

# APPLIED BUSINESS

## SUPERVISION + PERSONNEL MGMT

### OCCUPATIONAL ENDORSEMENT

#### University of Alaska Fairbanks Northwest Campus

The occupational endorsement for supervision and personnel management provides education and training to students to qualify for managerial and supervisory positions in both small and large businesses, government, nonprofit and education settings. This 15-credit program represents a large portion of the education required for the applied business management certificate and is a step toward the AAS degree in Applied Business Management. Students must complete all courses with a grade of C or better in order to earn the endorsement.

Potential careers for graduates include:

- business management
- human resources
- public administration
- office administration

OCCUPATIONAL ENDORSEMENT REQUIREMENTS	
15 credits total	
Course	Cr
ABUS F154 <b>Human Relations</b>	3
ABUS F179 <b>Fundamentals of Supervision</b>	3
ABUS F231 <b>Introduction to Personnel</b>	3
ABUS F232 <b>Contemporary Management Issues</b>	3
ABUS F242 <b>Employment Law</b>	3

## PLANNED COURSE ROTATION

Semester	Courses offered
FALL	ABUS F154 <b>Human Relations</b> ABUS F232 <b>Contemporary Mgmt. Issues</b> ABUS F242 <b>Employment Law</b>
SPRING	ABUS F154 <b>Human Relations</b> ABUS F179 <b>Fundamentals of Supervision</b> ABUS F271 <b>Introduction to Personnel</b>

## COURSES

### ABUS F154: Human Relations (3 cr)

Attitudes, self-concepts, personal communication styles, motivation, interactions, positive reinforcements, team building and leadership development.

### ABUS F179: Fundamentals of Supervision (3 cr)

Effective supervisory concepts including planning, organizing and staffing functions. Communicating and delegating effectively, morale, productivity, decision making, positive position discipline and performance goals development.

### ABUS F231: Introduction to Personnel 1 (1-3 cr)

Company organizational structure, job analysis, staffing and organization, employee growth and development, employee supervision and developing leadership skills.

### ABUS F232: Contemporary Management Issues (3 cr)

Management functions, including planning, organizing, staffing, directing and controlling, human aspects of management, and decision making.

### ABUS F242: Employment Law (3 cr)

Labor and employment law with emphasis on case analysis.



NWC Applied Business students celebrate end-of-semester achievements with at a recognition ceremony on campus.

