<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered As Demand Warrants</th>
<th>Description</th>
<th>Lecture + Lab + Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABUS F051</td>
<td>Bookkeeping For Business</td>
<td>3</td>
<td></td>
<td>Basic concepts and procedures of practical bookkeeping. Recording and reporting financial data for service and merchandising business. Covers businesses owned by one individual only (sole proprietorships.)</td>
<td>3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F070</td>
<td>Job Readiness Skills</td>
<td>1</td>
<td></td>
<td>Offered at Northwest Campus. Pre-employment and human relation skills necessary for job success, including how to identify career choices and employment opportunities; how to prepare a resume, job applications, cover and follow-up letters; and how to develop human relation skills. The student will select, prepare and be interviewed for jobs which match his/her skills identified through a self-assessment inventory. Also offered pass/fail as ABUS F070P.</td>
<td>1 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F101</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
<td>Accounting concepts and procedures for service businesses and for merchandising businesses owned by a single proprietor. A preparer's approach emphasizes the use of debits and credits to account for the details of business transactions.</td>
<td>3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F102A</td>
<td>Keyboarding: Touch Typing</td>
<td>1-3</td>
<td></td>
<td>Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.</td>
<td>1-3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F102B</td>
<td>Keyboarding: Skill Building</td>
<td>1-3</td>
<td></td>
<td>Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>ABUS F102C</td>
<td>Keyboarding: Document Formatting</td>
<td>1-3</td>
<td></td>
<td>Instruction in the mastery of alphabetic keyboard touch typing, skill building and document formatting. Skills mastered can be applied to typewriters, CRTs, computer terminals, or other equipment with a keyboard. May be repeated twice for credit.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>ABUS F116</td>
<td>Using 10-Key Calculators</td>
<td>1</td>
<td></td>
<td>Using the efficient 10-key touch method to solve business problems on a calculator. Emphasis is placed on developing occupational proficiency in the use of calculating machines for initial job placement.</td>
<td>1 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F134</td>
<td>Alphabetic Filing</td>
<td>1</td>
<td></td>
<td>Mastery and use of ARMA filing rules as they apply to alphabetic, subject, numeric and geographic filing.</td>
<td>0 + 3 + 0</td>
</tr>
<tr>
<td>ABUS F141</td>
<td>Payroll Accounting</td>
<td>1-3</td>
<td>Fall</td>
<td>Payroll records and laws. Methods to compile and calculate payroll information, earnings, deductions and net wages. City, state and federal tax report forms. For payroll personnel.</td>
<td>1-3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F143</td>
<td>Office Accounting</td>
<td>2</td>
<td></td>
<td>Accounting concepts and procedures for the office environment. Emphasis on the use of debits and credits to account for the details of business transactions. Notes payable, notes receivable, interest transactions, bad debts, partnership equity accounting, corporate stock transactions, corporate earnings, capital transactions, bonds, long term liabilities and investments.</td>
<td>2 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F151</td>
<td>Village-Based Entrepreneurship</td>
<td>1-3</td>
<td></td>
<td>Technical and personal requirements for establishing and maintaining a small business in a rural village; advantages and disadvantages of operating a small business in a rural village. May be offered in three, 1 credit modules (a, b and c).</td>
<td>1-3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F154</td>
<td>Human Relations</td>
<td>3</td>
<td></td>
<td>Attitudes, self-concepts, personal communication styles, motivation, interactions, positive reinforcements, team building and leadership development.</td>
<td>3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F155</td>
<td>Business Math</td>
<td>1-3</td>
<td></td>
<td>Review of basic math computation skills applied to various business areas. Emphasis on applications.</td>
<td>1-3 + 0 + 0</td>
</tr>
<tr>
<td>ABUS F158</td>
<td>Introduction to Tourism</td>
<td>1-3</td>
<td></td>
<td>Forces which influence international and domestic hospitality, leisure, travel and recreation industries. Socioeconomic models and measure of regional impact, demand and supply.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>ABUS F160</td>
<td>Principles of Banking</td>
<td>3</td>
<td></td>
<td>Banking in today’s economy. Language and documents of banking, check processing, teller functions, deposits, credit and payment functions, loans, investments, trust, the Federal Reserve System and other regulatory agencies.</td>
<td>3 + 0 + 0</td>
</tr>
</tbody>
</table>
ABUS F161  Personal and Business Finance
3 Credits
Explores the management of personal and family finances, including financial planning, budgeting, time value of money, consumer buying, personal credit, savings and investment, home ownership and mortgages, insurance, estate planning, retirement, consumer fraud, and laws.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F170  Business English
3 Credits
Offered As Demand Warrants
Comprehensive review of grammar, punctuation, capitalization and spelling, with emphasis on business and office occupations.
Recommended: Placement into WRTG F090 or higher.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F175  Customer Service
3 Credits
Offered Fall
Presents customer service as integral to business success. Preparation for effective interaction with customers. Includes trends, interpretation of trends and development of fundamental skills necessary to achieve excellence.
Recommended: BA F151X; ABUS F154.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F178  Professionalism
3 Credits
Offered As Demand Warrants
Emphasizes conscious competency and ongoing self-development not only as a speaker and presenter but also as a leader in the workplace and community.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F179  Fundamentals of Supervision
3 Credits
Offered Spring
Effective supervisory concepts including planning, organizing and staffing functions. Communicating and delegating effectively, morale, productivity, decision making, positive position discipline and performance goals development.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F182  Office Procedures
3 Credits
Offered As Demand Warrants
Duties and responsibilities of general office employees including filing, processing mail, telephone communication, meeting the public, office supplies, banking, employment procedures and grooming.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F183  Professional Skills for Job Hunt
1-3 Credits
Offered As Demand Warrants
Practical information necessary to help students choose meaningful employment as well as build their own employment portfolio. Materials used will allow students to learn more about themselves, engage in personal assessment and learn how this information relates to different careers. Students will complete target resumes, cover letters, follow-up letters, applications, job search strategies, mock job interviews and a professional portfolio. This class is designed for students embarking into the job market.
Lecture + Lab + Other: 1-3 + 0 + 0

ABUS F187  Medical Machine Transcription
2 Credits
Instruction and practice in formatting medical papers including Medicare and admission forms, a dental report, preparing patient histories, medical reports, file cards and other medical documents. Practice in transcribing from machine dictation and in using medical terminology correctly.
Recommended: ABUS F207.
Lecture + Lab + Other: 2 + 0 + 0

ABUS F188  Personal Income Tax
1 Credit
Offered Fall
Taxable income, deductions, credit, exemptions, and computation. Computer use, record keeping methods, tax forms and new tax laws.
Lecture + Lab + Other: 1 + 0 + 0

ABUS F189  Practicum in Applied Business
1-3 Credits
Supervised training and work experience. Analysis of work experience and relationship of the job to career and academic goals. Managerial concepts, problems of working with groups and individuals, organizational structures, communications and planning.
Prerequisites: Permission of instructor.
Lecture + Lab + Other: 0 + 0 + 0

ABUS F201  Principles of Accounting II
3 Credits
Continuation of elementary accounting concepts and procedures with the introduction of cost accounting principles for manufacturing and service operations. Job order costing, process costing, cost-volume profit, budgeting and variances are introduced.
Recommended: ABUS F101 and F201; or ACCT F261X and ACCT F262.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F202  Principles of Accounting III
3 Credits
Principles of Accounting III
3 Credits
Continuation of elementary accounting concepts and procedures with the introduction of cost accounting principles for manufacturing and service operations. Job order costing, process costing, cost-volume profit, budgeting and variances are introduced.
Recommended: ABUS F101 and F201; or ACCT F261X and ACCT F262.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F203  Accounting Capstone
3 Credits
Accounting procedures in retail, service and trade businesses. The complete accounting cycle, including record keeping, posting and preparation of financial statements, bank reconciliation, payroll computations and closing books. Accounts receivable, accounts payable, purchasing, credit and other accounting requirements.
Recommended: ABUS F101; ABUS F141; ABUS F220; concurrent enrollment or completion of ABUS F201.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F206  Machine Transcription
2 Credits
Training in machine transcription with emphasis on mailable copies. Review of language skills and vocabulary included.
Lecture + Lab + Other: 2 + 0 + 0

ABUS F207  Medical Machine Transcription
2 Credits
Offered As Demand Warrants
Practical information necessary to help students choose meaningful employment as well as build their own employment portfolio. Materials used will allow students to learn more about themselves, engage in personal assessment and learn how this information relates to different careers. Students will complete target resumes, cover letters, follow-up letters, applications, job search strategies, mock job interviews and a professional portfolio. This class is designed for students embarking into the job market.
Lecture + Lab + Other: 1-3 + 0 + 0
ABUS F209  Legal Machine Transcription
2 Credits
Offered As Demand Warrants
Instruction and practice in formatting legal papers including a lease, bill of sale, subpoena, stipulations, interrogatories, notices and various types of orders. Transcription from machine dictation; using the language of the law correctly.
Lecture + Lab + Other: 2 + 0 + 0

ABUS F210  Income Tax
3 Credits
Income tax fundamentals. Includes how to complete basic income tax forms/schedules for individuals and small business owners. Covers taxable income, deductions, credits, exemptions, computation, record keeping methods, new tax laws and strategies to reduce taxes.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F220  Microcomputer Accounting: QuickBooks
3 Credits
Basic microcomputer principles. Includes entering transactions, analyzing results, correcting errors and organizing business finances. QuickBooks is a widely used accounting software application.
Recommended: ABUS F101.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F221  Microcomputer Accounting
3 Credits
Computer processing of accounting transactions. Software packages, microcomputer systems and hardware, computer terminology, system analysis and actual computer operations in accounting.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F223  Real Estate Law
3 Credits
Offered As Demand Warrants
Deeds and conveyances, mortgages, liens, rentals, appraisals and other transactions in real estate and law.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F231  Introduction to Personnel
1-3 Credits
Offered As Demand Warrants
Company organizational structure, job analysis, staffing and organization, employee growth and development, employee supervision and developing leadership skills. May be offered in three one credit modules.
Lecture + Lab + Other: 1-3 + 0 + 0

ABUS F232  Contemporary Management Issues
3 Credits
Management functions, including planning, organizing, staffing, directing and controlling, human aspects of management, and decision making.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F233  Financial Management
3 Credits
Fundamental understanding of the concepts, techniques and practices in financial management. Financial statements analysis, cash flow and financial planning, concept of time value of money, risk and return, bond valuation, capital budgeting, internal financial controls and audit.
Lecture + Lab + Other: 3 + 0 + 0
ABUS F264  Filing/Records Management
3 Credits
Offered As Demand Warrants
Instruction in basic alphabetic storage with filing rules and cross-referencing and procedures for retrieving records manually. Includes adaptations of the alphabetic storage method including geographic, numeric and subject; storing and retrieving special records (card files, visible records, microrecords); organization and operation of records management programs and control of records systems.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F265  Seminar in Applied Marketing
3 Credits
Offered Spring
Analysis of the managerial relevance of current issues in marketing as found in the professional and/or popular marketing literature. A historical perspective will be provided through classic readings from the literature. Students will be expected to read, analyze and discuss assigned readings in a seminar atmosphere with a view toward understanding the rationale of applied marketing management practices such as theory, marketing mix and ethics. The relation and role of marketing, relative to other functional areas of the firm, will be explored.
Prerequisites: ABUS F260 or permission of instructor.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F267  Transportation and Logistics Management
1-3 Credits
Offered As Demand Warrants
Understanding of issues and challenges concerning structure and management of air, sea, rail and highway transportation systems. Emphasis on effective management of the transporting of people and goods intra-Alaska and to destinations that are served from Alaska.
Lecture + Lab + Other: 1-3 + 0 + 0

ABUS F269  Food and Beverage Management
1-3 Credits
Offered As Demand Warrants
Development of a successful food and beverage system from its inception to operation. Menu planning, purchasing, preparation, service and food/beverage cost control.
Lecture + Lab + Other: 1-3 + 0 + 0

ABUS F271  Business Communications
3 Credits
Composition and evaluation of various kinds of common communications between a business person and associates, customers and dealers. Included are interoffice memos, letters, reports and oral communications.
Recommended: Placement in WRTG F111X.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F272  Small-Business Planning
3 Credits
Offered Spring
Elements of small-business planning processes including the components of a written business plan.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F273  Managing a Small Business
3 Credits
Offered Spring
Entrepreneurship and management, starting a new business, buying an existing business or franchise. Managing, marketing, staffing, financing, budgeting, pricing, operational analysis and controls.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F274  Business in the Digital World
1-3 Credits
Exploration of trends in internet commerce, websites, social media and digital advertisement. Analysis of the elements needed to build and manage a successful e-commerce or small business. Website planning and creation include information design, navigation design and site presentation.
Recommended: Basic knowledge of internet and social media.
Lecture + Lab + Other: 1-3 + 0 + 0

ABUS F275  Applied International Business
3 Credits
Offered As Demand Warrants
Case study and research-oriented approach to cultural, economic, political, social, logistical and other business issues in the ever-changing international business environment.
Lecture + Lab + Other: 3 + 0 + 0

ABUS F288  Professional Certification Preparation
1-3 Credits
Offered As Demand Warrants
Prepares students for national or industry specific certification examination. Course may be taken three times for a maximum of 4 credits. Course is intended as preparation for certification exam.
Recommended: Experience or course work in exam area.
Lecture + Lab + Other: 1-3 + 0 + 0

ABUS F299  Practicum in Applied Business
1-9 Credits
Supervised training and work experience (local or foreign study abroad). Analysis of work experience and relationship of the job to career and academic goals. Managerial concepts, problems of working with groups and individuals, organizational structures, communications and planning.
Prerequisites: Permission of instructor.
Lecture + Lab + Other: 0 + 0 + 0