

BUSINESS MANAGEMENT, APPLIED

College of Rural and Community Development
Department of Applied Business, Paralegal and Accounting
Community and Technical College
907-455-2800
www.ctc.uaf.edu/programs/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 95).
2. Complete the following certificate requirements:
 - a. Complete 3 credits from 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:
 - ABUS F154—Human Relations (3)
 - or other approved human relations course..... 3
3. Complete the following general business courses:
 - ABUS F101—Principles of Accounting I..... 3
 - ABUS F161—Personal and Business Finance..... 3
 - BA F151—Introduction to Business..... 3
4. Complete one of the following concentrations:

Computer Applications

CIOF F130—Microcomputer Word Processing	3
CIOF F135—Microcomputer Spreadsheets	3
CIOF F240—Microcomputer Databases.....	3
CIOF F146—Using Internet Tools and Technologies (3)	
or CITS F220—Implementing Internet Tools and Technologies (3).....	3

Finance

ABUS F160—Principles of Banking.....	3
ABUS F210—Income Tax.....	3
ABUS F233—Financial Management	3
ABUS F234—Introduction to Investing	3

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)	
or ABUS F275—Applied International Business (3)	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—Professionalism	3
ABUS F275—Applied International Business (3)	
or ABUS F232—Contemporary Management Issues (3).....	3
PS F201—Comparative Politics	3
Foreign language elective	3

Marketing

ABUS F175—Customer Service	3
ABUS F178—Professionalism	3
ABUS F260—Marketing Practices (3)	
or ABUS F263—Public Relations (3)	3
CIOF F200-level graphics or web design elective.....	3

Office Administration

ABUS F170—Business English.....	3
ABUS F182—Office Procedures.....	3
ABUS F199—Practicum in Applied Business.....	1
CIOF Elective appropriate to skill level	3
Advisor approved ABUS or CIOF electives	2

Public Management

ABUS F235—Fund Accounting	3
PS F100X—Political Economy	3
PS F101—Introduction to American Government and Politics (3)	
or ABUS F232—Contemporary Management Issues (3).....	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).....	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.

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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