

APPLIED BUSINESS NWC CAMPUS CREDENTIALS

University of Alaska Fairbanks Northwest Campus

The Northwest Campus Advisory Council has approved three workforce credentials focused on strengthening skills of job seekers and employees. These workforce credentials provide students with achievable recognition for completing just a few courses. It's a great way to get students started, and all of these courses count towards the administrative assistant occupational endorsement!

NWC CAMPUS CREDENTIAL OPTION 1: INTRODUCTORY COMPUTER + JOB SKILLS

3-5 credits total

Course	Cr
Select one of the following: • ABUS F102A Keyboarding: Touch Typing • ABUS F102C Keyboarding: Document Format	1
ABUS F183 Professional Skills for the Job Hunt	1-3
CIOS F150 Computer Business Applications	1-3

The **Introductory Computer and Job Skills** credential was designed with the beginner student in mind. A mix of in-person and online courses will ensure that students are exposed to different teaching styles while becoming familiar with important skills for seeking and maintaining a job, regardless of the type of work. Skills covered in this credential include: Typing, document formatting, resume, interview, and introductory computer and Microsoft Office use.

READY TO GET STARTED?

Want to know more about our applied business workforce credentials and the administrative assistant occupational endorsement program? Contact:



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NWC CAMPUS CREDENTIAL OPTION 2: OFFICE COMMUNICATION + PROCEDURES

7-9 credits total

Course	Cr
Select one of the following: • ABUS F170 Business English • ABUS F271 Business Communications	3
ABUS F182 Office Procedures	3
CIOS F150 Computer Business Applications	1-3

The **Office Communications & Procedures** credential was designed for the student who is or has been employed in an office environment. A mix of in-person and online courses will ensure that students are exposed to different teaching styles while expanding their basic office skills. Skills covered in this credential include: Written and verbal communication (including grammar and in-person communication), filing, record keeping, time management, and introductory computer and Microsoft Office use.

NWC CAMPUS CREDENTIAL OPTION 3: PEOPLE SKILLS FOR THE WORKPLACE

6 credits total

Course	Cr
ABUS F154 Human Relations	3
ABUS F182 Office Procedures	3

The **People Skills for the Workplace** credential was designed to teach the soft skills that are critical to workplace success. This credential focuses on important people skills for employees in the workplace, especially those who work in customer service positions or who are on track to become supervisors. Skills covered in this credential include: Understanding employee/supervisor/organization motivations, diversity in the workplace, record keeping, and time management.

APPLIED BUSINESS

SUPERVISION + PERSONNEL MGMT

NWC CAMPUS CREDENTIALS

University of Alaska Fairbanks Northwest Campus

The Northwest Campus Advisory Council has approved two workforce credentials focused on strengthening supervisory and personnel management skills. These workforce credentials provide students with achievable recognition for completing just a few courses. A mix of in-person and online or audio courses ensure students are exposed to different teaching styles. It's a great way to get students started, and all of these courses count towards the supervision & personnel management occupational endorsement!



NWC SPM CAMPUS CREDENTIAL OPTION 1: SUPERVISION BASICS

4 - 6 credits total

Course	Cr
ABUS F179 Fundamentals of Supervision	3
ABUS F231 Introduction to Personnel	1-3

The **Supervision Basics** credential was designed with the new supervisor in mind. The courses give the student basics to understand their role as a supervisor and introduce them to the personnel side of management. Skills covered in this credential include: communicating and delegating effectively, decision making, positive position discipline, morale and productivity, goals development, employee growth and development, and employee supervision and developing leadership skills.

NWC SPM CAMPUS CREDENTIAL OPTION 2: INTRODUCTORY PERSONNEL MANAGEMENT

9 credits total

Course	Cr
ABUS F154 Human Relations	3
ABUS F232 Contemporary Management	3
ABUS F242 Employment Law	3

The **Introductory Personnel Management** credential was designed for the student that has been or is currently a supervisor and wants to take their knowledge and skills to the next level. Skills covered in this credential include: interpersonal skills, understanding human motivation, self-concepts, attitudes, human aspects of management, organizing, staffing, planning, and labor and employment law.

NWC *student highlight*

Northwest Campus Applied Business student Beverly Tran is currently working through the coursework for the Applied Business Occupational Endorsement in Supervision & Personnel Management.

Utilizing the skills, knowledge, and experience she's gained through the steps of this program, Beverly has moved into a manager position at work. She says starting this program is one of the best educational decisions she's ever made.

Thinking of getting started? Beverly says, "Do it. Even if it is one class or two. I promise, you won't regret trying, but you will regret not knowing if this program was meant for you."



NWC Applied Business student Beverly Tran receives her Occupational Endorsement certificate from ABUS faculty Miranda Musich.