

149-LPCH.

FORMAT 5

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to [fyssenat@uaf.edu](mailto:fyssenat@uaf.edu))

**PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)**

**SUBMITTED BY:**

Department	Applied Business, Paralegal, and Accounting	College/School	UAF Community and Technical College
Prepared by	C. Dexter	Phone	907-455-2837
Email Contact	Charlie.Dexter@alaska.edu	Faculty Contact	C. Dexter

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

DEGREE PROGRAM	Applied Business
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	A.A.S.

**A. CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)**

Deleting concentration in International Business due to lack of interest and enrollment.

Adjusting course requirements for concentration in Office Management to keep the concentration current and relevant.

Minor change in approved course electives eliminating ABUS 275 (moldy course), and approving ECON 201 or 202 for alternative to ABUS 232 in order to facilitate transfer credits from Certificate and AAS to BBA.

Adding options for students to take up to three upper division BA courses to facilitate transfer credits from Certificate and AAS to BBA.

Change of one required 2 credit course in Health Care Management concentration in order to keep AAS requirements in line with Health Care Reimbursement Certificate requirements.

**B. CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

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/](http://www.ctc.uaf.edu/programs/abus/)

A.A.S. Degree; Minor

Downloadable PDF

## 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.
2. Complete the A.A.S. degree requirements. (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 credits
  - ABUS F161--Personal and Business Finance--3 credits
  - ABUS F175--Customer Service--3 credits
  - ABUS F179--Fundamentals of Supervision--3 credits
  - ABUS F232--Contemporary Management Issues--3 credits
  - ABUS F241--Applied Business Law (3)
    - or ABUS F242--Employment Law (3)--3 credits
  - ABUS F260--Marketing Practices (3)
    - or ABUS F263--Public Relations (3)--3 credits
  - BA F151--Introduction to Business--3 credits
4. Complete one of the following concentrations: \*
  - Administrative Management
  - Complete the following:
    - ABUS F102C--Keyboarding: Document Formatting--1 credit
    - ABUS F116--Using 10-Key Calculators--1 credit
    - ABUS F134--Alphabetic Filing--1 credit
    - ABUS F170--Business English--3 credits
    - ABUS F182--Office Procedures--3 credits
    - ABUS F183--Advanced Job Readiness Skills--2 credits
    - ABUS F199--Practicum in Applied Business--1 credit
    - ABUS F264--Filing/Records Management--3 credits
    - CIOS electives appropriate to skill level--3 credits
    - ABUS, CIOS or CITS electives appropriate to skill level--3 credits

### Applied Management

Complete one of the following (21 or more credits):

1. A university approved certificate; or
2. A professional, technical or vocational license or certification issued by government



or industry and 21 department approved electives.

#### Computer Applications

Complete the following:

CIOF F130--Microcomputer Word Processing--3 credits

CIOF F135--Microcomputer Spreadsheets--3 credits

CIOF F240--Microcomputer Databases--3 credits

CIOF F146--Using Internet Tools and Technologies (3)

or CITS F220--Implementing Internet Tools and Technologies (3)--3 credits

CIOF F233--Desktop Publishing (3)

or CIOF F255--Microcomputer Graphics--3 credits

ABUS, ACCT, BA, CITS or CIOF electives--6 credits

#### 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 credits

ABUS F233--Financial Management (3)

or ABUS F234--Introduction to Investing (3)--3 credits

ABUS F265--Seminar in Applied Marketing--3 credits

ABUS F272--Small Business Planning--3 credits

ABUS F273--Managing a Small Business--3 credits

ABUS F274--E-commerce--3 credits

ABUS, ACCT, BA, CITS or CIOF electives--3 credits

#### Finance

Complete the following:

ABUS F160--Principles of Banking--3 credits

ABUS F201--Principles of Accounting II--3 credits

ABUS F210--Income Tax--3 credits

ABUS F220--QuickBooks Accounting (3)

or ABUS F221--Microcomputer Accounting (3)--3 credits

ABUS F233--Financial Management--3 credits

ABUS F234--Introduction to Investing--3 credits

ABUS F272--Small Business Planning--3 credits

#### Health Care Management

Complete the following:

HLTH F100--Medical Terminology--3 credits

HLTH F118--Medical Law and Ethics--2 credits

HLTH F132--Administrative Procedures I--2 credits

HLTH F208--Human Diseases--3 credits

HLTH F234--Administrative Procedures II--4 credits

HLTH F235--Medical Coding--4 credits

HLTH F236--Outpatient Health Care Reimbursement--3 credits

#### Human Resources

Complete the following:

ABUS F141--Payroll Accounting--3 credits

ABUS F178--Professionalism--3 credits  
ABUS F231--Introduction to Personnel--3 credits  
ABUS F242--Employment Law--3 credits  
CIOS F135--Microcomputer Spreadsheets--3 credits  
CIOS F240--Microcomputer Databases--3 credits  
ABUS, ACCT, BA or CIOS electives--3 credits

#### International Business

3. Complete the following:  
ABUS F178--Professionalism--3 credits  
ABUS F233--Financial Management--3 credits  
ABUS F265--Seminar in Applied Marketing--3 credits  
ABUS F275--Applied International Business--3 credits  
Foreign language elective--3 credits
4. Complete one of the following elective options:  
Option 1  
ABUS F272--Small Business Planning (3)  
or ABUS F273--Managing a Small Business (3)--3 credits  
PS F201--Comparative Politics (3)  
or PS F321W--International Politics (3)--3 credits  
Option 2  
ABUS F299--Practicum in Applied Business (Study Abroad)--6 credits

#### Management

Complete the following:  
ABUS, ACCT, BA, ECON, MATH or STAT or other department-approved electives--21 credits  
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 credits  
ABUS F265--Seminar in Applied Marketing--3 credits  
ABUS F274--E-commerce--3 credits  
CIOS F233--Desktop Publishing (3)  
or CIOS F255--Microcomputer Graphics--3 credits  
CIOS or CITS F200-level or above Internet or web design elective--3 credits  
ABUS, BA or CIOS electives--6 credits

#### Public Management

Complete the following:  
ABUS F235--Fund Accounting--3 credits  
PS F100X--Political Economy--3 credits  
PS F101--Introduction to American Government and Politics--3 credits  
PS F212--Introduction to Public Administration--3 credits  
PS F403W--Public Policy (3)  
or ABUS F242--Employment Law--3 credits  
ABUS, ACCT, CIOS or PS electives--6 credits

#### Recreation and Guiding Management



Complete the following:

ABUS F158--Introduction to Tourism--3 credits

NRM F101--Natural Resources Conservation and Policy--3 credits

NRM F161--Wilderness Leadership Education--3 credits

EMS F152--Emergency Trauma Training First Responder (3)

or EMS F195--Wilderness First Responder (3)

or more advanced Emergency First Responder Training (3)--3 credits

EMS F257--Arctic Survival (3)

or NRM F361--Advanced Wilderness Leadership (3)--3 credits

RECR electives--6 credits

#### Tourism

1. Complete the following:

ABUS F158--Introduction to Tourism--3 credits

ABUS F199--Practicum in Applied Business--3 credits

ABUS F265--Seminar in Applied Marketing--3 credits

ABUS F275--Applied International Business--3 credits

2. Complete 3 credits from the following electives:

ABUS F256--Small Hotel, Bed and Breakfast, and Lodge Operations--1 - 3 credits

ABUS F267--Transportation and Logistics

Management 1 - 3 credits

ABUS F268--Rural Tourism: Planning and Principles--1 - 3 credits

ABUS F269--Food and Beverage Management--1 - 3 credits

3. Complete one of the following elective options:

Option 1

ABUS, ACCT, BA, CAH or CIOS electives--6 credits

Option 2

ABUS F299--Practicum in Applied Business

(Study Abroad)--3 credits

Foreign language--3 credits

4. Minimum credits required--60 credits

\* 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 credits

ABUS F161--Personal and Business Finance--3 credits

ABUS F175--Customer Service--3 credits

ABUS F232--Contemporary Management Issues (3)

or ABUS F275--Applied International Business (3)--3 credits

ABUS F260--Marketing Practices (3)

or ABUS F263--Public Relations (3)--3 credits

BA F151--Introduction to Business--3 credits

2. Minimum credits required--18 credits

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 credits  
ABUS F175--Customer Service--3 credits  
NRM F161--Wilderness Leadership Education--3 credits  
EMS F152--Emergency Trauma Training First Responder (3)  
or EMS F195--Wilderness First Responder (3)  
or more advanced Emergency First Responder Training (3)--3 credits
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 credits
3. Minimum credits required--18 credits

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

#### **C. PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:** **(Underline new wording ~~strike through old wording~~ and use complete catalog format )**

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/](http://www.ctc.uaf.edu/programs/abus/)

no change  
ms

A.A.S. Degree; Minor

Downloadable PDF

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.



2. Complete the A.A.S. degree requirements. (As part of the A.A.S. degree requirements, it is recommended that students complete ABUS F154, or other A.A.S. approved for the human relations requirement course.)
3. Complete the following general business requirements:\*
  - ABUS F101--Principles of Accounting I--3 credits
  - ABUS F161--Personal and Business Finance--3 credits
  - ABUS F175--Customer Service--3 credits
  - ABUS F179--Fundamentals of Supervision--3 credits
  - or BA F307-- Introductory Human Resource Management
  - ABUS F232--Contemporary Management Issues--3 credits
  - or ECON 201--3 credits
  - or ECON 202--3 credits
  - ABUS F241--Applied Business Law (3)
  - or ABUS F242--Employment Law (3)--3 credits
  - or BA F317--Employment Law--3 credits
  - ABUS F260--Marketing Practices (3)
  - or ABUS F263--Public Relations (3)--3 credits
  - or BA F343--Principles of Marketing (3) --3 credits
  - BA F151--Introduction to Business--3 credits
1. Complete one of the following concentrations:\*
  - Administrative Management
    1. Complete the following:
      - ABUS F102C--Keyboarding: Document Formatting--1 credit
      - ABUS F116--Using 10-Key Calculators--1 credit
      - ABUS F134--Alphabetic Filing--1 credit
      - ABUS F170--Business English--3 credits
      - ABUS F182--Office Procedures--3 credits
      - ~~ABUS F183--Advanced Job Readiness Skills--2 credits~~
      - ~~ABUS F199--Practicum in Applied Business--1 credit~~
      - ABUS F264--Filing/Records Management--3 credits
      - ~~CIOS electives appropriate to skill level--3 credits~~
      - ABUS, CIOS or CITS electives appropriate to skill level--3 credits
    2. Choose 6 credits from the following:
      - ABUS 183 Advanced Job Readiness (2)
      - ABUS 199 Practicum in Applied Business (1)
      - CIOS 130 Microcomputer Word Processing (3)
      - CIOS 135 Microcomputer Spreadsheets (3)
      - CIOS 150 Computer Business Applications (3)
  - Applied Management
 

Complete one of the following (21 or more credits):

    1. A university approved certificate; or
    2. 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 credits
- CIOS F135--Microcomputer Spreadsheets--3 credits
- CIOS F240--Microcomputer Databases--3 credits

CIOS F146--Using Internet Tools and Technologies (3)  
or CITS F220--Implementing Internet Tools and Technologies (3)--3 credits  
CIOS F233--Desktop Publishing (3)  
or CIOS F255--Microcomputer Graphics--3 credits  
ABUS, ACCT, BA, CITS or CIOS electives--6 credits

#### 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 credits  
ABUS F233--Financial Management (3)  
or ABUS F234--Introduction to Investing (3)--3 credits  
ABUS F265--Seminar in Applied Marketing--3 credits  
ABUS F272--Small Business Planning--3 credits  
ABUS F273--Managing a Small Business--3 credits  
ABUS F274--E-commerce--3 credits  
ABUS, ACCT, BA, CITS or CIOS electives--3 credits

#### Finance

Complete the following:

ABUS F160--Principles of Banking--3 credits  
ABUS F201--Principles of Accounting II--3 credits  
ABUS F210--Income Tax--3 credits  
ABUS F220--QuickBooks Accounting (3)  
or ABUS F221--Microcomputer Accounting (3)--3 credits  
ABUS F233--Financial Management--3 credits  
ABUS F234--Introduction to Investing--3 credits  
ABUS F272--Small Business Planning--3 credits

#### Health Care Management

Complete the following:

HLTH F100--Medical Terminology--3 credits  
HLTH F110--Professional Skills for the Workplace--2 credits  
HLTH F118--Medical Law and Ethics--2 credits  
HLTH F132--Administrative Procedures I--2 credits  
HLTH F208--Human Diseases--3 credits  
HLTH F234--Administrative Procedures II--4 credits  
HLTH F235--Medical Coding--4 credits  
HLTH F236--Outpatient Health Care Reimbursement--3 credits

#### Human Resources

Complete the following:

ABUS F141--Payroll Accounting--3 credits  
ABUS F178--Professionalism--3 credits  
ABUS F231--Introduction to Personnel--3 credits  
or BA F307--Introductory Human Resource Management  
ABUS F242--Employment Law--3 credits  
or BA F317--Employment Law  
CIOS F135--Microcomputer Spreadsheets--3 credits



CIOS F240--Microcomputer Databases--3 credits

ABUS, ACCT, BA or CIOS electives--3 credits

### International Business

1. Complete the following:

ABUS F178--Professionalism--3 credits

ABUS F233--Financial Management--3 credits

ABUS F265--Seminar in Applied Marketing--3 credits

ABUS F275--Applied International Business--3 credits

Foreign language elective--3 credits

2. Complete one of the following elective options:

Option 1

ABUS F272--Small Business Planning (3)

—or ABUS F273--Managing a Small Business (3)--3 credits

PS F201--Comparative Politics (3)

—or PS F321W--International Politics (3)--3 credits

Option 2

ABUS F299--Practicum in Applied Business (Study Abroad)--6 credits

### Management

Complete the following:

ABUS, ACCT, BA, ECON, MATH or STAT or other department-approved electives--21 credits

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 credits

ABUS F265--Seminar in Applied Marketing--3 credits

ABUS F274--E-commerce--3 credits

CIOS F233--Desktop Publishing (3)

or CIOS F255--Microcomputer Graphics--3 credits

CIOS or CITS F200-level or above Internet or web design elective--3 credits

ABUS, BA or CIOS electives--6 credits

### Public Management

Complete the following:

ABUS F235--Fund Accounting--3 credits

PS F100X--Political Economy--3 credits

PS F101--Introduction to American Government and Politics--3 credits

PS F212--Introduction to Public Administration--3 credits

PS F403W--Public Policy (3)

or ABUS F242--Employment Law--3 credits

or BA F317--Employment Law

ABUS, ACCT, CIOS or PS electives--6 credits

### Recreation and Guiding Management

Complete the following:

ABUS F158--Introduction to Tourism--3 credits

NRM F101--Natural Resources Conservation and Policy--3 credits

NRM F161--Wilderness Leadership Education--3 credits  
EMS F152--Emergency Trauma Training First Responder (3)  
or EMS F195--Wilderness First Responder (3)  
or more advanced Emergency First Responder Training (3)--3 credits  
EMS F257--Arctic Survival (3)  
or NRM F361--Advanced Wilderness Leadership (3)--3 credits  
RECR electives--6 credits

#### Tourism

3. Complete the following:  
ABUS F158--Introduction to Tourism--3 credits  
ABUS F199--Practicum in Applied Business--3 credits  
ABUS F265--Seminar in Applied Marketing--3 credits  
~~ABUS F275--Applied International Business--3 credits~~  
ABUS F272--Managing Small Business--3 credits
4. Complete 3 credits from the following electives:  
ABUS F256--Small Hotel, Bed and Breakfast, and Lodge Operations--1 - 3 credits  
ABUS F267--Transportation and Logistics Management 1 - 3 credits  
ABUS F268--Rural Tourism: Planning and Principles--1 - 3 credits  
ABUS F269--Food and Beverage Management--1 - 3 credits
5. Complete one of the following elective options:  
Option 1  
ABUS, ACCT, BA, CAH or CIOS electives--6 credits  
Option 2  
ABUS F299--Practicum in Applied Business  
(Study Abroad)--3 credits  
Foreign language--3 credits

2. Minimum credits required--60 credits

\* 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 credits  
ABUS F161--Personal and Business Finance--3 credits  
ABUS F175--Customer Service--3 credits  
ABUS F232--Contemporary Management Issues (3)  
~~or ABUS F275--Applied International Business (3)--3 credits~~  
or ABUS F272--Small Business Planning (3)  
or ABUS F273--Managing Small Business (3)  
ABUS F260--Marketing Practices (3)  
or ABUS F263--Public Relations (3)--3 credits  
BA F151--Introduction to Business--3 credits
2. Minimum credits required--18 credits

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 credits  
ABUS F175--Customer Service--3 credits  
NRM F161--Wilderness Leadership Education--3 credits  
EMS F152--Emergency Trauma Training First Responder (3)  
or EMS F195--Wilderness First Responder (3)  
or more advanced Emergency First Responder Training (3)--3 credits
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 credits
3. Minimum credits required--18 credits

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

#### D. ESTIMATED IMPACT

*WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.*

**No impact.**

#### E. IMPACTS ON PROGRAMS/DEPTS:

*What programs/departments will be affected by this proposed action?*

*Include information on the Programs/Departments contacted (e.g., email, memo)*

**Requested and received permission from Kevin Berry, Associate Dean of the UAF School of Management to add options for AAS students to take a limited number of upper division BA courses in lieu of lower division ABUS courses.**

**Impacts on students and BBA program are all positive.**

#### F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

*Description of the student learning outcomes assessment process.)*

**No change in student learning outcomes assessment process.**

#### JUSTIFICATION FOR ACTION REQUESTED

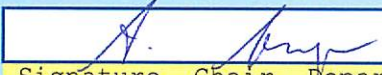
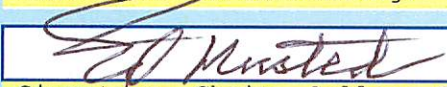
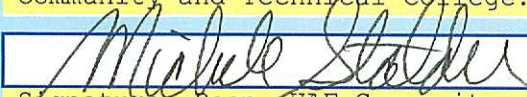
The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

**Dropping International Business Concentration. No students enrolled in this concentration.**

**For student who plan to continue their formal education beyond the AAS we are creating options for them to substitute upper division BA courses in Human Resources, Marketing, Law and lower division ECON courses in order to facilitate articulation to the Bachelor of Business Administration Degree.**

**Other course changes in the Office Management and Health Care Management concentrations are designed to keep the certificates and degrees in concert with each other, current, and relevant.**

**APPROVALS:**

	Date	11/15/12
Signature, Chair, Department of Applied Business, Paralegal and Accounting:	Andreas P. Anger	
	Date	2-8-13
Signature, Chair, College Curriculum Council for UAF Community and Technical College:	Edgar S. Husted	
	Date	2/12/13
Signature, Dean, UAF Community and Technical College:	Michele E. Stalder	

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE**

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		



Format 5A (Minor Degree Requirement Change)

## **A.A.S. IN APPLIED BUSINESS**

### GENERAL BUSINESS REQUIREMENTS

**Add:** BA 307, "Intro to Human Resource Management" as additional choice with ABUS 179, "Fundamentals of Supervision"

**Add:** ECON 201 or ECON 102 as an additional choice with ABUS 232, "Contemporary Management Issues"

**Add:** BA 317, "Employment Law" as an additional choice with ABUS 241, "Applied Business Law" or ABUS 242, "Employment Law"

**Add:** BA 343, "Principles of Marketing" as an additional choice with ABUS 260, "Marketing Practices" or ABUS 263, "Public Relations"

### CONCENTRATIONS

#### Administrative Management

**Drop:** ABUS 183, "Advanced Job Readiness Skills" (2 credits)

**Drop:** ABUS 199, "Practicum in Applied Business" (1 credit)

**Drop:** CIOS elective (3 credits)

**Add:** Chose 6 credits from a list of five ABUS and CIOS courses

#### Applied Management (no changes)

#### Computer Applications (no changes)

#### Entrepreneurship (no changes)

#### Finance (no changes)

#### Health Care Management

**Drop:** HLTH 118, "Medical Law and Ethics"

**Add:** HLTH 110, "Professional Skills for the Workplace"

#### Human Resources

**Add:** BA 307, "Introductory Human Resource Management" as an additional choice with ABUS 231, "Introduction to Personnel"

**Add:** BA 317, "Employment Law" as an additional choice with ABUS 242, "Employment Law"

#### International Business (eliminate)

#### Management (no changes)

#### Marketing (no changes)

#### Public Management

**Add:** BA 317, "Employment Law" as an additional choice with ABUS 242, "Employment Law"

#### Recreation and Guiding Management (no changes)

#### Tourism

**Drop:** ABUS 275, "Applied International Business"

**Add:** ABUS 272, "Managing Small Business"

273