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

**SUBMITTED BY:**

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<tr>
<th>Department</th>
<th>College/School</th>
<th>Phone</th>
<th>Faculty Contact</th>
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<tbody>
<tr>
<td>Applied Business</td>
<td>Tanana Valley Campus / CRCD</td>
<td></td>
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</tr>
<tr>
<td>C. Dexter</td>
<td>(907) 455-2837</td>
<td>Charlie Dexter</td>
<td></td>
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<tr>
<td><a href="mailto:endexter@alaska.edu">endexter@alaska.edu</a></td>
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See [http://www.uaf.edu/tescc/faculty/ed/edman.html](http://www.uaf.edu/tescc/faculty/ed/edman.html) for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

<table>
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<tr>
<th>DEGREE PROGRAM</th>
<th>Occupational Endorsement</th>
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<tr>
<td>Administrative Assistant</td>
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**A. CHANGE IN DEGREE REQUIREMENTS:** *(Brief statement of program/degree changes and objectives)*

After one year we have discovered that some of the previously required courses were not necessary for entry level employment. Further, by reducing the number of required credits from 18 to 16, students may now earn the Endorsement in one semester.

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

Administrative Assistant

College of Rural and Community Development
Business Technologies Division
Tanana Valley Campus
907-455-2809
[www.tvc.uaf.edu/programs/aaa/](http://www.tvc.uaf.edu/programs/aaa/)

Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 18 credits

The administrative assistant occupational endorsement may be earned in one semester and represents a large portion of the course work required for the applied business management certificate. Students must complete all courses with a grade of ‘C’ or better and satisfactorily complete a two-week practicum at the culmination of training in order to earn the endorsement. This program is open to those who have completed the university application process and are at an appropriate English level for ABUS F170 Business English (as shown by COMPASS scores).

Occupational Endorsement Program

1. Complete the general university requirements.
2. Complete the occupational endorsement requirements.
3. Complete the following courses:*
   - ABUS F102A — Keyboarding: Touch Typing (1)
     or ABUS F102C — Keyboarding: Document Formatting — 1 credit
   - ABUS F154 — Human Relations — 3 credits
   - ABUS F170 — Business English — 3 credits
   - ABUS F182 — Office Procedures — 3 credits
   - ABUS F183 — Advanced Job Readiness Skills — 2 credits
   - ABUS F199 — Practicum in Applied Business — 1 credit
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)

Administrative Assistant

College of Rural and Community Development
Business Technologies Division
Tanana Valley Campus
907-455-2809/2815
www.tvc.uaf.edu/programs/aaa/

Occupational Endorsement

Minimum Requirements for Occupational Endorsement: 16 credits

The administrative assistant occupational endorsement may be earned in one semester and represents a large portion of the course work required for the applied business management certificate. Students must complete all courses with a grade of ‘C’ or better and satisfactorily complete a two-week practicum at the culmination of training in order to earn the endorsement. This program is open to those who have completed the university application process and are at an appropriate English level for ABUS F170 Business English (as shown by COMPASS scores).

Occupational Endorsement Program

1. Complete the general university requirements.
2. Complete the occupational endorsement requirements.
3. Complete the following courses:
   - ABUS F102A—Keyboarding: Touch Typing—1 credit
   - or ABUS F102C—Keyboarding: Document Formatting—1 credit

   ABUS F154—Human Relations—3 credits
   ABUS F170—Business English—3 credits
   - or ABUS 271—Business Communications—3 credits
   ABUS F182—Office Procedures—3 credits
   ABUS F183—Advanced Job Readiness Skills—2 credits
   ABUS F199—Practicum in Applied Business—1 credit
   CIOS F133—Microcomputer Presentation Software—1 credit
   CIOS F150—Computer Business Applications—Elective appropriate to skill level—3 credits
   CIOS F231—Intro to Desktop Publishing—1 credit

4. Minimum credits required—16 credits

* Student must earn a C grade or better in each course.
E. IMPACTS ON PROGRAMS/DEPTS:

- What programs/departments will be affected by this proposed action?
  - Include information on the Programs/Departments involved (e.g., name, name).
  - Applied Business only.

F. MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

- Description of the student learning outcomes assessment process.
  - No change in previously approved outcomes assessment and student learning outcomes.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the departmental and campus-wide curriculum committee is to scrutinize program/degree change applications to ensure 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.

This change will better serve the students without diminishing their employability. This new format with some flexibility gives each CRCD Campus the ability to tailor the Occupational Endorsement to serve the needs of their community without sacrificing program integrity.

APPROVALS

<table>
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<tr>
<th>Signature, Chair, Program of Applied Business</th>
<th>Date</th>
<th>9/28/2009</th>
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<tr>
<td>Signature, Chair, Curriculum Council for the Tanana Valley Campus</td>
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<td>Signature, Director of the Tanana Valley Campus</td>
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<tr>
<td>Signature, Division Head of CRCD Business, Systems, and Technology Division</td>
<td>Date</td>
<td>10/30/09</td>
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<tr>
<td>Signature, Chair, Curriculum Council for the College of Rural and Community Development</td>
<td>Date</td>
<td>11/9/09</td>
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<tr>
<td>Signature, Dean, College of Rural and Community Development</td>
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<tr>
<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
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<td>Signature, Provost (if applicable)</td>
<td>Date</td>
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ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.