Applied Business and Accounting

Community and Technical College
Applied Business and Accounting (https://www.ctc.uaf.edu/academics/applied-business-accounting/)
907-455-2800

Department Overview

The applied business and accounting program at the UAF Community & Technical College (https://www.ctc.uaf.edu/) offers certificates and degrees in business and accounting designed to provide students with a well-rounded business education covering a wide range of related subjects. The program provides students the opportunity to develop knowledge and skills in business and accounting, entrepreneurship, supervision, human resources, business law, marketing, and public relations.

Programs can be completed entirely online. Full-time faculty and adjunct instructors from the local business community teach classes that bring real-world business insights and experience to the classroom.

Learn more about the Applied Business & Accounting (https://www.ctc.uaf.edu/academics/applied-business-accounting/) program, including an overview of the program, career opportunities, and more.

A.A.S., Applied Accounting

The 60-credit Applied Accounting A.A.S. program is a natural progression for students who have completed the Bookkeeping and Finance Occupational Endorsement and/or the Applied Accounting Certificate. All courses for this program can be completed online. This program prepares students for entry- and mid-level accounting positions in payables and/or receivables, bookkeeping and payroll accounting. This program also covers financial decision-making tools for the small-business operator.

Students entering the A.A.S. program are expected to have basic computer skills equivalent to CIOS F150.

Minimum Requirements for Applied Accounting Associate Degree: 60 credits

Learn more about the associate degree in applied accounting (https://www.uaf.edu/academics/programs/associates/applied-accounting.php), including an overview of the program, career opportunities and more.

A.A.S., Applied Business

The Applied Business Associate of Applied Science degree is a comprehensive two-year program tailored to offer students a solid foundation in core business principles while allowing for specialized concentrations in various areas. Graduates of the Applied Business Certificate program can seamlessly apply their earned credits towards the Applied Business A.A.S., while Occupational Endorsement students discover clear pathways to fulfilling the A.A.S. concentration requirements. This program equips students with a diverse skill set encompassing entrepreneurship, supervision, human resources, marketing and general business topics. This program provides students with a solid business education while also offering flexibility for career advancement in their chosen specialization areas completely online.

Occupational Endorsement, Bookkeeping and Finance

The Bookkeeping and Finance Occupational Endorsement is a focused program that can be completed completely online in as little as one semester. It provides students with education and training to qualify for bookkeeping positions in both small and large businesses, and teller positions in banks, credit unions and other financial institutions. This occupational endorsement fulfills requirements in the Applied Accounting Certificate and is a pathway to the Applied Accounting A.A.S. degree.

Students entering the occupational endorsement program are expected to have basic computer skills equivalent to CIOS F150.

Minimum Requirements for Bookkeeping and Finance Occupational Endorsement: 16 credits

Occupational Endorsement, Entrepreneurship & Innovation

The Entrepreneurship & Innovation Occupational Endorsement program is designed to equip students with the knowledge, skills and entrepreneurial mindset essential for success in the contemporary business landscape.

The curriculum is structured to provide students with a solid foundation in key areas of business. Participants will engage in a systematic exploration of business planning, entrepreneurial essentials and the art of effectively presenting business proposals to potential investors.

This specialized program consists of 16 credit hours of coursework and can be completed within a single semester. Notably, the skills and competencies acquired in this program can also be seamlessly applied towards a concentration in Entrepreneurship within the Applied Business A.A.S. program, affording students a pathway to further academic and career advancement.

Minimum Requirements for Entrepreneurship & Innovation Occupational Endorsement: 16 credits

Occupational Endorsement, Executive Assistant

The Executive Assistant Occupational Endorsement program introduces a curriculum tailored to prepare students for the multifaceted world of executive support across various industries. This 16-credit O.E.C. is strategically designed to cultivate specialized skills, making it an ideal choice for individuals aspiring to excel in roles requiring comprehensive administrative competence, including executive assistance, project coordination and effective communication with diverse stakeholders.

Throughout this program, students will explore fundamental principles of executive and administrative support. They will gain proficiency in utilizing digital tools and technologies essential for efficient executive assistance, fostering strong executive-collaborator relationships and excelling in organizational and time management.

An additional benefit of this O.E.C. is its flexibility, enabling students to complete it in as little as one semester. Moreover, the credits earned can be seamlessly applied to the human relations track for the applied business associate and minor programs, offering students a well-defined path for continued academic and career advancement within the field of executive support.

Minimum Requirements for Executive Assistant Occupational Endorsement: 16 credits
Occupational Endorsement, Financial Services Representative

Admission to this program is currently suspended.

The financial services representative program provides education and training to qualify students for customer service and teller positions in banks, credit unions and other financial institutions. This 15-credit occupational endorsement may be earned in one semester and represents half the credits required for the applied business management certificate in finance. Upon completion of the coursework, students may enroll in BA F253 for an optional additional 1-3 credits and get practical work experience in a financial institution.

This program is open to students who can document a high school diploma or GED. To be hired in any financial institution, graduates must be able to pass credit and criminal background checks. Applicants must be 16 years old to be admitted.

Minimum Requirements for Financial Services Representative Occupational Endorsement: 15 credits

Occupational Endorsement, Strategic Leadership

The Strategic Leadership Occupational Endorsement is a 16-credit program tailored for both emerging and seasoned professionals, this program bridges academic theory with practical applications in leadership.

The core of the program focuses on the dynamics of human relations, where students will gain insights into the art of fostering positive interactions in both personal and professional realms. This program encompasses the essentials of effective supervision and management, learning about strategic planning, organizational structuring and the nuances of decision-making.

Communication is a cornerstone of this program. Students will learn to articulate ideas effectively in today's diverse, interconnected professional world, mastering both verbal and non-verbal aspects of communication crucial for leaders.

The endorsement also covers key aspects of human resource management, providing a deeper understanding of how it shapes company culture and employee development. Students will explore the strategic elements of public relations and business communication, learning about image management, stakeholder engagement, and corporate storytelling.

This program is an ideal pathway for those aspiring to understand and master the multifaceted aspects of leadership, whether they're beginning their career journey or seeking to elevate their professional standing. The requirements students meet while completing this endorsement will also fulfill requirements of the leadership concentration in the applied business associates program.

Minimum Requirements for Strategic Leadership Occupational Endorsement: 16 credits

Certificate, Applied Accounting

The Applied Accounting Certificate program prepares students for entry-level accounting positions in payables and/or receivables, bookkeeping and payroll accounting. This program covers financial decision-making tools for small-business operators.

This certificate is offered fully online. This is an ideal pathway for students who have completed the Bookkeeping and Finance Occupational Endorsement. Students who earn the Applied Accounting Certificate have completed 30 credits of the 60-credit Applied Accounting A.A.S. degree.

Students entering the certificate program are expected to have basic computer skills equivalent to C105 F150.

Minimum Requirements for Applied Accounting Certificate: 30 credits

Certificate, Applied Business

The Applied Business Certificate program offers a comprehensive one-year curriculum that equips students with core business principles, positioning them for entry-level roles in various sectors. Delivered entirely online, this program provides students with a robust foundation in key areas such as accounting principles, finance, customer service, communications, applied mathematics and human relations. Notably, the Applied Business Certificate serves as a vital pathway for students who aspire to further advance their education and expertise. By seamlessly transitioning into the A.A.S. degree in applied business, students can specialize in the concentration area of their choice, allowing them to tailor their learning journey and unlock new opportunities for career growth and specialization.

Minimum Requirements for Applied Business Certificate: 30 credits

Learn more about the associate degree in applied accounting (https://www.uaf.edu/academics/programs/associates/applied-business.php), including an overview of the program, career opportunities and more.

Minor, Applied Accounting

The minor in Applied Accounting is designed to provide students the opportunity to acquire foundation-level knowledge and skills in payables and/or receivables, bookkeeping and payroll accounting. This minor provides students with education and training to qualify for bookkeeping positions in both small and large businesses or their own entrepreneurial venture. Courses include accounting principles, payroll accounting and accounting software systems.

This minor is a great choice for Bachelor of Arts degree-seeking students who need to satisfy their minor requirement or Associate of Arts students who want to explore accounting as an area of interest.

Minimum Requirements for Applied Accounting Minor: 18 credits

Minor, Applied Business

The Applied Business Minor program is an ideal choice for students who have previously completed an Applied Business and Accounting Occupational Endorsement, as they can apply between 9 to 15 credits from their prior coursework towards this minor. This minor includes five specialized 12-credit tracks that offer a wide array of options to cater to diverse student interests, career objectives and educational aspirations.

Offering tracks specializing in Entrepreneurship & Innovation, General Business, Human Resources, Leadership and Marketing, we are committed to delivering a comprehensive business education that suits individual needs and future career goals. These requirements can be completed entirely online to accommodate students’ unique circumstances and preferences.

Minimum Requirements for Applied Business Minor: 18 credits
Minor, Recreation and Guiding Management
The minor in Recreation and Guiding Management provides students with the opportunity to acquire foundation-level knowledge in tourism, customer service, wilderness leadership education and emergency response.

Minimum Requirements for General Business and Recreation and Guiding Management Minors: 18 credits

Programs

Degrees

Occupational Endorsements
- O.E.C., Entrepreneurship & Innovation (https://catalog.uaf.edu/endorsements/entrepreneurship-innovation/)
- O.E.C., Executive Assistant (https://catalog.uaf.edu/endorsements/executive-assistant/)
- O.E.C., Financial Services Representative (https://catalog.uaf.edu/endorsements/financial-services-representative/)
- O.E.C., Strategic Leadership (https://catalog.uaf.edu/endorsements/strategic-leadership/)

Certificates

Minors
- Minor, Applied Accounting (https://catalog.uaf.edu/minors/accounting-applied/)
- Minor, Applied Business (https://catalog.uaf.edu/minors/applied-business/)
- Minor, Recreation and Guiding Management (https://catalog.uaf.edu/minors/applied-business-recreation-guiding/)