

Business Management, 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/

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 skills 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, public administration and office administration.

Certificate Program

Concentrations: Computer Applications, Finance, General Business, Human Resources, International Business, Marketing, Office Administration, Public Management, Recreational Guiding and Tourism.

1. Complete the general university requirements (page 86).
2. Complete the following certificate requirements:
 - a. Complete 3 credits from one of the following communication courses:
 - ABUS F170—Business English (3)
 - or ABUS F271—Business Communications (3)
 - or ENGL F111X—Introduction to Academic Writing (3)
 - or ENGL F212—Business, Grant, and Report Writing (3).....3
 - b. Complete one of the following computation requirements:
 - ABUS F155—Business Math (3)
 - or any MATH course at the F100-level or above (3)3
 - c. Complete the following human relations course:
 - ABUS F154—Human Relations3
3. Complete the following general business courses:
 - ABUS F101—Principles of Accounting I (3)
 - or ABUS F142—Office Accounting I (3)3
 - BA F151—Introduction to Business3
 - CIOS elective appropriate to skill level.....3
4. Complete one of the following concentrations:
 - Computer Applications**
 - CIOS F100-level or above word processing elective.....3
 - CIOS F100-level or above microcomputer spreadsheet elective3
 - CIOS F100-level or above microcomputer database elective3
 - CIOS F100-level or above microcomputer graphics of web design elective3

Finance

ABUS F120—Finance and Personal Investing.....	3
ABUS F160—Principles of Banking.....	3
ABUS F210—Income Tax.....	3
ABUS F233—Financial Management.....	3
CIOS F135—Microcomputer Spreadsheets.....	3
<i>Note: CIOS F135 is the required CIOS general business core elective for this certificate.</i>	

General Business

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 F179—Fundamentals of Supervision	3
ABUS F232—Contemporary Management Issues	3
ABUS F260—Marketing Practices (3)	
or ABUS F263—Public Relations (3).....	3

Human Resources

ABUS F141—Payroll Accounting.....	3
ABUS F179—Fundamentals of Supervision	3
ABUS F231—Introduction to Personnel	3
ABUS F242—Employment Law.....	3

International Business

ABUS F178—Business and Professional Presentations	3
ABUS F275—Applied International Business.....	3
PS F201—Comparative Politics.....	3
Foreign language elective	3

Marketing

ABUS F175—Customer Service.....	3
ABUS F178—Business and Professional Presentations	3
ABUS F260—Marketing Practices (3)	
or ABUS F263—Public Relations (3).....	3
CIOS F200-level graphics or web design elective.....	3

Office Administration

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

Public Management

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

Recreational Guiding

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
RECR electives	3

Tourism

ABUS F158—Introduction to Tourism.....	3
ABUS F175—Customer Service	3
ABUS F199—Practicum in Applied Business.....	3
ABUS F256—Small Hotel, Bed and Breakfast, and Lodge Operations (1-3)	
or ABUS F267—Transportation and Logistics Management (1-3)	
or ABUS F268—Rural Tourism: Planning and Principles (1-3)	
or ABUS F269—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.