

# APPLIED BUSINESS A.A.S.

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## 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. 3), RECREATION AND GUIDING MANAGEMENT (P. 3), AND TOURISM (P. 3)

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

Code	Title	Credits
<b>General University Requirements</b>		
Complete the general university requirements. ( <a href="http://catalog.uaf.edu/associates/#gurassociatedegreeestext">http://catalog.uaf.edu/associates/#gurassociatedegreeestext</a> )		
<b>A.A.S. Degree Requirements</b>		
Complete the A.A.S. degree requirements. ( <a href="http://catalog.uaf.edu/associates/#AASrequirementsstext">http://catalog.uaf.edu/associates/#AASrequirementsstext</a> ) <sup>1</sup>		15
<b>Applied Business Program Requirements</b>		
Complete the following:		
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 F101X	Principles of Microeconomics	
ECON F102X	Principles of 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	
<b>Concentration</b>		
Complete one of the following:		21
Administrative Management		
Applied Management		
Computer Applications		

Entrepreneurship	
Finance	
Health Care Management	
Human Resources	
Management	
Marketing	
Public Management	
Recreation and Guiding Management	
Tourism	
<b>Total Credits</b>	<b>60</b>

<sup>1</sup> 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
<b>Administrative Management Concentration Requirements</b>		
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	
<b>Total Credits</b>		<b>21</b>

### APPLIED MANAGEMENT

Code	Title	Credits
<b>Applied Management Concentration Requirements</b>		
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		
<b>Total Credits</b>		<b>21</b>

### COMPUTER APPLICATIONS

Code	Title	Credits
<b>Computer Applications Concentration Requirements</b>		
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
<b>Total Credits</b>		<b>21</b>

## ENTREPRENEURSHIP

Code	Title	Credits
<b>Entrepreneurship Concentration Requirements</b>		
Complete the following:		
ABUS F233	Financial Management	3
or ABUS F234	Introduction to Investing	
ABUS F265	Current and Emerging Trends in Applied Marketing	3
ABUS F272	Small-Business Planning	3
ABUS F273	Entrepreneurship and 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	
ABUS F210	Income Tax	
ABUS F220	Microcomputer Accounting: QuickBooks	
ABUS F235	Fund Accounting for Nonprofits	
<b>Total Credits</b>		<b>21</b>

## FINANCE

Code	Title	Credits
<b>Finance Concentration Requirements</b>		
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
<b>Total Credits</b>		<b>21</b>

## HEALTH CARE MANAGEMENT

Code	Title	Credits
<b>Health Care Management Concentration Requirements</b>		
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
<b>Total Credits</b>		<b>21</b>

## HUMAN RESOURCES

Code	Title	Credits
<b>Human Resources Concentration Requirements</b>		
Complete the following:		
ABUS F141	Payroll Accounting	3
ABUS F178	Professionalism	3
ABUS F231	Introduction to Personnel	3
or BA F307	Introductory Human Resources Management	
ABUS F242	Employment Law	3
or BA F317	Employment Law	
CIOS F135	Microcomputer Spreadsheets	3
CIOS F240	Microcomputer Databases	3
ABUS, ACCT, BA or CIOS electives		3
<b>Total Credits</b>		<b>21</b>

## MANAGEMENT

Code	Title	Credits
<b>Management Concentration Requirements</b>		
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	
ABUS F202	Principles of Accounting III	
BA F254X	Personal Finance (s)	
ECON F101X	Principles of Microeconomics	
ECON F102X	Principles of Macroeconomics	
ECON F120X	Introduction to Economic Analysis	
ECON F227	Introductory Statistics for Economics and Business	
MATH F122X	Essential Precalculus with Applications	
MATH F230X	Essential Calculus with Applications	
STAT F200X	Elementary Statistics	
<b>Total Credits</b>		<b>21</b>

## MARKETING

Code	Title	Credits
<b>Marketing Concentration Requirements</b>		
Complete the following:		
ABUS F178	Professionalism	3
ABUS F265	Current and Emerging Trends in Applied Marketing	3
ABUS F274	Business in the Digital World	3
CIOS F233	Desktop Publishing	3
or CIOS F255	Digital Graphics	
CIOS or CITS F200 level or above Internet or web design elective		3
ABUS, BA or CIOS electives		6
<b>Total Credits</b>		<b>21</b>

**PUBLIC MANAGEMENT**

Code	Title	Credits
<b>Public Management Concentration Requirements</b>		
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:		3
ABUS F242	Employment Law	
BA F317	Employment Law	
PS F403	Public Policy	
<b>Total Credits</b>		<b>21</b>

<i>Option 2</i>	
ABUS F299	Practicum in Applied Business (Study Abroad)
Foreign Language	
<b>Total Credits</b>	<b>21</b>

**RECREATION AND GUIDING MANAGEMENT**

Code	Title	Credits
<b>Recreation and Guiding Management Concentration Requirements</b>		
Complete the following:		
ABUS F158	Introduction to Tourism	3
EMS F257	Arctic Survival	3
or NRM F361	Advanced Wilderness Leadership Education	
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		
<b>Total Credits</b>		<b>21</b>

**TOURISM**

Code	Title	Credits
<b>Tourism Concentration Requirements</b>		
Complete the following:		
ABUS F158	Introduction to Tourism	3
ABUS F199	Practicum in Applied Business	3
ABUS F265	Current and Emerging Trends in Applied Marketing	3
ABUS F273	Entrepreneurship and 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		