

A.A.S., BUSINESS, APPLIED

Students must earn a C- grade or better in each course.

Minimum Requirements for Applied Business A.A.S. Degree: 60 credits

CONCENTRATIONS: ADMINISTRATIVE MANAGEMENT (P. 1), APPLIED MANAGEMENT (P. 1), COMPUTER APPLICATIONS (P. 1), ENTREPRENEURSHIP (P. 2), FINANCE (P. 2), HEALTH CARE MANAGEMENT (P. 2), HUMAN RESOURCES (P. 2), MANAGEMENT (P. 2), MARKETING (P. 2), PUBLIC MANAGEMENT (P. 2), RECREATION AND GUIDING MANAGEMENT (P. 2), AND TOURISM (P. 3)

Code	Title	Credits
General University Requirements		
Complete the general university requirements. (https://catalog.uaf.edu/archives/2020-2021/certificates-associate/)		
A.A.S. Degree Requirements		
Complete the A.A.S. degree requirements. (https://catalog.uaf.edu/archives/2020-2021/certificates-associate/summary-of-certificate-and-associate-degree-requirements/#associateofappliedsciencetext) ¹		
Applied Business Program Requirements		
ABUS F101	Principles of Accounting I	3
ABUS F161	Personal and Business Finance	3
ABUS F175	Customer Service	3
or ABUS F183	Professional Skills for Job Hunt	
ABUS F179	Fundamentals of Supervision	3
or BA F307	Introductory Human Resources Management	
BA F151X	Introduction to Business	3
Complete one of the following:		3
ABUS F232	Contemporary Management Issues	
or ABUS F277	Dynamics of Leadership	
ECON F201X	Principles of Economics I: Microeconomics	
ECON F202X	Principles of Economics II: Macroeconomics	
Complete one of the following:		3
ABUS F241	Applied Business Law I	
ABUS F242	Employment Law	
BA F317	Employment Law	
Complete one of the following:		3
ABUS F260	Marketing Practices	
ABUS F263	Public Relations	
BA F343	Principles of Marketing	
Concentrations		
Complete one of the following concentrations:		21
Administrative Management		
Applied Management		
Computer Applications		

Entrepreneurship
Finance
Health Care Management
Human Resources
Management
Marketing
Public Management
Recreation and Guiding Management
Tourism

¹ As part of the A.A.S. degree requirements, it is recommended that students complete ABUS F154 for the human relations requirement.

Concentrations

ADMINISTRATIVE MANAGEMENT

Code	Title	Credits
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
Complete 6 credits from the following:		6
ABUS F183	Professional Skills for Job Hunt	
ABUS F199	Practicum in Applied Business	
CIOS F130	Word Processing	
CIOS F135	Microcomputer Spreadsheets	
CIOS F150	Computer Business Applications	

APPLIED MANAGEMENT

Code	Title	Credits
Complete one of the following:		21
A university-approved certificate		
A professional, technical or vocational license or certification issued by government or industry and 21 department-approved electives		

COMPUTER APPLICATIONS

Code	Title	Credits
Complete the following:		
CIOS F130	Word Processing	3
CIOS F135	Microcomputer Spreadsheets	3
CIOS F146	Using Internet Tools and Technologies	3
or CITS F220	Implementing Internet Tools and Technologies	
CIOS F233	Desktop Publishing	3
or CIOS F255	Digital Graphics	
CIOS F240	Microcomputer Databases	3
ABUS, ACCT, BA, CITS or CIOS electives		6

ENTREPRENEURSHIP

Code	Title	Credits
Complete the following:		
ABUS F233 or ABUS F234	Financial Management Introduction to Investing	3
ABUS F265	Seminar in Applied Marketing	3
ABUS F272	Small-Business Planning	3
ABUS F273	Managing a Small Business	3
ABUS F274	Business in the Digital World	3
ABUS, ACCT, BA, CITS or CIOS electives		3
Complete one of the following:		
ABUS F201	Principles of Accounting II	3
ABUS F210	Income Tax	3
ABUS F220	Microcomputer Accounting: QuickBooks	3
ABUS F235	Fund Accounting for Nonprofits	3

FINANCE

Code	Title	Credits
Complete the following:		
ABUS F160	Principles of Banking	3
ABUS F201	Principles of Accounting II	3
ABUS F210	Income Tax	3
ABUS F220	Microcomputer Accounting: QuickBooks	3
ABUS F233	Financial Management	3
ABUS F234	Introduction to Investing	3
ABUS F272	Small-Business Planning	3

HEALTH CARE MANAGEMENT

Code	Title	Credits
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

Code	Title	Credits
Complete the following:		
ABUS F141	Payroll Accounting	3
ABUS F178	Professionalism	3
ABUS F231 or BA F307	Introduction to Personnel Introductory Human Resources Management	3
ABUS F242 or BA F317	Employment Law Employment Law	3
CIOS F135	Microcomputer Spreadsheets	3
CIOS F240	Microcomputer Databases	3
ABUS, ACCT, BA or CIOS electives		3

MANAGEMENT

Code	Title	Credits
Complete the following:		
ABUS, ACCT, BA, ECON, MATH or STAT or other department-approved electives		21
Recommended courses include:		
ABUS F201	Principles of Accounting II	3
ABUS F202	Principles of Accounting III	3
BA F254X	Personal Finance (s)	3
ECON F100X	Introduction to Economic Analysis	3
ECON F201X	Principles of Economics I: Microeconomics	3
ECON F202X	Principles of Economics II: Macroeconomics	3
ECON F227	Introductory Statistics for Economics and Business	3
MATH F122X	Essential Precalculus with Applications	3
MATH F230X	Essential Calculus with Applications	3
STAT F200X	Elementary Statistics	3

MARKETING

Code	Title	Credits
Complete the following:		
ABUS F178	Professionalism	3
ABUS F265	Seminar in Applied Marketing	3
ABUS F274	Business in the Digital World	3
CIOS F233 or CIOS F255	Desktop Publishing Digital Graphics	3
CIOS or CITS F200 level or above Internet or web design elective		3
ABUS, BA or CIOS electives		6

PUBLIC MANAGEMENT

Code	Title	Credits
Complete the following:		
ABUS F235	Fund Accounting for Nonprofits	3
PS F100X	Political Economy	3
PS F101X	Introduction to American Government and Politics	3
PS F212	Introduction to Public Administration	3
ABUS, ACCT, CIOS or PS electives		6
Complete one of the following:		
ABUS F242	Employment Law	3
BA F317	Employment Law	3
PS F403	Public Policy	3

RECREATION AND GUIDING MANAGEMENT

Code	Title	Credits
Complete the following:		
ABUS F158	Introduction to Tourism	3
EMS F257 or NRM F361	Arctic Survival Advanced Wilderness Leadership Education	3
NRM F101	Natural Resources Conservation and Policy	3

NRM F161	Wilderness Leadership Education	3
RECR electives		6
Complete one of the following:		3
EMS F152	Emergency Trauma Training First Responder	
EMS F195	Special Topics	
More advanced Emergency First Responder Training		

TOURISM

Code	Title	Credits
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
Complete 3 credits from the following electives:		3
ABUS F256	Small Hotel, Bed and Breakfast, and Lodge Operations	
ABUS F267	Transportation and Logistics Management	
ABUS F269	Food and Beverage Management	
Complete one of the following elective options:		6
<i>Option 1</i>		
ABUS, ACCT, BA, CAH or CIOS electives		
<i>Option 2</i>		
ABUS F299	Practicum in Applied Business (Study Abroad)	
Foreign Language		