

# Business, Applied



College of Rural Alaska  
 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

## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

Planning and preparation are the keys to success in business. The A.A.S. degree in applied business provides students with the skills and training needed to run a business effectively. The program covers basic knowledge and skills, emerging technologies, advanced procedures, 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—not just a textbook view of business. The applied business program may prepare a student to enter the rural development B.A. degree program and the B.T. degree program.

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

## Major—A.A.S. Degree

**Concentrations: Computer Applications, Entrepreneurship, Finance, Human Resources, International Business, Marketing, Public Management, Tourism**

- Complete the general university requirements (page 76).
- Complete the A.A.S. degree requirements (page 79. As part of the A.A.S. degree requirements, complete ABUS 154 for the human relations requirement.)
- Complete the following general business requirements:\*
  - ABUS 101—Principles of Financial Accounting I..... 3
  - ABUS 175—Customer Service ..... 3
  - ABUS 179—Fundamentals of Supervision..... 3
  - ABUS 232—Contemporary Management Issues..... 3
  - ABUS 241—Applied Business Law..... 3
  - ABUS 260—Marketing Practices..... 3
  - BA 151—Introduction to Business..... 3
  - CIOS elective appropriate to skill level..... 3

- Complete 1 of the following concentrations:\*

### Computer Applications

- Complete the following:
  - CIOS 100-level or above word processing elective ..... 3
  - CIOS 100-level or above microcomputer spreadsheet elective ..... 3
  - CIOS 100-level or above microcomputer database elective ..... 3
  - CIOS 100-level or above microcomputer graphics elective ..... 3
  - CIOS 100-level or above Internet or web design elective ..... 3
  - ABUS, ACCT, BA or CIOS electives ..... 6

### Entrepreneurship

- Complete the following:
  - ABUS 201—Principles of Accounting II (3)  
 or ABUS 210—Income Tax (3)  
 or ABUS 220—Quickbooks Accounting (3)

- or ABUS 221—Microcomputer Accounting (3)  
 or ABUS 235—Fund Accounting for Non-Profits (3) ..... 3
- ABUS 233—Financial Management ..... 3
- ABUS 265—Seminar in Applied Marketing ..... 3
- ABUS 272—Small Business Planning..... 3
- ABUS 273—Managing a Small Business..... 3
- ABUS 274—E-commerce..... 3
- ABUS, ACCT, BA or CIOS electives ..... 3

### Finance

- Complete the following:
  - ABUS 120—Basics of Investing ..... 3
  - ABUS 160—Principles of Banking ..... 3
  - ABUS 201—Principles of Financial Accounting II..... 3
  - ABUS 210—Income Tax..... 3
  - ABUS 220—Quickbooks Accounting (3)  
 or ABUS 221—Microcomputer Accounting (3) ..... 3
  - ABUS 233—Financial Management ..... 3
  - ABUS 272—Small Business Planning..... 3

### Human Resources

- Complete the following:
  - ABUS 141—Payroll Accounting..... 3
  - ABUS 178—Business and Professional Presentations ..... 3
  - ABUS 231—Introduction to Personnel ..... 3
  - ABUS 242—Employment Law ..... 3
  - CIOS 100-level or above microcomputer spreadsheets elective..... 3
  - CIOS 100-level or above microcomputer databases elective..... 3
  - ABUS, ACCT, BA or CIOS electives ..... 3

### International Business

- Complete the following:
  - ABUS 178—Business and Professional Presentations ..... 3
  - ABUS 233—Financial Management ..... 3
  - ABUS 265—Seminar in Applied Marketing ..... 3
  - ABUS 275—Applied International Business ..... 3
  - Foreign language elective ..... 3
- Complete 1 of the following elective options:
  - Option 1**
    - ABUS 272—Small Business Planning (3)  
 or ABUS 273—Managing a Small Business (3)..... 3
    - PS 201—Comparative Politics (3)  
 or PS 321W—International Politics (3)..... 3
  - Option 2**
    - ABUS 299—Practicum in Applied Business (Study Abroad) ..... 6

### Marketing

- Complete the following:
  - ABUS 178—Business and Professional Presentations ..... 3
  - ABUS 265—Seminar in Applied Marketing ..... 3
  - ABUS 274—E-commerce..... 3
  - CIOS 200-level or above desktop publishing or graphics elective.. 3
  - CIOS 200-level or above Internet or web design elective ..... 3
  - ABUS, BA or CIOS electives ..... 6



**Public Management**

- a. Complete the following:
  - ABUS 235—Fund Accounting..... 3
  - PS 100X—Political Economy ..... 3
  - PS 101—Introduction to American Government and Politics ..... 3
  - PS 212—Introduction to Public Administration..... 3
  - PS 403W—Public Policy ..... 3
  - ABUS, ACCT, CIOS or PS electives ..... 6

**Tourism**

- a. Complete the following:
  - ABUS 158—Introduction to Tourism..... 3
  - ABUS 199—Practicum in Applied Business..... 3
  - ABUS 265—Seminar in Applied Marketing ..... 3
  - ABUS 275—Applied International Business ..... 3
- b. Complete 3 credits from the following electives:
  - ABUS 256—Small Hotel, Bed and Breakfast,  
and Lodge Operations..... 1-3
  - ABUS 267—Transportation and Logistics Management ..... 1-3
  - ABUS 268—Rural Tourism: Planning and Principles..... 1-3
  - ABUS 269—Food and Beverage Management..... 1-3
- c. Complete 1 of the following elective options:

**Option 1**

- ABUS, ACCT, BA, CAH or CIOS electives ..... 6

**Option 2**

- ABUS 299—Practicum in Applied Business (Study Abroad) ..... 3
- Foreign language ..... 3

- 5. Minimum credits required ..... 60
- \* Student must earn a C grade or better in each course.

**Minor**

- 1. Complete the following:
  - ABUS 101—Principles of Financial Accounting I..... 3
  - ABUS 175—Customer Service ..... 3
  - ABUS 232—Contemporary Management Issues ..... 3
  - ABUS 260—Marketing Practices ..... 3
  - BA 151—Introduction to Business..... 3
  - CIOS elective appropriate to skill level ..... 3
- 2. Minimum credits required ..... 18
- Note: Other courses specific to individual education and career goals may be substituted with program approval.*

**Note: Page numbers refer to the UAF 2004-2005 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).**