

BUSINESS, APPLIED

College of Rural and Community Development
Community and Technical College
907-455-2800
Department of Applied Business, Paralegal and Accounting
www.ctc.uaf.edu/programs/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 mid-level positions in business management, tourism, human resources and public administration.

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 95).
 2. Complete the A.A.S. degree requirements. (See page 99. As part of the A.A.S. degree requirements, it is recommended that students complete ABUS F154 for the human relations requirement.)
 3. Complete the following general business requirements:*
- | | |
|---|---|
| ABUS F101—Principles of Accounting I..... | 3 |
| ABUS F161—Personal and Business Finance..... | 3 |
| ABUS F175—Customer Service..... | 3 |
| ABUS F179—Fundamentals of Supervision..... | 3 |
| ABUS F232—Contemporary Management Issues..... | 3 |
| ABUS F241—Applied Business Law (3) | |
| or ABUS F242—Employment Law (3)..... | 3 |
| ABUS F260—Marketing Practices (3) | |
| or ABUS F263—Public Relations (3)..... | 3 |
| BA F151—Introduction to Business..... | 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 F183—Advanced Job Readiness Skills.....	2
ABUS F199—Practicum in Applied Business.....	1
ABUS F264—Filing/Records Management.....	3
CIOS electives appropriate to skill level.....	3
ABUS, CIOS or CITS electives appropriate to skill level.....	3

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 and 21 department approved electives.

Computer Applications

Complete the following:

CIOS F130—Microcomputer Word Processing.....	3
CIOS F135—Microcomputer Spreadsheets.....	3
CIOS F240—Microcomputer Databases.....	3
CIOS F146—Using Internet Tools and Technologies (3)	
or CITS F220—Implementing Internet Tools and Technologies (3).....	3
CIOS F233—Desktop Publishing (3)	
or CIOS F255—Microcomputer Graphics.....	3
ABUS, ACCT, BA, CITS 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)	
or ABUS F234—Introduction to Investing (3).....	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, CITS or CIOS electives.....	3

Finance

Complete the following:

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 F234—Introduction to Investing.....	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—Professionalism.....	3
ABUS F231—Introduction to Personnel.....	3
ABUS F242—Employment Law.....	3
CIOS F135—Microcomputer Spreadsheets.....	3
CIOS F240—Microcomputer Databases.....	3
ABUS, ACCT, BA or CIOS electives.....	3

International Business

- a. Complete the following:
- ABUS F178—Professionalism 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

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—Professionalism 3
- ABUS F265—Seminar in Applied Marketing 3
- ABUS F274—E-commerce 3
- CIOS F233—Desktop Publishing (3)
or CIOS F255—Microcomputer Graphics 3
- CIOS or CITS 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

Option 2

- ABUS F299—Practicum in Applied Business
(Study Abroad) 3
- Foreign language 3

5. Minimum credits required 60

* Students must earn a C grade (2.0) or better in each course.

Minors

Applied Business — General Business

1. Complete the following:

- ABUS F101—Principles of Accounting I 3
- ABUS F161—Personal and Business Finance 3
- ABUS F175—Customer Service 3
- ABUS F232—Contemporary Management Issues (3)
or ABUS F275—Applied International Business (3) 3
- ABUS F260—Marketing Practices (3)
or ABUS F263—Public Relations (3) 3
- BA F151—Introduction to Business 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 Tourism 3
- 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 required 18

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

All degrees (e.g. Certificate, A.A., A.A.S., A.S., etc) require additional courses. Refer to specific degree and program requirements.

Certificate Requirements

COMMUNICATION (2-3)

Complete one of the following:

ENGL F111X.....	(3)	_____
ABUS F170	(3)	_____
ABUS F271	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212	(3)	_____
ENGL F213X.....	(3)	_____
COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____
DEVS F104	(1 – 3)	_____
DEVS F105	(3)	_____

Other program-approved discipline-based communication course or discipline-based courses with embedded communication content. (2 – 3)

* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

COMPUTATION (2-3)

Complete one of the following:

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155	(3)	_____
DEVM F105.....	(3)	_____
ECE F117	(3)	_____
HLTH F116	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131	(3)	_____

Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (2 – 3)

HUMAN RELATIONS (2-3)

Complete one of the following:

ANTH F100X/SOC F100X	(3)	_____
ABUS F154	(3)	_____
ANL F287.....	(3)	_____
ECE F245.....	(3)	_____
ED/PSY F245	(3)	_____
HLTH F106	(3)	_____
HUMS F120.....	(3)	_____
RHS F110	(1)	_____
AND RHS F115	(2)	_____

Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (2 – 3)

MAJOR SPECIALTY CREDITS (minimum)..... 21

Minimum credits for required certificate..... 30

Associate of Applied Science Requirements

COMMUNICATION (9)

ENGL F111X.....	(3)	_____
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Complete one of the following:

ABUS F271	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212	(3)	_____
ENGL F213X.....	(3)	_____

* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

Complete one of the following:

COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____

COMPUTATION (3)

Complete one of the following:

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155	(3)	_____
DEVM F105.....	(3)	_____
ECE F117	(3)	_____
HLTH F116	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131	(3)	_____

Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (3)

HUMAN RELATIONS (2-3)

Complete one of the following:

ANTH F100X/SOC F100X	(3)	_____
ABUS F154	(3)	_____
ANL F287	(3)	_____
ECE F245	(3)	_____
ED/PSY F245	(3)	_____
HLTH F106	(3)	_____
HUMS F120.....	(3)	_____
RHS F110	(1)	_____
AND RHS F115	(2)	_____

Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (3)

MAJOR SPECIALTY CREDITS (minimum)..... 30

Minimum credits required for degree 60



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