

APPLIED BUSINESS

SUPERVISION + PERSONNEL MGMT

OCCUPATIONAL ENDORSEMENT

University of Alaska Fairbanks
Northwest Campus

The occupational endorsement for supervision and personnel management provides education and training to students to qualify for managerial and supervisory positions in both small and large businesses, government, nonprofit and education settings. This 15-credit program represents a large portion of the education required for the applied business management certificate and is a step toward the AAS degree in Applied Business Management. Students must complete all courses with a grade of C or better in order to earn the endorsement.

Potential careers for graduates include:

- business management
- human resources
- public administration
- office administration

| OCCUPATIONAL ENDORSEMENT REQUIREMENTS | |
|---|----|
| 15 credits total | |
| Course | Cr |
| ABUS F154 Human Relations | 3 |
| ABUS F179 Fundamentals of Supervision | 3 |
| ABUS F231 Introduction to Personnel | 3 |
| ABUS F232 Contemporary Management Issues | 3 |
| ABUS F242 Employment Law | 3 |

PLANNED COURSE ROTATION

| Semester | Courses offered |
|----------|--|
| FALL | ABUS F154 Human Relations ABUS F232 Contemporary Mgmt. Issues ABUS F242 Employment Law |
| SPRING | ABUS F154 Human Relations ABUS F179 Fundamentals of Supervision ABUS F271 Introduction to Personnel |

COURSES

ABUS F154: Human Relations (3 cr)

Attitudes, self-concepts, personal communication styles, motivation, interactions, positive reinforcements, team building and leadership development.

ABUS F179: Fundamentals of Supervision (3 cr)

Effective supervisory concepts including planning, organizing and staffing functions. Communicating and delegating effectively, morale, productivity, decision making, positive position discipline and performance goals development.

ABUS F231: Introduction to Personnel 1 (1-3 cr)

Company organizational structure, job analysis, staffing and organization, employee growth and development, employee supervision and developing leadership skills.

ABUS F232: Contemporary Management Issues (3 cr)

Management functions, including planning, organizing, staffing, directing and controlling, human aspects of management, and decision making.

ABUS F242: Employment Law (3 cr)

Labor and employment law with emphasis on case analysis.



NWC Applied Business students celebrate end-of-semester achievements with at a recognition ceremony on campus.

READY TO GET STARTED?

Want to know more about our applied business workforce credentials and the supervision and personnel management occupational endorsement program? Contact:



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APPLIED BUSINESS SUPERVISION + PERSONNEL MGMT NWC CAMPUS CREDENTIALS University of Alaska Fairbanks Northwest Campus

The Northwest Campus Advisory Council has approved two workforce credentials focused on strengthening supervisory and personnel management skills. These workforce credentials provide students with achievable recognition for completing just a few courses. A mix of in-person and online or audio courses ensure students are exposed to different teaching styles. It's a great way to get students started, and all of these courses count towards the supervision & personnel management occupational endorsement!



NWC SPM CAMPUS CREDENTIAL OPTION 1: SUPERVISION BASICS

4 - 6 credits total

| Course | Cr |
|--|-----|
| ABUS F179 Fundamentals of Supervision | 3 |
| ABUS F231 Introduction to Personnel | 1-3 |

The **Supervision Basics** credential was designed with the new supervisor in mind. The courses give the student basics to understand their role as a supervisor and introduce them to the personnel side of management. Skills covered in this credential include: communicating and delegating effectively, decision making, positive position discipline, morale and productivity, goals development, employee growth and development, and employee supervision and developing leadership skills.

NWC SPM CAMPUS CREDENTIAL OPTION 2: INTRODUCTORY PERSONNEL MANAGEMENT

9 credits total

| Course | Cr |
|--|----|
| ABUS F154 Human Relations | 3 |
| ABUS F232 Contemporary Management | 3 |
| ABUS F242 Employment Law | 3 |

The **Introductory Personnel Management** credential was designed for the student that has been or is currently a supervisor and wants to take their knowledge and skills to the next level. Skills covered in this credential include: interpersonal skills, understanding human motivation, self-concepts, attitudes, human aspects of management, organizing, staffing, planning, and labor and employment law.

NWC *student highlight*

Northwest Campus Applied Business student Beverly Tran is currently working through the coursework for the Applied Business Occupational Endorsement in Supervision & Personnel Management.

Utilizing the skills, knowledge, and experience she's gained through the steps of this program, Beverly has moved into a manager position at work. She says starting this program is one of the best educational decisions she's ever made.

Thinking of getting started? Beverly says, "Do it. Even if it is one class or two. I promise, you won't regret trying, but you will regret not knowing if this program was meant for you."



NWC Applied Business student Beverly Tran receives her Occupational Endorsement certificate from ABUS faculty Miranda Musich.