Emergency First Responder Training (3).....	3
2. Complete six credits from the following electives:	
RECR electives (1-6) or NRM F361—Advanced Wilderness Leadership (3) or ABUS/NRM/RECR approved practicum (1-6).....	6
3. Minimum credits required.....	18

*Note: Other courses specific to individual education and career goals may be substituted with program approval.*

**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)

ABUS only

**F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:**

Description of the student learning outcomes assessment process.)

N/A

**JUSTIFICATION FOR ACTION REQUESTED**

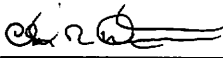
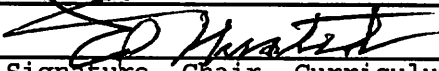
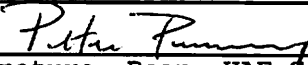
The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If 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.

**Degree only allowed ABUS 154 to fulfill AAS Human Relations requirement. This allows students freedom to take other approved Human Relations courses.**

**Minor wording clean up.**

**Changing one course title. See separate format 2.**

**APPROVALS:**

	Date	<u>9/15/2010</u>
Signature, Chair, Department of Applied Business, Paralegal, and Accounting		
	Date	<u>9-28-10</u>
Signature, Chair, Curriculum Council for: UAF Community and Technical College		
		<u>CTC</u>
	Date	<u>9/30/10</u>
Signature, Dean, UAF Community and Technical College		
		<u>CRCD</u>

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

<input type="text"/>	Date	<input type="text"/>
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		