

Business Management, 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
www.tvc.uaf.edu/programs/info/abus-info.html

Certificate

Minimum Requirements for Certificate: 30 credits

Planning and preparation are keys to success in business. The applied business management certificate provides students with the basic principles necessary to run a business effectively. Graduates of the program will have the foundation of contemporary management needed to successfully lead private, public and non-profit organizations through ever-changing social and economic conditions.

The program covers basic knowledge and skills, emerging technologies, advanced procedures, and interpersonal skills. Course work includes accounting, management, human relations, math, communications, customer service, computers, law, finance and logic. The curriculum also serves as the first year of training toward the A.A.S. degree in applied business.

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

Certificate Program

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

1. Complete the general university requirements (page 76).
2. Complete the following certificate requirements:
 - a. Complete 3 credits from one of the following communication courses:
 - CIOS 160—Business English (3)
 - or CIOS 260—Business Communications (3)
 - or ENGL 111X—Introduction to Academic Writing (3)
 - or ENGL 212—Business, Grant, and Report Writing (3)..... 3
 - b. Complete 3 credits from one of the following computation courses:
 - ABUS 155—Business Math (3)
 - or CIOS 116—Business Math Using Calculators (3)
 - or any MATH course at the 100-level or above (3)..... 3
 - c. Complete the following human relations course:
 - ABUS 154—Human Relations 3
3. Complete the following general business courses:
 - ABUS 101—Principles of Financial Accounting I (3)
 - or ABUS 142—Office Accounting I (3) 3
 - BA 151—Introduction to Business..... 3
 - CIOS elective appropriate to skill level 3
4. Complete 1 of the following concentrations:

Computer Applications

- a. 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

Finance

- a. Complete the following:
 - ABUS 120—Basics of Investing 3
 - ABUS 160—Principles of Banking 3
 - ABUS 210—Income Tax 3
 - ABUS 233—Financial Management 3
 - CIOS 135—Microcomputer Spreadsheets..... 3

Note: CIOS 135 is the required CIOS elective for this certificate.

General Business

- a. 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 179—Fundamentals of Supervision 3
 - ABUS 232—Contemporary Management Issues 3
 - ABUS 260—Marketing Practices (3)
 - or ABUS 263—Public Relations (3) 3

Human Resources

- a. Complete the following:
 - ABUS 141—Payroll Accounting 3
 - ABUS 179—Fundamentals of Supervision 3
 - ABUS 231—Introduction to Personnel 3
 - ABUS 242—Employment Law 3

International Business

- a. Complete the following:
 - ABUS 178—Business and Professional Presentations 3
 - ABUS 275—Applied International Business 3
 - PS 201—Comparative Politics 3
 - Foreign language elective 3

Marketing

- a. Complete the following:
 - ABUS 175—Customer Service 3
 - ABUS 178—Business and Professional Presentations 3
 - ABUS 260—Marketing Practices (3)
 - or ABUS 263—Public Relations (3) 3
 - CIOS 200-level graphics or web design elective 3

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

Tourism

- a. Complete the following:
 - ABUS 158—Introduction to Tourism 3
 - ABUS 175—Customer Service 3
 - ABUS 199—Practicum in Applied Business..... 3
 - ABUS 256—Small Hotel, Bed and Breakfast, and Lodge Operations (1-3)
 - or ABUS 267—Transportation and Logistics Management (1-3)
 - or ABUS 268—Rural Tourism: Planning and Principles (1-3)
 - or ABUS 269—Food and Beverage Management (1-3) 3
5. Minimum credits required 30

Note: Other courses specific to individual education and career goals may be substituted with program approval.

Note: Page numbers refer to the UAF 2005-2006 academic catalog, which can be viewed online at www.uaf.edu/catalog/.