APPLIED BUSINESS AND ACCOUNTING

The certificate or associate of applied science degree in applied business provides you with a well-rounded business education covering a wide range of related subjects. The program covers basic business and accounting knowledge and skills, emerging technologies, advanced management practices 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. Classes are taught in-class or online by full-time faculty and adjunct instructors from the local business community who bring real-world business insights and experience to the classroom.

Graduates of the program will have the foundation of modern business, management and accounting skills needed to successfully lead private, public and non-profit organizations through ever-changing social and economic conditions. Depending on degree level achieved, potential careers for graduates include entry to mid-level positions with strong upward mobility in business management, accounting, tourism, human resources, public administration and office administration. Individuals seeking self-employment will find in-depth preparation in the entrepreneurship track. The program can be completed either entirely or as a mix via online or in-class courses. Many of the classes are available in the evening or on weekends.
APPLIED BUSINESS & ACCOUNTING

SAMPLE COURSES
- Principles of Accounting
- Customer Service
- Fundamentals of Supervision
- Contemporary Management Issues
- Employment Law
- Marketing Practices
- Public Relations
- Income Tax
- QuickBooks Accounting
- Financial Management
- Small Business Planning
- Medical Coding
- Outpatient Health Care Reimbursement
- Payroll Accounting
- Introduction to Tourism

PROGRAM HIGHLIGHTS
With 13 concentration areas to choose from, students can customize their education to successfully explore career options in entrepreneurship and entry-level to mid-level positions in business management, tourism, human resources and public administration. Minors are available to bachelor degree students in the applied business concentration in the field of general business and recreation and guiding management.

APPLIED ACCOUNTING INTEGRATION
The applied accounting program gives you a strong foundation in financial record and bookkeeping, preparation of financial and tax statements including accounts payable, accounts receivable and payroll accounting. Attaining proficiency in the use of accounting software like QuickBooks is a fundamental part of the program as well. This program will prepare you for a successful career in the accounting profession and establishes a gateway to more advanced degrees and eventually the Certified Public Accountant license.

PROGRAM REQUIREMENTS
The Applied Business and the Applied Accounting are open admission programs requiring high school graduation or equivalent degree. Students can enroll in the occupational endorsement, certificate or associate degree. Students who first complete the occupational endorsement or certificate degree can seamlessly continue to the associate degree. Options to pursue a bachelor degree as a continuation are available within UAF and with other universities. An option to study internationally as part of the associate degree is offered as well.

APPLICATION PROCESS
- Review admission requirements with an advisor by calling 907-455-2852 or email uaf-ctc@alaska.edu
- Apply for Admission to UAF: www.uaf.edu/admissions
- Apply for Financial Aid: www.uaf.edu/finaid/ or call 907-455-2832
- Find Classes & Register: www.uaf.edu/coursefinder/
- Get Your books & Class Materials Organized - UAF Bookstore: www.uaf.bkstr.com
- Start your Journey at UAF CTC!

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