

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 18 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, Applied Management, Computer Applications, Entrepreneurship, Finance, Health Care Management, Human Resources, International Business, Management, Marketing, Public Management, Recreation and Guiding Management, and Tourism.

1. Complete the general university requirements (page 86).
2. Complete the A.A.S. degree requirements (page 90. As part of the A.A.S. degree requirements, complete ABUS F154 for the human relations requirement.)

3. Complete the following general business requirements:*
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|---|---|
| ABUS F101—Principles of Accounting I..... | 3 |
| ABUS F175—Customer Service..... | 3 |
| ABUS F179—Fundamentals of Supervision..... | 3 |
| ABUS F232—Contemporary Management Issues..... | 3 |
| ABUS F241—Applied Business Law..... | 3 |
| ABUS F260—Marketing Practices (3)
or ABUS F263—Public Relations (3)..... | 3 |
| BA F151—Introduction to Business..... | 3 |
| CIOS elective appropriate to skill level..... | 3 |

4. Complete one of the following concentrations:*

Administrative Management

Complete the following:

- | | |
|--|---|
| ABUS F102C—Keyboarding: Document Formatting..... | 1 |
| ABUS F116—Using 10-Key Calculators..... | 1 |
| ABUS F134—Alphabetic Filing..... | 1 |
| ABUS F170—Business English..... | 3 |
| ABUS F182—Office Procedures..... | 3 |
| ABUS F264—Filing/Records Management..... | 3 |
| ABUS, CIOS, PLS, HLTH or other advisor approved electives .. | 9 |

Applied Management

Complete one of the following (21 or more credits):

- a. A university approved certificate; or
- b. A professional, technical or vocational license or certification issued by government or industry with training equivalent to a university certificate and 21 department approved electives.

Computer Applications

Complete the following:

- | | |
|--|---|
| CIOS F100-level or above word processing elective..... | 3 |
| CIOS F100-level or above microcomputer spreadsheet elective..... | 3 |
| CIOS F100-level or above microcomputer database elective | 3 |
| CIOS F100-level or above microcomputer graphics elective | 3 |
| CIOS F100-level or above Internet or web design elective..... | 3 |
| ABUS, ACCT, BA or CIOS electives..... | 6 |

Entrepreneurship

Complete the following:

- | | |
|---|---|
| ABUS F201—Principles of Accounting II (3)
or ABUS F210—Income Tax (3)
or ABUS F220—Quickbooks Accounting (3)
or ABUS F221—Microcomputer Accounting (3)
or ABUS F235—Fund Accounting for Non-Profits (3) | 3 |
| ABUS F233—Financial Management | 3 |
| ABUS F265—Seminar in Applied Marketing | 3 |
| ABUS F272—Small Business Planning..... | 3 |
| ABUS F273—Managing a Small Business..... | 3 |
| ABUS F274—E-commerce..... | 3 |
| ABUS, ACCT, BA or CIOS electives..... | 3 |

Finance

Complete the following:

- | | |
|--|---|
| ABUS F120—Personal Finance and Investing..... | 3 |
| ABUS F160—Principles of Banking..... | 3 |
| ABUS F201—Principles of Accounting II..... | 3 |
| ABUS F210—Income Tax..... | 3 |
| ABUS F220—Quickbooks Accounting (3)
or ABUS F221—Microcomputer Accounting (3) | 3 |
| ABUS F233—Financial Management | 3 |
| ABUS F272—Small Business Planning..... | 3 |

Health Care Management

Complete the following:

HLTH F100—Medical Terminology	3
HLTH F118—Medical Law and Ethics	2
HLTH F132—Administrative Procedures I	2
HLTH F208—Human Diseases.....	3
HLTH F234—Administrative Procedures II	4
HLTH F235—Medical Coding.....	4
HLTH F236—Outpatient Health Care Reimbursement	3

Human Resources

Complete the following:

ABUS F141—Payroll Accounting	3
ABUS F178—Business and Professional Presentations	3
ABUS F231—Introduction to Personnel	3
ABUS F242—Employment Law.....	3
CIOS F100-level or above microcomputer spreadsheet elective.....	3
CIOS F100-level or above microcomputer database elective	3
ABUS, ACCT, BA or CIOS electives.....	3

International Business

a. Complete the following:

ABUS F178—Business and Professional Presentations	3
ABUS F233—Financial Management	3
ABUS F265—Seminar in Applied Marketing	3
ABUS F275—Applied International Business.....	3
Foreign language elective	3

b. Complete one of the following elective options:

Option 1

ABUS F272—Small Business Planning (3) or ABUS F273—Managing a Small Business (3)	3
PS F201—Comparative Politics (3) or PS F321W—International Politics (3)	3

Option 2

ABUS F299—Practicum in Applied Business (Study Abroad)	6
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Management

Complete the following:

ABUS, ACCT, BA, ECON, MATH or STAT or other department approved electives.....	21
Recommended courses include, but are not limited to: MATH F161X, MATH F262, ACCT F262, ECON F100X, ECON F200, ECON F201, ECON F202, ECON F227, BA F254, STAT F200X, ABUS F201, ABUS F202, etc,	

Marketing

Complete the following:

ABUS F178—Business and Professional Presentations	3
ABUS F265—Seminar in Applied Marketing	3
ABUS F274—E-commerce.....	3
CIOS F200-level or above desktop publishing or graphics elective 3	
CIOS F200-level or above Internet or web design elective.....	3
ABUS, BA or CIOS electives.....	6

Public Management

Complete the following:

ABUS F235—Fund Accounting.....	3
PS F100X—Political Economy	3
PS F101—Introduction to American Government and Politics 3	
PS F212—Introduction to Public Administration	3
PS F403W—Public Policy (3) or ABUS F242—Employment Law	3
ABUS, ACCT, CIOS or PS electives	6

Recreation and Guiding Management

Complete the following:

ABUS F158—Introduction to Tourism	3
NRM F101—Natural Resources Conservation and Policy	3
NRM F161—Wilderness Leadership Education.....	3
EMS F152—Emergency Trauma Training First Responder (3) or EMS F195—Wilderness First Responder (3) or more advanced Emergency First Responder Training (3).....	3
EMS F257—Arctic Survival (3) or NRM F361—Advanced Wilderness Leadership (3)	3
RECR electives.....	6

Tourism

a. Complete the following:

ABUS F158—Introduction to Tourism	3
ABUS F199—Practicum in Applied Business.....	3
ABUS F265—Seminar in Applied Marketing	3
ABUS F275—Applied International Business.....	3

b. Complete 3 credits from the following electives:

ABUS F256—Small Hotel, Bed and Breakfast, and Lodge Operations	1 – 3
ABUS F267—Transportation and Logistics Management	1 – 3
ABUS F268—Rural Tourism: Planning and Principles... 1 – 3	
ABUS F269—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 F299—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.

Minors:

Applied Business — General Business

1. Complete the following:

ABUS F101—Principles of Accounting I.....	3
ABUS F175—Customer Service.....	3
ABUS F232—Contemporary Management Issues	3
ABUS F260—Marketing Practices (3) or ABUS F263—Public Relations (3).....	3
BA F151—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.†

Applied Business — Recreation and Guiding Management

1. Complete the following:
ABUS F158—Introduction to Tourism3
ABUS F175—Customer Service.....3
NRM F161—Wilderness Leadership Education.....3
EMS F152—Emergency Trauma Training First Responder (3)
or EMS F195—Wilderness First Responder (3)
or more advanced Emergency First Responder
Training (3).....3
 2. Complete six credits from the following electives:
RECR electives (1-6)
or NRM F361—Advanced Wilderness Leadership (3)
or ABUS/NRM/RECR approved practicum (1-6).....6
 3. Minimum credits required18
- Note: Other courses specific to individual education and career goals may be substituted with program approval.*

