

Business, Applied

College of Rural and Community Development
 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/abus

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.

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

Administrative Assistant Academy

The Administrative Assistant Academy is an intensive 12 weeks of full-time vocational training designed to prepare students for administrative support careers. Students may earn up to 16 credits through their academy studies. Credits earned will also apply toward requirements for an applied business degree or certificate. Academy graduates are assisted with job placement upon satisfactory completion of training.

Areas of study include office procedures, business math and office accounting, document processing, business English, human relations, customer service, computer office applications, desktop publishing and professional development. All academy students participate in job readiness training, resume and job application preparation, interview skills, job search process and work internships.

Please contact the applied business program for additional information regarding the Administrative Assistant Academy.

Major—A.A.S. Degree

Concentrations: Administrative Management, Computer Applications, Entrepreneurship, Finance, Health Care Management, Human Resources, International Business, Marketing, Public Management, and Tourism.

1. Complete the general university requirements (page 80).
 2. Complete the A.A.S. degree requirements (page 84. As part of the A.A.S. degree requirements, complete ABUS 154 for the human relations requirement.)
 3. Complete the following general business requirements:*
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| 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) | |
| or ABUS 263—Public Relations (3)..... | 3 |
| BA 151—Introduction to Business..... | 3 |
| CIOS elective appropriate to skill level..... | 3 |

4. Complete one of the following concentrations:*

Administrative Management

Complete the following:

ABUS 102C—Keyboarding: Document Formatting.....	1
ABUS 116—Using 10-Key Calculators.....	1
ABUS 134—Alphabetic Filing.....	1
ABUS 170—Business English.....	3
ABUS 182—Office Procedures	3
ABUS 264—Filing/Records Management.....	3
ABUS, CIOS, PLS, HLTH or other advisor approved electives.....	9

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

Health Care Management

Complete the following:

HLTH 100—Medical Terminology	3
HLTH 118—Medical Law and Ethics.....	2
HLTH 132—Administrative Procedures I	2
HLTH 208—Human Diseases.....	3
HLTH 234—Administrative Procedures II.....	4
HLTH 235—Medical Coding.....	4
HLTH 236—Outpatient Health Care Reimbursement	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 spreadsheet elective	3
CIOS 100-level or above microcomputer database elective	3
ABUS, ACCT, BA or CIOS electives	3

International Business

a. 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

b. Complete one 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
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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

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
or ABUS 242—Employment Law	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 one of the following elective options:

Option 1

ABUS, ACCT, BA, CAH or CIOS electives.....	6
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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) or ABUS 263—Public Relations (3).....	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 2006-2007 academic catalog, which can be viewed online at www.uaf.edu/catalog/.