

CERTIFICATE, BUSINESS MANAGEMENT, APPLIED

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

Minimum Requirements for Applied Business Management Certificate: 30-36 credits

CONCENTRATIONS: COMPUTER APPLICATIONS (P. 1), FINANCE (P. 1), GENERAL BUSINESS (P. 1), HUMAN RESOURCES (P. 1), MARKETING (P. 1), OFFICE ADMINISTRATION (P. 2), PUBLIC MANAGEMENT (P. 2), RECREATIONAL GUIDING (P. 2), RETAIL MANAGEMENT (P. 2) AND TOURISM (P. 2)

Code	Title	Credits
General University Requirements		
Complete the general university requirements. (http://catalog.uaf.edu/certificates-associate/)		
Certificate Requirements		
Complete the certificate requirements. (http://catalog.uaf.edu/certificates-associate/summary-of-certificate-and-associate-degree-requirements/#certificatestext)		
As part of the certificate requirements, complete:		
<i>Communication</i>		
Complete one of the following:		
ABUS F170	Business English	
ABUS F271	Business Communications	
WRTG F111X	Writing Across Contexts	
<i>Computation</i>		
ABUS F155	Business Math (or any MATH course at the F100 level or above)	
or MATH F105	Intermediate Algebra	
<i>Human Relations</i> ¹		
ABUS F154	Human Relations (recommended)	
Applied Business Management Program Requirements		
Complete the following:		
ABUS F101	Principles of Accounting I	3
ABUS F161	Personal and Business Finance	3
BA F151X	Introduction to Business	3
Concentrations		
Complete one of the following concentrations:		12-18
Computer Applications		
Finance		
General Business		
Human Resources		
Marketing		
Office Administration		
Public Management		
Recreational Guiding		

Retail Management
Tourism

¹ A.A.S. Approved Course

Concentrations 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 F240	Microcomputer Databases	3

FINANCE

Code	Title	Credits
Complete the following:		
ABUS F160	Principles of Banking	3
ABUS F210	Income Tax	3
ABUS F233	Financial Management	3
ABUS F234	Introduction to Investing	3

GENERAL BUSINESS

Code	Title	Credits
Complete the following:		
ABUS F179	Fundamentals of Supervision	3
or BA F307	Introductory Human Resources Management	
ABUS F201	Principles of Accounting II	3
or ABUS F210	Income Tax	
or ABUS F220	Microcomputer Accounting: QuickBooks	
or ABUS F235	Fund Accounting for Nonprofits	
ABUS F232	Contemporary Management Issues	3
or ECON F101X	Principles of Microeconomics	
or ECON F102X	Principles of Macroeconomics	
ABUS F260	Marketing Practices	3
or ABUS F263	Public Relations	
or BA F343	Principles of Marketing	

HUMAN RESOURCES

Code	Title	Credits
Complete the following:		
ABUS F141	Payroll Accounting	3
ABUS F179	Fundamentals of Supervision	3
ABUS F231	Introduction to Personnel	3
or BA F307	Introductory Human Resources Management	
ABUS F242	Employment Law	3
or BA F317	Employment Law	

MARKETING

Code	Title	Credits
Complete the following:		
ABUS F175	Customer Service	3

ABUS F178	Professionalism	3
Complete one of the following:		
ABUS F260	Marketing Practices	3
ABUS F263	Public Relations	
BA F343	Principles of Marketing	
CIOS F2xx-level graphics or web design elective		3

OFFICE ADMINISTRATION

Code	Title	Credits
Complete the following:		
ABUS F170	Business English	3
ABUS F182	Office Procedures	3
Complete six credits from the following:		
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	

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
or ABUS F232	Contemporary Management Issues	
PS F212	Introduction to Public Administration	3

RECREATIONAL GUIDING

Code	Title	Credits
Complete the following:		
ABUS F175	Customer Service	3
NRM F161	Wilderness Leadership Education	3
Complete one of the following:		
EMS F152	Emergency Trauma Training First Responder	3
More advanced Emergency First Responder Training		
RECR electives		3

RETAIL MANAGEMENT

Code	Title	Credits
Complete the following:		
ABUS F179	Fundamentals of Supervision ¹	3
or BA A231	Fundamentals of Supervision	
ABUS F231	Introduction to Personnel	3
ABUS F260	Marketing Practices ¹	3
or BA A260	Marketing Practices	
BA A266	Retailing Management	3
CIOS F150	Computer Business Applications ¹	3
or CIOS A103	Introduction to Personal Computers	
Complete one of the following:		
COJO F101X	Media and Culture	3

COJO F121X	Introduction to Interpersonal Communication
COJO F131X	Fundamentals of Oral Communication: Group Context
COJO F141X	Fundamentals of Oral Communication: Public Context
CIOS A261A	Interpersonal Skills in Organization ¹
COMM A111	Fundamentals of Oral Communication ¹
COMM A237	Interpersonal Communication ¹

¹ Courses offered via distance delivery from University of Alaska Anchorage

TOURISM

Code	Title	Credits
Complete the following:		
ABUS F158	Introduction to Tourism	3
ABUS F175	Customer Service	3
ABUS F199	Practicum in Applied Business	3
Complete one of the following:		
ABUS F256	Small Hotel, Bed and Breakfast, and Lodge Operations	3
ABUS F267	Transportation and Logistics Management	
ABUS F269	Food and Beverage Management	

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