

BUSINESS, APPLIED

College of Rural and Community Development
Bristol Bay Campus 907-842-5109
Chukchi Campus 907-442-3400
Interior Alaska Campus 907-474-5439
Kuskokwim Campus 907-543-4500
Northwest Campus 907-443-2201
Community and Technical College 907-455-2800
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, Management, Marketing, Public Management, Recreation and Guiding Management, and Tourism.

1. Complete the general university requirements (page 103).
 2. Complete the A.A.S. degree requirements. (See page 103. 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:*
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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:

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|--|---|
| 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:

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|---|---|
| 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 Nonprofits (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:

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|--|---|
| 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:

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|--|---|
| 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 F122X, MATH F222X, 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 for Nonprofits	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

* 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

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

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