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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 Management, Applied
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	Certificate

**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 Management, 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/)  
 Certificate  
 Minimum Requirements for Certificate: 30 credits  
 Planning and preparation are keys to success in business. The applied business management certificate provides students with the basic principles necessary to run a business effectively. Graduates of the program will have the foundation of contemporary management skills needed to successfully lead private, public and non-profit organizations through ever-changing social and economic conditions.  
 The program covers basic knowledge and skills, emerging technologies, advanced procedures, and interpersonal skills. Course work includes accounting, management, human relations, math, communications, customer service, computers, law, finance and logic. The curriculum also serves as the first year of training toward the A.A.S. degree in applied business.  
 Potential careers for graduates include entrepreneurship and entry-level positions in business management, tourism, human resources, public administration and office administration.  
 Certificate Program  
 Concentrations: Computer Applications, Finance, General Business,

Human Resources, International Business, Marketing, Office Administration,  
Public Management, Recreational Guiding and Tourism.

1. Complete the general university requirements (page 92).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from 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 requirements:

ABUS F155—Business Math (3)  
or any MATH course at the F100-level or above (3).....3

- c. Complete the following human relations course:

ABUS F154—Human Relations.....3

3. Complete the following general business courses:

ABUS F101—Principles of Accounting I (3)  
or ABUS F142—Office Accounting I (3).....3  
ABUS F161—Personal and Business Finance.....3  
BA F151—Introduction to Business.....3

4. Complete one of the following concentrations:

Computer Applications

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

Finance

ABUS F160—Principles of Banking.....3  
ABUS F210—Income Tax.....3  
ABUS F233—Financial Management.....3  
ABUS F234—Introduction to Investing.....3

General Business

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 F179—Fundamentals of Supervision.....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

Human Resources

ABUS F141—Payroll Accounting.....3  
ABUS F179—Fundamentals of Supervision.....3  
ABUS F231—Introduction to Personnel.....3  
ABUS F242—Employment Law.....3

International Business

ABUS F178—Business and Professional Presentations.....3  
ABUS F275—Applied International Business (3)  
or ABUS F232—Contemporary Management Issues (3).....3  
PS F201—Comparative Politics.....3  
Foreign language elective.....3

Marketing

ABUS F175—Customer Service.....3

ABUS F178—Business and Professional Presentations.....	3
ABUS F260—Marketing Practices (3)	
or ABUS F263—Public Relations (3).....	3
CIOS F200—level graphics or web design elective.....	3
Office Administration	
ABUS F170—Business English.....	3
ABUS F182—Office Procedures.....	3
ABUS F199—Practicum in Applied Business.....	1
CIOS Elective appropriate to skill level.....	3
Advisor approved ABUS or CIOS electives.....	2
Public Management	
ABUS F235—Fund Accounting.....	3
PS F100X—Political Economy.....	3
PS F101—Introduction to American Government and Politics (3)	
or ABUS F232—Contemporary Management Issues (3).....	3
PS F212—Introduction to Public Administration.....	3
Recreational Guiding	
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
RECR electives.....	3
Tourism	
ABUS F158—Introduction to Tourism.....	3
ABUS F175—Customer Service.....	3
ABUS F199—Practicum in Applied Business.....	3
ABUS F256—Small Hotel, Bed and Breakfast, and Lodge Operations (1-3)	
or ABUS F267—Transportation and Logistics Management (1-3)	
or ABUS F268—Rural Tourism: Planning and Principles (1-3)	
or ABUS F269—Food and Beverage Management (1-3).....	3
5. Minimum credits required.....	30

*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 Management, Applied**  
College of Rural and Community Development  
UAF Community and Technical College 907-455-2800  
~~Business Technologies Division~~  
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/)

**Certificate**

Minimum Requirements for Certificate: 30 credits

Planning and preparation are keys to success in business. The applied business management certificate provides students with the basic principles necessary to run a business effectively. the program will have the foundation of contemporary management skills needed to successfully lead private, public and non-profit organizations through ever-changing social and economic conditions.

The program covers basic knowledge and skills, emerging technologies, advanced procedures, and interpersonal skills. Course work includes accounting, management, human relations, math, communications, customer service, computers, law, finance and logic.

The curriculum also serves as the first year of training toward the A.A.S. degree in applied business.

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

**Certificate Program**

Concentrations: Computer Applications, Finance, General Business, Human Resources, International Business, Marketing, Office Administration, Public Management, Recreational Guiding and Tourism.

1. Complete the general university requirements (page 92).
2. Complete the following certificate requirements:
  - a. Complete 3 credits from 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 requirements:

ABUS F155—Business Math (3)

or any MATH course at the F100-level or above (3).....3

- c. Complete the following human relations course:

ABUS F154—Human Relations or other approved Human Relations course.....3

3. Complete the following general business courses:

ABUS F101—Principles of Accounting I(3)

or ABUS F142—Office Accounting I(3).....3

ABUS F161—Personal and Business Finance.....3

BA F151—Introduction to Business.....3

4. Complete one of the following concentrations:

**Computer Applications**

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

**Finance**

ABUS F160—Principles of Banking.....3

ABUS F210—Income Tax.....3

ABUS F233—Financial Management.....3

ABUS F234—Introduction to Investing.....3

**General Business**

- 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 F179—Fundamentals of Supervision.....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

**Human Resources**

- ABUS F141—Payroll Accounting.....3
- ABUS F179—Fundamentals of Supervision.....3
- ABUS F231—Introduction to Personnel.....3
- ABUS F242—Employment Law.....3

**International Business**

- ABUS F178—~~Business and Professional Presentations~~ Professionalism.....3
- ABUS F275—Applied International Business (3)  
or ABUS F232—Contemporary Management Issues (3).....3
- PS F201—Comparative Politics.....3
- Foreign language elective.....3

**Marketing**

- ABUS F175—Customer Service.....3
- ABUS F178—~~Business and Professional Presentations~~ Professionalism.....3
- ABUS F260—Marketing Practices (3)  
or ABUS F263—Public Relations (3).....3
- CIOS F200-level graphics or web design elective.....3

**Office Administration**

- ABUS F170—Business English.....3
- ABUS F182—Office Procedures.....3
- ABUS F199—Practicum in Applied Business.....1
- CIOS Elective appropriate to skill level.....3
- Advisor approved ABUS or CIOS electives.....2

**Public Management**

- ABUS F235—Fund Accounting.....3
- PS F100X—Political Economy.....3
- PS F101—Introduction to American Government and  
Politics (3)  
or ABUS F232—Contemporary Management Issues (3).....3
- PS F212—Introduction to Public Administration.....3

**Recreational Guiding**

- 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
- RECR electives.....3

**Tourism**

- ABUS F158—Introduction to Tourism.....3
- ABUS F175—Customer Service.....3
- ABUS F199—Practicum in Applied Business.....3
- ABUS F256—Small Hotel, Bed and Breakfast, and Lodge  
Operations (1-3)  
or ABUS F267—Transportation and Logistics  
Management (1-3)

or ABUS F268—Rural Tourism: Planning and Principles (1-3)

or ABUS F269—Food and Beverage Management (1-3).....3

5. Minimum credits required.....30

*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**

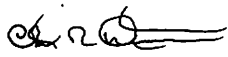
The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If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

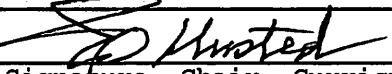
**Certificate only allowed ABUS 154 to fulfill AAS Human Relations requirement. This allows students freedom to take other approved Human Relations courses.**

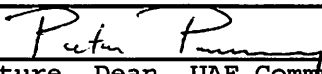
**Minor wording clean up.**

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



**APPROVALS:**

	Date	9-15-2010
Signature, Chair, Department of Applied Business, Paralegal, and Accounting		

	Date	9-28-10
Signature, Chair, Curriculum Council for: UAF Community and Technical College		
CTC		

	Date	9/30/10
Signature, Dean, UAF Community and Technical College		
CRCJ		

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

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		