

BUSINESS, 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/

AAS Degree

Minimum Requirements for Degree: 60 credits

Planning and preparation are the keys to success in business. The AAS 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 — AAS Degree

Concentrations: Administrative Management, Applied Management, Computer Applications, Entrepreneurship, Finance, Health Care Management, Human Resources, Management, Marketing, Public Management, Recreation and Guiding Management, and Tourism.

1. Complete the general university requirements (page 95).
 2. Complete the AAS degree requirements. (See page 99. As part of the AAS degree requirements, it is recommended that students 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 F161—Personal and Business Finance..... | 3 |
| ABUS F175—Customer Service | 3 |
| ABUS F179—Fundamentals of Supervision (3) | |
| or BA F307—Introductory Human Resource Management (3) | 3 |
| ABUS F232—Contemporary Management Issues (3) | |
| or ECON F201—Principles of Economics I: Microeconomics (3) | |
| or ECON F202—Principles of Economics II: Macroeconomics (3)..... | 3 |
| ABUS F241—Applied Business Law (3) | |
| or ABUS F242—Employment Law (3) | |
| or BA F317—Employment Law (3)..... | 3 |
| ABUS F260—Marketing Practices (3) | |
| or ABUS F263—Public Relations (3) | |
| or BA F343—Principles of Marketing (3)..... | 3 |
| BA F151—Introduction to Business..... | 3 |
4. Complete one of the following concentrations:*

Administrative Management

- a. 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 or CITS electives appropriate to skill level.....	3
- b. Choose 6 credits from the following:

ABUS F183—Advanced Job Readiness.....	2
ABUS F199—Practicum in Applied Business.....	1
CIOS F130—Microcomputer Word Processing.....	3
CIOS F135—Microcomputer Spreadsheets	3
CIOS F150—Computer Business Applications.....	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).....	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 F110—Professional Skills for the Workplace.....	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)	
or BA F307—Introductory Human Resource Management (3)	3
ABUS F242—Employment Law (3)	
or BA F317—Employment Law (3).....	3
CIOS F135—Microcomputer Spreadsheets	3
CIOS F240—Microcomputer Databases.....	3
ABUS, ACCT, BA or CIOS electives	3

Management

- a. Complete the following:

ABUS, ACCT, BA, ECON, MATH or STAT or other department-approved electives	21
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- b. Recommended courses include:

MATH F161X, MATH F262, ECON F100X, ECON F200, ECON F201, ECON F202, ECON F227, BA F254, STAT F200X, ABUS F201, ABUS F202, etc.	
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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).....	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)	
or BA F317—Employment Law (3).....	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 F273—Managing a Small 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

* Students 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 F161—Personal and Business Finance.....	3
ABUS F175—Customer Service.....	3
ABUS F232—Contemporary Management Issues (3)	
or ABUS F272—Small Business Planning (3)	
or ABUS F273—Managing a Small 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.

Certificate Requirements

Communication 2 – 3 Credits

Complete one of the following:

- ENGL F111X—Introduction to Academic Writing.....(3)
- ABUS F170—Business English.....(3)
- ABUS F271—Business Communications(3)
- ENGL F211X—Academic Writing about Literature.....(3)
- ENGL F212—Business, Grant and Report Writing*(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences(3)
- COMM F131X—Fundamentals of Oral Communication: Group Context(3)
- COMM F141X—Fundamentals of Oral Communication: Public Context.....(3)
- DEVS F104—University Communications..... (1 – 3)
- DEVS F105—Intensive Reading Development(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 Credits

Complete one of the following:

- Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).(3)
- ABUS F155—Business Math.....(3)
- DEVM F105—Intermediate Algebra(3)
- ECE F117—Math Skills for Early Childhood Educators.....(3)
- HLTH F116—Mathematics in Health Care.....(3)
- HUMS F117—Math Skills for Human Services.....(3)
- TTCH F131—Mathematics for the Trades(3)
- Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (2 – 3)

Human Relations 2 – 3 Credits

Complete one of the following:

- ANTH F100X/SOC F100X—Individual, Society and Culture(s)(3)
- ABUS F154—Human Relations(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h).....(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s)(3)
- ECE F107—Child Development II: Preschool and Primary Years (s)(3)
- ED/PSY F245—Child Development (s)(3)
- HLTH F106—Human Behavior in Health Care (s).....(3)
- HUMS F120—Cultural Diversity in Human Services.....(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND
RHS F115—Issues of Personal Development(2)
- Other program-approved discipline-based human relations or discipline-based courses with embedded human relations content. (2 – 3)

Major specialty at least 21 Credits

Electives to total 30 Credits

Associate of Applied Science Requirements

Written Communication 6 Credits

- ENGL F111X—Introduction to Academic Writing.....(3)

Complete one of the following:

- ABUS F271—Business Communications(3)
- ENGL F211X—Academic Writing about Literature.....(3)
- ENGL F212—Business, Grant and Report Writing*(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences(3)

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

Oral Communication 3 Credits

Complete one of the following:

- COMM F131X—Fundamentals of Oral Communication: Group Context(3)
 - COMM F141X—Fundamentals of Oral Communication: Public Context.....(3)
- or successful completion of competency test

Computation 3 Credits

Complete one of the following:

- Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).(3)
- ABUS F155—Business Math.....(3)
- DEVM F105—Intermediate Algebra(3)
- ECE F117—Math Skills for Early Childhood Educators.....(3)
- HLTH F116—Mathematics in Health Care(3)
- HUMS F117—Math Skills for Human Services(3)
- TTCH F131—Mathematics for the Trades(3)
- Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (3)

Human Relations 3 Credits

Complete one of the following:

- ANTH F100X/SOC F100X—Individual, Society and Culture (s)(3)
- ABUS F154—Human Relations(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h).....(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s)(3)
- ECE F107—Child Development II: Preschool and Primary Years (s)(3)
- ED/PSY F245—Childhood Development (s)(3)
- HLTH F106—Human Behavior in Health Care (s)(3)
- HUMS F120—Cultural Diversity in Human Services.....(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND
RHS F115—Issues of Personal Development(2)
- Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (3)

Major specialty at least 30 Credits

Electives to total 60 Credits

Minimum credits required for degree 60 Credits

