Undergraduate Academic Board
Agenda

October 11, 2013
2:00-5:00
ADM 204

I. Roll
( ) Alberta Harder (FS)
( ) Soren Orley (FS)
( ) Francisco Miranda (CAS, Chair)
( ) Barbara Harville (CAS)
( ) Mari Ippolito (CAS)
( ) Len Smiley (CAS)
( ) Dave Fitzgerald (CBPP)
( ) Eileen Weatherby (COH)
( ) Irasema Ortega (COE)
( ) Jeffrey Callahan (CTC)
( ) Utpal Dutta (SOE)
( ) Michael Hawfield (KPC)
( ) Sheri Denison (Mat-su)
( ) Kathrynn Hollis Buchanan (Kod)
( ) Christina Stuive (ADV)

Ex-Officio Members
( ) Susan Kalina
( ) Lora Volden
( ) Michael Worth

II. Approval of the Agenda (pg.1)

III. Approval of Meeting Summary (pg. 2-3)

IV. Administrative Report
A. Vice Provost for Undergraduate Academic Affairs Susan Kalina
B. University Registrar Lora Volden

V. Chair’s Report
A. UAB Chair- Francisco Miranda
B. GERC

VI. Program/Course Action Request- Second Readings
Add MUS A216 World Music (GER) (Cross Listed with AKNS A216)(3 cr)(3+0)(pg. 4-7)
Add AKNS A216 World Music (GER) (Cross Listed with MUS A216)(3 cr)(3+0)(pg. 9-11)

VII. Program/Course Action Request- First Readings
Del OEC, Bookkeeping Support (pg. 11-14)
Del OEC, Medical Office Support (pg. 15)
Del OEC, Office Digital Media (pg. 16)
Del OEC, Technical Support (pg. 17-30)

VIII. Old Business
A. Transfer Policy related to upper/lower division equivalencies (pg. 31)

IX. New Business
A. Incoming Transcripts from Study Abroad Agencies (pg. 32)

X. Informational Items and Adjournment
I. Roll  
(x) Alberta Harder (FS)  
(x) Soren Orley (FS)  
(x) Francisco Miranda (CAS, Chair)  
(x) Barbara Harville (CAS)  
(x) Mari Ippolito (CAS)  
(x) Len Smiley (CAS)  
(e) Dave Fitzgerald (CBPP)  
(x) Eileen Weatherby (COH)  
(x) Irasema Ortega (COE)  
(x) Jeffrey Callahan (CTC)  
(x) Utpal Dutta (SOE)  
(x) Kevin Keating (LIB)  

Ex-Officio Members  
(x) Susan Kalina  
(x) Lora Volden  
( ) Michael Worth

II. Approval of the Agenda (pg.1)  
Approved

III. Approval of Meeting Summary (pg. 2-3)  
Approved

IV. Administrative Report  
A. Vice Provost for Undergraduate Academic Affairs Susan Kalina  
Written report is attached to the website 
Assessment seminar PowerPoints are posted to the website; another workshop session will be held 
BOR approved the PTA program 
BOR approved a change to the residency credit policy; any course taken within the UA system will be counted as a residency credit

B. University Registrar Lora Volden  
An invitation email was sent out to faculty and staff this week inviting them to the October 8th CourseLeaf presentation

V. Chair’s Report  
A. UAB Chair- Francisco Miranda

B. GERC

VI. Program/Course Action Request- Second Readings

VII. Program/Course Action Request- First Readings  
Add ECON A310 Energy Economics (3 cr)(3+0)(pg. 4-9)  
Waive first reading, approve for second  
Add AAS, Veterinary Technology (VTCH) Prefix (pg. 10-11)  
Waive first reading, approve for second

VIII. Old Business  
A. Transfer Policy related to upper/lower division equivalencies (pg. 12)  
Feedback from departments stated that they favor the current practice (bullet #2 on the memo)  
A formal motion will be brought forward at the next meeting
IX. New Business
   A. Changes to CAR box 8 and box 16c. (pg. 13)
      Motion to approve the changes to CAR boxes 8 and 16c.
      Unanimously Approved

X. Informational Items and Adjournment
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College  
AS CAS

1b. Division  
AFAR Division of Fine Arts

1c. Department  
Music

2. Course Prefix  
MUS

3. Course Number  
A216

4. Previous Course Prefix & Number  
N/A

5a. Credits/CEUs  
3

5b. Contact Hours  
(Lecture + Lab) 
(3+0)

6. Complete Course Title  
World Music

Abbreviated Title for Transcript (30 character)

7. Type of Course  
☒ Academic  ☐ Preparatory/Development  ☐ Non-credit  ☐ CEU  ☐ Professional Development

8. Type of Action:  
☒ Add or ☐ Change or ☐ Delete

If a change, mark appropriate boxes:
☐ Prefix  ☐ Course Number  ☐ Contact Hours  ☐ Repeat Status  ☐ Grading Basis  ☐ Cross-Listed/Stacked
☐ Course Description  ☐ Course Prerequisites  ☐ Co-requisites  ☐ Test Score Prerequisites  ☐ Registration Restrictions
☐ Other Restrictions  ☐ Class  ☐ Level  ☐ College  ☐ Major (please specify)

9. Repeat Status No  # of Repeats  Max Credits

10. Grading Basis  
☒ A-F  ☐ P/NP  ☐ NG

11. Implementation Date  
From: Spring/2014  To: /9999

12. Cross Listed with  
☒ AKNS A216

13a. Impacted Courses or Programs: List any programs or college requirements that require this course.

Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at www.uaa.alaska.edu/governance.

<table>
<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>3.</td>
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<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Christopher Sweeney
Initiator Signed Initials: Date:

13b. Coordination Email  
Date: 9/6/2013  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  
Date: 9/6/2013

14. General Education Requirement  
Mark appropriate box:
☐ Oral Communication  ☐ Written Communication  ☐ Quantitative Skills  ☐ Humanities
☐ Fine Arts  ☐ Social Sciences  ☐ Natural Sciences  ☐ Integrative Capstone

15. Course Description (suggested length 20 to 50 words)  
Survey course on indigenous music cultures of the world. Musical traditions of Europe, the Americas, Africa, Asia, Oceania and the Near/Far East are examined within the framework of musical styles and cultural context.

16a. Course Prerequisite(s) (list prefix and number)  
ENG A111

16b. Test Score(s)

16c. Co-requisite(s) (concurrent enrollment required)

16d. Other Restriction(s)  
☐ College  ☐ Major  ☐ Class  ☐ Level

16e. Registration Restriction(s) (non-codable)

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Rounding out program, accreditation purposes.

Initiator (faculty only)  
Christopher Sweeney  
Initiator (TYPE NAME)

Approved  ☐ Disapproved  Dean/Director of School/College  Date

Approved  ☐ Disapproved  Undergraduate/Graduate Academic  Date

Approved  ☐ Disapproved  Board Chairperson  Date

Approved  ☐ Disapproved  Provost or Designee  Date
I. Course Description: Survey course on indigenous music cultures of the world. Musical traditions of Europe, the Americas, Africa, Asia, Oceania and the Near/Far East are examined within the framework of musical styles and cultural context.

II. Course Design: Overview: This course will examine indigenous music cultures of the world: traditions of Europe, the Americas, Africa, Asia, Oceania and the Near/Far East. This course is an introduction to the different musical styles and worldviews, and focuses on how music is not only defined, but also placed within each cultural context. Issues of change, adaptation, and contemporary influences on music traditions will also be discussed. Lectures and discussions are enhanced by listening CD’s, required reading, video/films, and guest lectures. Ability to read music is not essential.

   A. Credits: 3
   B. Lecture/lab ratio: 3 + 0
   C. Degree requirements met: Fine Arts GER
   D. Grading basis: A - F
   E. Prerequisites: ENG 111
   F. Registration restrictions: N/A
   G. Course level justification: This is an introductory course. ENG 111 level pre-req. is required.

III. Course Activities: Course activities will include lectures, guided listening and analysis of recordings of various musical genres, guided discussion of assigned readings and research topics, and opportunities to learn from guest artists and scholars. In addition, the student will write a five-to-seven page research paper and make an oral presentation to the class.

IV. Instructional Goals and Student Learning Outcomes:
   Instructional Goals: Teacher will:
A. Demonstrate the requisite skills necessary to analyze various world music traditions with regard to rhythm, and form/structure, as well as cultural contextual information.
B. Assist the student in learning concepts of music, and music terminology.
C. Teach how to understand and hear the differences and similarities in the music of various music cultures and be able to discuss issues of music, change, and cultural context.
D. Provide an overview of different music cultures of the world and how to recognize the unique musical characteristics in each major region.

A. Tests: one mid-term and one final listening exam, in which students must identify specific music examples.
B. Attendance of global music/dance events: Students are required to attend three outside global music/dance events and write a 2-3 page response paper.
C. Projects: one five-page research paper.
D. Homework: reading and listening assignments, research topics.

Defined Outcomes: Student will be able to:

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<td>Identify and compare/contrast various musical styles from both musical and cultural viewpoints</td>
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<td>Apply aural skills and knowledge of styles necessary to recognize the music of the different world cultures</td>
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<td>Learn and use music terminology</td>
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V. Course Outline:
A. Cultural Perspective
   1. World music traditions by: geography, history, and culture.
   2. The role of lifestyle and ceremony in indigenous music (religious, social, cultural context, etc.).
B. Theoretical Perspective
   1. Music theory: introduction to concepts of pitch, scales, rhythm, form/structure.
   2. Problems in notation in non-Western musical traditions.
C. Characteristics of Global Indigenous Music by region
   1. Europe;
   2. The Americas;
   3. Asia;
   4. Africa;
   5. Oceania;
   6. Near East/Middle East
VI. Suggested Text:


VII. Bibliography


Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College  
AS CAS  
1b. Division  
AHUM Division of Humanities  
1c. Department  
AKNS

2. Course Prefix  
AKNS  
3. Course Number  
A216

4. Previous Course Prefix & Number  
N/A

5a. Credits/CEUs  
3

5b. Contact Hours  
(Lecture + Lab)  
(3+0)

6. Complete Course Title  
World Music

Abbreviated Title for Transcript (30 character)

7. Type of Course  
☒ Academic  
☐ Preparatory/Development  
☐ Non-credit  
☐ CEU  
☐ Professional Development

8. Type of Action:  
☐ Add  
☒ Change  
☐ Delete

If a change, mark appropriate boxes:

☐ Prefix  
☐ Credits  
☐ Title  
☐ Grading Basis  
☐ Course Description  
☐ Test Score Prerequisites  
☐ Other Restrictions  
☐ Class  
☐ Level  
☐ College  
☐ Major  
☐ Other (please specify)

9. Repeat Status No  
# of Repeats  
Max Credits

10. Grading Basis  
☒ A-F  
☐ P/NP  
☐ NG

11. Implementation Date  
semester/year  
From: Spring/2014  
To: 9999

12. ☐ Cross Listed with  
MUS A216

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Initiator Signed Initials: ____________________________ Date: __________________

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Date: 9/6/2013

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ENG A111  
16b. Test Score(s)  
16c. Co-requisite(s) (concurent enrollment required)  
16d. Other Restriction(s)  
☐ College  ☐ Major  ☐ Class  ☐ Level  
16e. Registration Restriction(s) (non-codable)  
17. ☐ Mark if course has fees  
18. ☐ Mark if course is a selected topic course

19. Justification for Action  
Rounding out program, accreditation purposes.

Initiator (faculty only)  
Christopher Sweeney  
Initiator (TYPE NAME)  
Date

☒ Approved  
☐ Disapproved  
Dean/Director of School/College  
Date

☒ Approved  
☐ Disapproved  
Undergraduate/Graduate Academic  
Date

☑ Approved  
☐ Disapproved  
Board Chairperson  
Date

☐ Approved  
☑ Disapproved  
Provost or Designee  
Date

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   1. World music traditions by: geography, history, and culture.
   2. The role of lifestyle and ceremony in indigenous music (religious, social, cultural context, etc.).

B. **Theoretical Perspective**
   1. Music theory: introduction to concepts of pitch, scales, rhythm, form/structure.
   2. Problems in notation in non-Western musical traditions.

C. **Characteristics of Global Indigenous Music by region**
   1. Europe;
   2. The Americas;
   3. Asia;
   4. Africa;
   5. Oceania;
   6. Near East/Middle East
VI. Suggested Text:

VII. Bibliography


To: Community and Technical College PICR, UAB
From: Darlene Gill, Computer Networking and Office Technology
Date: September 27, 2013
Re: Proposed Deletion of CIOS Bookkeeping Support, Medical Office Support, Office Digital Media, and Technical Support OECs

**Background:**
The CIOS program will undergo a program review in fall 2013. In anticipation of potential program changes, UAA Goose Lake Campus, Kodiak College, Kenai Peninsula College, Mat-Su College, and Prince William Sound Community College faculty met in February 2013 to discuss preliminary data and proposed changes.

In addition to support from the Goose Lake Campus Advisory Board, UAA CIOS faculty agreed that the CIOS Bookkeeping Support, Medical Office Support, Office Digital Media, and Technical Support OECs are not performing as intended. They continue to experience low admissions and graduates, and in some cases, duplicate content from other programs.

**Summary of Curriculum Actions:**
Delete the CIOS Bookkeeping Support, Medical Office Support, Office Digital Media, and Technical Support OECs. Admission to these OECs is suspended.

**Justification for Program Deletion:**
There is no student demand for these skill sets. These OECs continue to experience low admissions and graduates, and in some cases, duplicate content from other programs.

**Impact on Other Programs:**
Courses required for these OECs are being transferred to community college campus faculty for maintaining and updating. Students interested the Bookkeeping Support OEC can be referred to the Accounting program while students interested in the Office Digital Media can be referred to the Kenai Peninsula Digital Art program. Students in the Technical Support OEC can be referred to Computer Networking Technology and students interested in the Medical Office Support OEC can complete the CIOS Office Foundations and take MA courses to prepare them for medical office support positions. With so few admissions to these OECs, this will have little impact on these programs.

**Impact on Students:**
Students are being contacted and scheduled for advising to assist them with program completion plans.

**Impact on Stakeholders:**
Recommendations were vetted through UAA and PWSCC campus CIOS and the Goose Lake campus advisory board.

**Plans for Program Deletion:**
- UAA CIOS faculty reached consensus to delete OECs – completed spring 2013
- Requested admission to these OECs be suspended – completed spring 2013
- Students notified OECs were being suspended and study plans updated – completed summer 2013 and ongoing
- Process curriculum action to delete OECs – fall 2013
- Transfer courses to community campuses – fall 2013
- Students graduate with OEC or exceed the five year time limit
To: Office of Academic Affairs  
From: Darlene Gill, Computer Networking and Office Technology  
Date: September 27, 2013  
Re: Deletion of CIOS Legal Office Support Occupational Endorsement Certificate

Section Two: External Approval Requirements

Specialized Accreditation or Other External Program Certification: N/A

Program Resources:
Faculty are in place and all required courses are offered as part of the current CIOS degree and OEC programs.

Projected Enrollments: N/A

Projected enrollments (headcount of majors) during teach-out:

<table>
<thead>
<tr>
<th>Year</th>
<th>Enrollment</th>
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<tbody>
<tr>
<td>Year 1</td>
<td>0</td>
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<tr>
<td>Year 2</td>
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<td>Year 3</td>
<td>0</td>
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<tr>
<td>Year 4</td>
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</table>

Personnel Implications:
No positions will be eliminated.

Alignment with UA or Campus Strategic Plans:
This action aligns with UAA 2017 Strategic Priority 10: Systematically review all programs for quality, effectiveness, efficiency, and continued relevance to UAA’s mission; and 11: Consolidate, reduce, or eliminate programs, where indicated by program review, to assure the best use of limited resources.
# Program/Prefix Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Program of Study or Prefix

## 1a. School or College
CT CTC

## 1b. Department
CNOT

## 2. Complete Program Title/Prefix
Occupational Endorsement Certificate, Bookkeeping Support

## 3. Type of Program
Choose one from the appropriate drop down menu:

- Undergraduate:
- Graduate:

This program is a Gainful Employment Program:

- ☐ Yes
- ☑ No

## 4. Type of Action:

**PROGRAM**
- ☐ Add
- ☑ Change
- ☐ Delete

**PREFIX**
- ☐ Add
- ☐ Change
- ☐ Inactivate

## 5. Implementation Date (semester/year)
From: **Spring 2014**
To: **9999/9999**

## 6a. Coordination with Affected Units
Department, School, or College: Kodiak, Mat-Su, Kenai Peninsula Colleges and Prince William Sound Community College

Initiator Name (typed): **DLG**
Initiator Signed Initials: _________
Date: __________________

## 6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)
Date: **09/11/13**

## 6c. Coordination with Library Liaison
Date: **N/A**

## 7. Title and Program Description - Please attach the following:

- ☑ Cover Memo
- ☐ Catalog Copy in Word using the track changes function

## 8. Justification for Action
This OEC continues to see low admissions and graduates. The courses duplicate Accounting program courses and due to the complexity of the accounting field, these courses are better suited for the content experts. Students interested in bookkeeping will be referred to the Accounting program.

Initiator (faculty only)

**Darlene L. Gill**
Initiator (TYPE NAME)

- ☐ Approved
- ☐ Disapproved

Dean/Director of School/College

- ☐ Approved
- ☐ Disapproved

Date

Undergraduate/Graduate Academic Board Chair

- ☐ Approved
- ☐ Disapproved

Date

Provost or Designee

- ☐ Approved
- ☐ Disapproved

Date
Program/Prefix Action Request  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Program of Study or Prefix

1a. School or College  
CT CTC

1b. Department  
CNOT

2. Complete Program Title/Prefix  
Occupational Endorsement Certificate, Medical Office Support

3. Type of Program  
Undergraduate: or Graduate:  
Occupational Endorsement Certificate  
CHOOSE ONE

This program is a Gainful Employment Program:  
☐ Yes or ☑ No

4. Type of Action:  
PROGRAM
☑ Delete

PREFIX
☐ Add
☐ Change
☐ Inactivate

5. Implementation Date (semester/year)  
From: Spring2014   To: 9999/9999

6a. Coordination with Affected Units  
Department, School, or College: Kodiak, Mat-Su, Kenai Peninsula Colleges and Prince William Sound Community College

Initiator Name (typed): DLG  
Initiator Signed Initials: _________  Date:________________

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)  
Date: 09/11/13

6c. Coordination with Library Liaison  
Date: N/A

7. Title and Program Description - Please attach the following:  
☑ Cover Memo  
☐ Catalog Copy in Word using the track changes function

8. Justification for Action  
This OEC continues to see low admissions and graduates. Students can complete the Office Foundations OEC and then MA A101 and other MA courses to qualify them for medical office positions. The Corporate Specified Skills OEC could be developed when demand arises.

Initiator (faculty only)  
Darlene L. Gill

Initiator (TYPE NAME)

☐ Approved  
Dean/Director of School/College  
Date

☐ Disapproved

☐ Approved  
Undergraduate/Graduate Academic Board Chair  
Date

☐ Disapproved

☐ Approved  
Provost or Designee  
Date

☐ Disapproved  
Department Chair  
Date

☐ Approved  
College/School Curriculum Committee Chair  
Date

☐ Disapproved
1a. School or College
CT CTC

1b. Department
CNOT

2. Complete Program Title/Prefix
Occupational Endorsement Certificate, Office Digital Media

3. Type of Program
Choose one from the appropriate drop down menu:
Undergraduate: or Graduate: CHOOSE ONE

This program is a Gainful Employment Program:
☐ Yes or ☒ No

4. Type of Action:
PROGRAM
☑ Delete

PREFIX
☐ Add
☐ Change
☐ Inactivate

5. Implementation Date (semester/year)
From: Spring/2014 To: 9999/9999

6a. Coordination with Affected Units
Department, School, or College: Kodiak, Mat-Su, Kenai Peninsula Colleges and Prince William Sound Community College
Initiator Name (typed): DLG
Initiator Signed Initials: _________ Date:________________

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 09/11/13

6c. Coordination with Library Liaison Date: N/A

7. Title and Program Description - Please attach the following:
☒ Cover Memo ☐ Catalog Copy in Word using the track changes function

8. Justification for Action
This OEC continues to see low admissions and graduates and under prepares students for a web or graphic “design” career. It also duplicates the Kenai Peninsula College Digital Art program, so students interested in this area can be referred to it.

Initiator (faculty only) Date
Darlene L. Gill
Initiator (TYPE NAME)

☑ Approved ☐ Disapproved Dean/Director of School/College Date

☑ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☑ Approved ☐ Disapproved Provost or Designee Date

☑ Approved ☐ Disapproved Department Chair Date

☑ Approved ☐ Disapproved College/School Curriculum Committee Chair Date
# Program/Prefix Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Program of Study or Prefix

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Department</th>
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<tbody>
<tr>
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## 2. Complete Program Title/Prefix
**Occupational Endorsement Certificate, Technical Support**

## 3. Type of Program

Choose one from the appropriate drop down menu:

- Undergraduate: Occupational Endorsement Certificate
- Graduate: Choose One

This program is a Gainful Employment Program: □ Yes or ☒ No

## 4. Type of Action:

- PROGRAM
  - Add
  - Change
  - Delete

- PREFIX
  - Add
  - Change
  - Inactivate

## 5. Implementation Date (semester/year)

From: Spring 2014 To: 9999/9999

## 6a. Coordination with Affected Units

Department, School, or College: Kodiak, Mat-Su, Kenai Peninsula Colleges and Prince William Sound Community College

Initiator Name (typed): DLG
Initiator Signed Initials: _________ Date:________________

## 6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)

Date: 09/11/13

## 6c. Coordination with Library Liaison

Date: N/A

## 7. Title and Program Description - Please attach the following:

- ☒ Cover Memo
- ☐ Catalog Copy in Word using the track changes function

## 8. Justification for Action

Despite admission numbers, this OEC is not performing as intended. Students are not seeking advising for this OEC. When contacted, students indicated that they don’t intend to complete the OEC and did not know how they signed up for it.

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Dean/Director of School/College</th>
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<tbody>
<tr>
<td>Darlene L. Gill</td>
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<th>Department Chair</th>
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Administrative professionals are at the information center of every office and their titles reflect the shifting role they play and the increased responsibilities they have assumed. A few of these titles include administrative assistant, executive assistant, technical assistant, receptionist or information clerk, payroll assistant, information/database specialist, and help-desk technician/customer service representative, and desktop or website publishing specialist.

The Computer Information and Office Systems (CIOS) program provides career education leading to an Associate of Applied Science (AAS) degree or Occupational Endorsement Certificates (OECs) that prepare students for career entry or advancement while developing and refining lifelong learning skills, fostering flexible career path options and building confidence to adapt to new technological demands in the workplace.

The CIOS program prepares entry-level, experienced, or workforce re-entry level office workers to successfully engage in business office environments where communication, technical, organizational, interpersonal, and teamwork skills are essential to business success. CIOS courses also cover topics that help prepare students for the Microsoft Office certification examinations and the Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) certification examinations.

The following programs are available:

### Occupational Endorsement Certificates

OECs are designed to give students skills in a specific occupational field and indicate competence in a technical and professional area. Some OECs are embedded in the AAS in Computer Information and Office Systems. Students must receive a satisfactory grade (C or higher, or P) in all required CIOS courses to be awarded an OEC. The CIOS program offers the following OECs:

- **Office Foundations**
- **Bookkeeping Support**
- **Medical Office Support**
- **Corporate Specified Skills**
- **Office Digital Media**
- **Office Support**
- **Corporate Specified Skills**
- **Technical Support**

### Admission Requirements


### Advising

Students should contact the CIOS faculty for assistance with course planning toward occupational endorsement certificates.

### Academic Progress

Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for each certificate.

### General University Requirements

See General University Requirements for Occupational Endorsement Certificates at the beginning of this chapter.

### Occupational Endorsement Certificate, Office Foundations

Provides foundational skills required for entry into the administrative office professional field.
Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:

- Keystroke skills of 28 net words per minute minimum.
- Entry-level skills in word processing and spreadsheets.
- Entry-level skills using the Internet to obtain information.
- Customer service skills.
- Knowledge of proper grammar and mechanics used in business documents.
- The ability to create and maintain an electronic file system.

Requirements

1. All students must take the following basic computer skills courses or possess equivalent knowledge. Students may take challenge examinations to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.

   CIOS A101A  Keyboarding A: Basic Keyboarding 1
   CIOS A113  Operating Systems: MS Windows 1
   CIOS A130A  Word Processing I: MS Word 1
   CIOS A135A  Spreadsheets I: MS Excel 1
   CIOS A146  Internet Concepts and Applications 2
   CIOS A161A  Proofreading 2
   CNT A165  Customer Service Fundamentals 1

2. A total of 9 credits is required for this OEC.

Occupational Endorsement Certificate, Bookkeeping Support

Provides essential skills to handle financial transactions and recordkeeping.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:

- Basic skills in financial transactions, payroll, and bookkeeping procedures.

Requirements

1. Must complete the 9-credit Office Foundations OEC before admission to this program.
2. Complete 1 credit from the following: 1
   - CIOS A101B  Keyboarding B: Business Documents I (1)
   - CIOS A101C  Keyboarding C: Business Documents II (1)
3. Complete 3 credits from the following: 3
   - ACCT A101  Principles of Financial Accounting I (3)
   - ACCT A120  Bookkeeping for Business I (3)
4. Complete the following 10 credits:
   - CIOS A115  10-Key for Business Calculations 2
   - CIOS A118  Payroll Procedures 2
   - CIOS A120A  Bookkeeping Software Applications I: QuickBooks 1
   - CIOS A165  Office Procedures 3
   - CIOS A220A  Bookkeeping Software Applications II: QuickBooks 2
5. A total of 14 credits is required for this OEC.

Occupational Endorsement Certificate, Corporate Specified Skills

Enables employers to target skill sets needed for positions within a specific business or industry. Consulting with a faculty advisor, students will complete a study plan, which will formally establish the specific program requirements. The study plan becomes official once it is approved by the department chair and is filed with Enrollment Management. Upon completing the specific requirements established in the study plan, students will be entitled to the certificate. Businesses can contact the department to develop specific criteria to meet individual job specifications. Note: this is not an...
individually customized OEC. Skill sets must be developed based on specific job descriptions approved by the department and industry. This OEC may be repeated with a different study plan.

**Program Student Learning Outcomes**

Upon completion of this OEC, students will demonstrate the ability to:

- Produce business communication using typical office software.
- Communicate effectively orally and in writing.
- Deal effectively with business constituents and/or customers.

**Requirements**

Complete 9 to 29 credits of coursework from the following skill sets:

1. **Choose 3 to 9 credits from the following technical skill set:**
   - CIOS A101 Keyboarding (3)
   - CIOS A101A Keyboarding A: Basic Keyboarding (1)
   - CIOS A101B Keyboarding B: Business Documents I (1)
   - CIOS A101C Keyboarding C: Business Documents II (1)
   - CIOS A102 Keyboarding Skill Building (1)
   - CIOS A108 Digital Design Fundamentals (1)
   - CIOS A112 Operating Systems: MS Windows (1)
   - CIOS A115 10-Key for Business Calculations (2)
   - CIOS A125A Electronic Communications: I MS Outlook (1)
   - CIOS A130A Word Processing I MS Word (1)
   - CIOS A135A Spreadsheets I MS Excel (1)
   - CIOS A140A Databases I MS Access (1)
   - CIOS A146 Internet Concepts and Applications (2)
   - CIOS A150A Presentations: MS PowerPoint (2)
   - CIOS A152 Digital Imaging Concepts and Applications: Photoshop (3)
   - CIOS A153B Website Design: Dreamweaver (3)
   - CIOS A164 Filing (1)
   - CIOS A190 Selected topics in Office Technology (1-3)
   - CIOS A230A Word Processing II MS Word (2)
   - CIOS A235A Spreadsheets II MS Excel (2)
   - CIOS A240A Databases II MS Access (2)
   - CIOS A251 Desktop Publishing Concepts and Applications: InDesign (2)
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat (1)
   - CIOS A264A Records Management (3)
   - Other courses approved by the advisors

2. **Choose 3 to 9 credits from the following communication skill set:**
   - CIOS A161 Proofreading (2)
   - CIOS A190 Selected topics in Office Technology (1-2)
   - CIOS A260A Business Communications (2)
   - Other courses approved by the advisors

3. **Choose 3 to 11 credits from the following soft skill set:**
   - CIOS A165 Office Procedures (3)
   - CIOS A190 Selected topics in Office Technology (1-2)
   - CIOS A261A Interpersonal Skills in Organizations (3)
   - CIOS A262A Professional Development (3)
   - CIOS A265 Office Management (2)
   - CIOS A276A Independent Project (1-2)
Occupational Endorsement Certificate, Medical Office Support

Provides a solid foundation for individuals seeking a support position in a medical office.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:

- Keystroke skills of 35 net words per minute minimum.
- Effective communication using appropriate medical terminology.
- The ability to create and maintain a file system.

Requirements

1. Must complete the 9 credit Office Foundations OEC before admission to this program.

2. Complete 1 credit from the following:
   - CIOS A101B — Keyboarding B: Business Documents I (1)
   - CIOS A101C — Keyboarding C: Business Documents II (1)

3. Complete the following 11 credits:
   - CIOS A140A — Databases I: MS Access (1)
   - CIOS A164 — Filing (1)
   - CIOS A264A — Records Management (2)
   - MA A101 — Medical Terminology (3)
   - MA A120 — Medical Office Procedures (4)

4. Complete 3 elective credits approved by the advisor.

Recommended Courses:
- BIOL A100 — Human Biology (3)
- CIOS A208 — Medical Transcription (3)
- MA A104 — Essentials of Human Disease (3)
- MA A140 — Medical Transcription I (2-3)
- MA A220 — Coding for the Medical Office (3)

5. A total of 15 credits is required for this OEC.

Occupational Endorsement Certificate, Office Digital Media

Builds on the Office Foundations OEC with basic skills in website maintenance and desktop publishing sometimes required of administrative assistants in an office setting.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:

- The ability to design and create business-quality electronic and print documents using a variety of media (digital imaging, website design, and desktop publishing programs).

Requirements

1. Must complete the 9 credit Office Foundations OEC prior to admission to this program.

2. Complete 1 credit from the following:
   - CIOS A101B — Keyboarding B: Business Documents I (1)
   - CIOS A101C — Keyboarding C: Business Documents II (1)

3. Complete the following 11 credits:
   - CIOS A108 — Digital Design Fundamentals (1)
   - CIOS A152A — Digital Imaging Concepts and
Applications: Photoshop 3
CIOS A153B Website Design: Dreamweaver 3
CIOS A251A Desktop Publishing Concepts and Applications: InDesign 3
CIOS A259 Preparing Electronic Documents: Adobe Acrobat 1

4. Complete 3 elective credits approved by the CIOS
   Department Suggested Courses: 3
   CIOS A153A Website Design: HTML (1)
   CIOS A156 Web Graphics: Fireworks (1)
   Programming or other related courses (1-3)

5. A total of 13 credits is required for this OEC.

Occupational Endorsement Certificate, Office Support

Builds on the Office Foundations OEC with additional skills an administrative assistant would typically use in an office setting.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:

- Keystroke skills of 35 net words per minute minimum.
- Entry level skills in managing data using a variety of media.
- The ability to develop digital presentations and documents using a variety of media.

Requirements

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.
2. Complete the following required courses:

   - CIOS A101B Keyboarding B: Business Documents I 1
   - CIOS A101C Keyboarding C: Business Documents II 1
   - CIOS A115 10-Key for Business Calculations 2
   - CIOS A125A Electronic Communications: MS Outlook 1
   - CIOS A140A Databases I: MS Access 1
   - CIOS A150A Presentations: MS PowerPoint 2
   - CIOS A164 Filing 1
   - CIOS A165 Office Procedures 3
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat 1

3. A total of 13 credits is required for this OEC.

Occupational Endorsement Certificate, Technical Support

This OEC blends the skills of a network technician with those of the administrative support professional by providing basic skills for setting up and troubleshooting computer hardware and

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:

- Entry-level skills in word processing, spreadsheets, and databases.
- Basic skills in computer hardware, networking, and operating systems.

Requirements

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.
2. Complete the following 1 credit:

   - CIOS A140A Databases I: MS Access 1

3. Complete 12 credits from the following:

   - CNT A160 PC Operating Systems (3)
   - CNT A162 PC Architecture and Building (3)
CNT A183 Local Area Networks (3)
CNT A210 PC Technician Fundamentals (3)
(CNT A290 Selected Topics in Information Technology (1-4)

Offered only at Mat-Su College

4. A total of 13 credits is required for this OEC.

Occupational Endorsement Certificate, Corporate Specified Skills

Enables employers to target skill sets needed for positions within a specific business or industry. Consulting with a faculty advisor, students will complete a study plan, which will formally establish the specific program requirements. The study plan becomes official once it is approved by the department chair and is filed with Enrollment Management. Upon completing the specific requirements established in the study plan, students will be entitled to the certificate. Businesses can contact the department to develop specific criteria to meet individual job specifications. Note: this is not an individually customized OEC. Skill sets must be developed based on specific job descriptions approved by the department and industry. This OEC may be repeated with a different study plan.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate the ability to:

- Produce business communication using typical office software.
- Communicate effectively orally and in writing.
- Deal effectively with business constituents and/or customers.

Requirements

Complete 9 to 29 credits of coursework from the following skill sets:

5. Choose 3 to 9 credits from the following technical skills set: 3-9

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>CIOS A101</td>
<td>Keyboarding</td>
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<td>CIOS A101A</td>
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<tr>
<td>CIOS A101B</td>
<td>Keyboarding B: Business Documents I</td>
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<tr>
<td>CIOS A101C</td>
<td>Keyboarding C: Business Documents II</td>
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<td>CIOS A102</td>
<td>Keyboarding Skill Building</td>
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<td>CIOS A108</td>
<td>Digital Design Fundamentals</td>
<td>(1)</td>
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<tr>
<td>CIOS A113</td>
<td>Operating Systems: MS Windows</td>
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<td>CIOS A115</td>
<td>10-Key for Business Calculations</td>
<td>(2)</td>
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<tr>
<td>CIOS A125A</td>
<td>Electronic Communications I: MS Outlook</td>
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<td>CIOS A130A</td>
<td>Word Processing I: MS Word</td>
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<td>CIOS A146</td>
<td>Internet Concepts and Applications</td>
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<td>CIOS A150A</td>
<td>Presentations: MS PowerPoint</td>
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<tr>
<td>CIOS A152</td>
<td>Digital Imaging Concepts and Applications: Photoshop</td>
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<td>CIOS A164</td>
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<td>CIOS A190</td>
<td>Selected topics in Office Technology</td>
<td>(1-3)</td>
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<td>CIOS A230A</td>
<td>Word Processing II: MS Word</td>
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<td>CIOS A235A</td>
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<td>Databases II: MS Access</td>
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<td>Desktop Publishing Concepts and Applications: InDesign</td>
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<tr>
<td>CIOS A259</td>
<td>Preparing Electronic Documents: Adobe Acrobat</td>
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<tr>
<td>CIOS A264A</td>
<td>Records Management</td>
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Other courses approved by the advisor
6. Choose 3 to 9 credits from the following communication skills set: 3-9
   - CIOS A161 Proofreading (2)
   - CIOS A190 Selected topics in Office Technology (1-3)
   - CIOS A260A Business Communications (3)
   - Other courses approved by the advisor

7. Choose 3 to 11 credits from the following soft skills set: 3-11
   - CIOS A165 Office Procedures (3)
   - CIOS A190 Selected topics in Office Technology (1-3)
   - CIOS A261A Interpersonal Skills in Organizations (3)
   - CIOS A262A Professional Development (3)
   - CIOS A265 Office Management (2)
   - CIOS A276A Independent Project (1-3)
   - CIOS A295 Office Internship (1-3)
   - CNT A165 Customer Service Fundamentals (1)
   - Other courses approved by the advisor

8. A total of 9 to 29 credits is required for this OEC

Associate of Applied Science, Computer Information and Office Systems

This Associate of Applied Science Degree program prepares students for career entry or career advancement in a variety of office settings and also offers skill building for personal use. It provides students with the technical, administrative, and human relations skills required of office professionals. Both the Office Foundations and the Office Support Occupational Endorsement Certificates articulate directly into this degree.

Program Student Learning Outcomes

Students graduating with an Associate of Applied Science in Computer Information and Office Systems will be able to demonstrate:

- Keyboarding skills of 40 net words per minute minimum.
- Intermediate skills that utilize advanced features of word processing, spreadsheet, and database software.
- Oral and written communication skills that meet business standards.
- Application of critical thinking skills to make effective decisions and solve problems.
- Professional behavior and interpersonal skills.

Admission Requirements

See Associate of Applied Science admissions in Chapter 7.

Advising

Students should contact the CIOS faculty for assistance with course planning toward the Associate of Applied Science Degree.

Academic Progress

Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for the degree.

Degree Requirements

A. General University Requirements

1. Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Degree Requirements located at the beginning of this chapter.
   - CIOS A260A, ENGL A212, and PSY A153 recommended.

B. Major Requirements

1. Complete the 9-credit Office Foundations OEC.
2. Complete the 13-credit Office Support OEC.
3. Complete the following 15 credits:
   - CIOS A102 Keyboarding Skill Building 1
   - CIOS A230A Word Processing II: MS Word 2
CIOS A235A  Spreadsheets II: MS Excel  
CIOS A240A  Databases II: MS Access  
CIOS A262A  Professional Development  
CIOS A264A  Records Management  
CIOS A265  Office Management  

4. Complete 3 credits of the following:  
ACCT A101  Principles of Financial Accounting I (3)  
ACCT A120  Bookkeeping for Business I (3)  
ACCT A201  Principles of Financial Accounting (3)  

5. Complete 3 credits from the following:  
CIOS A261A  Interpersonal Skills in Organizations (3)  
or  
HUMS/PSY A153  Human Relations (3)  

6. Complete 1-3 credits from the following:  
CIOS A276A  Independent Project (1-3)  
or  
CIOS A295  Office Internship (1-3)  

7. Complete a minimum of 1 elective credit  

8. A total of 60 credits is required for this degree.  

FACULTY  
Heather Corriere, Assistant Professor, hlcorriere@kodiak.alaska.edu  
Brenda Forsythe, Instructor, Matanuska-Susitna, blforsythe@matsu.alaska.edu  
Darlene Gill, Term Assistant Professor, Anchorage, darlene.gill@uaa.alaska.edu  
Kim Griffis, Chair, Term Assistant Professor, Anchorage, kim.griffis@uaa.alaska.edu  
Gloria Hensel, Associate Professor, Matanuska-Susitna, ghensel@matsu.alaska.edu  
Debbie Sonberg, Assistant Professor, Kenai, IFDGS@uaa.alaska.edu
Administrative professionals are at the information center of every office and their titles reflect the shifting role they play and the increased responsibilities they have assumed. A few of these titles include administrative assistant, executive assistant, technical assistant, receptionist or information clerk, information/database specialist, and customer service representative.

The Computer Information and Office Systems (CIOS) program provides career education leading to an Associate of Applied Science (AAS) degree or Occupational Endorsement Certificates (OECs) that prepare students for career entry or advancement while developing and refining lifelong learning skills, fostering flexible career path options and building confidence to adapt to new technological demands in the workplace.

The CIOS program prepares entry-level, experienced, or workforce re-entry level office workers to successfully engage in business office environments where communication, technical, organizational, interpersonal, and teamwork skills are essential to business success. CIOS courses also cover topics that help students prepare for the Microsoft Office certification examinations and the Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) certification examinations.

The following programs are available:

**Occupational Endorsement Certificates**

OECs are designed to give students skills in a specific occupational field and indicate competence in a technical and professional area. Some OECs are embedded in the AAS in Computer Information and Office Systems. Students must receive a satisfactory grade (C or higher, or P) in all required CIOS courses to be awarded an OEC. The CIOS program offers the following OECs:

- Office Foundations
- Office Support
- Corporate Specified Skills

**Admission Requirements**


**Advising**

Students should contact the CIOS faculty for assistance with course planning toward occupational endorsement certificates.

**Academic Progress**

Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for each certificate.

**General University Requirements**

See General University Requirements for Occupational Endorsement Certificates at the beginning of this chapter.

**Occupational Endorsement Certificate, Office Foundations**

Provides foundational skills required for entry into the administrative office professional field.

**Program Student Learning Outcomes**

Upon completion of this OEC, students will demonstrate:

- Keystroke skills of 28 net words per minute minimum.
- Entry-level skills in word processing and spreadsheets.
- Entry-level skills using the Internet to obtain information.
• Customer service skills.
• Knowledge of proper grammar and mechanics used in business documents.
• The ability to create and maintain an electronic file system.

Requirements

1. All students must take the following basic computer skills courses or possess equivalent knowledge. Students may take challenge examinations to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.

   CIOS A101A  Keyboarding A: Basic Keyboarding 1
   CIOS A113  Operating Systems: MS Windows 1
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   CIOS A135A  Spreadsheets I: MS Excel 1
   CIOS A146  Internet Concepts and Applications 2
   CIOS A161A  Proofreading 2
   CNT A165  Customer Service Fundamentals 1

2. A total of 9 credits is required for this OEC.

Occupational Endorsement Certificate, Office Support

Builds on the Office Foundations OEC with additional skills an administrative assistant would typically use in an office setting.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate:
• Keystroke skills of 35 net words per minute minimum.
• Entry level skills in managing data using a variety of media.
• The ability to develop digital presentations and documents using a variety of media.

Requirements

1. Must complete the 9-credit Office Foundations OEC prior to admission to this program.
2. Complete the following required courses:
   CIOS A101B  Keyboarding B: Business Documents I 1
   CIOS A101C  Keyboarding C: Business Documents II 1
   CIOS A115 10-Key for Business Calculations 2
   CIOS A125A  Electronic Communications: MS Outlook  1
   CIOS A140A  Databases I: MS Access 1
   CIOS A150A  Presentations: MS PowerPoint 2
   CIOS A164  Filing 1
   CIOS A165  Office Procedures 3
   CIOS A259  Preparing Electronic Documents: Adobe Acrobat 1

3. A total of 13 credits is required for this OEC.

Occupational Endorsement Certificate, Corporate Specified Skills

Enables employers to target skill sets needed for positions within a specific business or industry. Consulting with a faculty advisor, students will complete a study plan, which will formally establish the specific program requirements. The study plan becomes official once it is approved by the department chair and is filed with Enrollment Management. Upon completing the specific requirements established in the study plan, students will be entitled to the certificate. Businesses can contact the department to develop specific criteria to meet individual job specifications. Note: this is not an individually customized OEC. Skill sets must be developed based on specific job descriptions approved by the department and industry. This OEC may be repeated with a different study plan.

Program Student Learning Outcomes

Upon completion of this OEC, students will demonstrate the ability to:
• Produce business communication using typical office software.
Communicate effectively orally and in writing.
Deal effectively with business constituents and/or customers.

**Requirements**

Complete 9 to 29 credits of coursework from the following skill sets:

1. Choose 3 to 9 credits from the following technical skills set: 3-9
   - CIOS A101  Keyboarding (3)
   - CIOS A101A Keyboarding A: Basic Keyboarding (1)
   - CIOS A101B Keyboarding B: Business Documents I (1)
   - CIOS A101C Keyboarding C: Business Documents II (1)
   - CIOS A102 Keyboarding Skill Building (1)
   - CIOS A108 Digital Design Fundamentals (1)
   - CIOS A113 Operating Systems: MS Windows (1)
   - CIOS A115 10-Key for Business Calculations (2)
   - CIOS A125A Electronic Communications I: MS Outlook (1)
   - CIOS A130A Word Processing I: MS Word (1)
   - CIOS A135A Spreadsheets I: MS Excel (1)
   - CIOS A140A Databases I: MS Access (1)
   - CIOS A146 Internet Concepts and Applications (2)
   - CIOS A150A Presentations: MS PowerPoint (2)
   - CIOS A152 Digital Imaging Concepts and Applications: Photoshop (3)
   - CIOS A153B Website Design: Dreamweaver (3)
   - CIOS A164 Filing (1)
   - CIOS A190 Selected topics in Office Technology (1-3)
   - CIOS A230A Word Processing II: MS Word (2)
   - CIOS A235A Spreadsheets II: MS Excel (2)
   - CIOS A240A Databases II: MS Access (2)
   - CIOS A251 Desktop Publishing Concepts and Applications: InDesign (3)
   - CIOS A259 Preparing Electronic Documents: Adobe Acrobat (1)
   - CIOS A264A Records Management (2)
   
   Other courses approved by the advisor

2. Choose 3 to 9 credits from the following communication skills set: 3-9
   - CIOS A161 Proofreading (2)
   - CIOS A190 Selected topics in Office Technology (1-3)
   - CIOS A260A Business Communications (3)
   
   Other courses approved by the advisor

3. Choose 3 to 11 credits from the following soft skills set: 3-11
   - CIOS A165 Office Procedures (3)
   - CIOS A190 Selected topics in Office Technology (1-3)
   - CIOS A261A Interpersonal Skills in Organizations (3)
   - CIOS A262A Professional Development (3)
   - CIOS A265 Office Management (3)
   - CIOS A276A Independent Project (1-3)
   - CIOS A295 Office Internship (1-3)
   - CNT A165 Customer Service Fundamentals (1)
   
   Other courses approved by the advisor

4. A total of 9 to 29 credits is required for this OEC.
**Associate of Applied Science, Computer Information and Office Systems**

This Associate of Applied Science Degree program prepares students for career entry or career advancement in a variety of office settings and also offers skill building for personal use. It provides students with the technical, administrative, and human relations skills required of office professionals. Both the Office Foundations and the Office Support Occupational Endorsement Certificates articulate directly into this degree.

**Program Student Learning Outcomes**

Students graduating with an Associate of Applied Science in Computer Information and Office Systems will be able to demonstrate:

- Keyboarding skills of 40 net words per minute minimum.
- Intermediate skills that utilize advanced features of word processing, spreadsheet, and database software.
- Oral and written communication skills that meet business standards.
- Application of critical thinking skills to make effective decisions and solve problems.
- Professional behavior and interpersonal skills.

**Admission Requirements**

See Associate of Applied Science admissions in Chapter 7.

**Advising**

Students should contact the CIOS faculty for assistance with course planning toward the Associate of Applied Science Degree.

**Academic Progress**

Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for the degree.

**Degree Requirements**

**A. General University Requirements**

1. Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Degree Requirements located at the beginning of this chapter.
   - CIOS A260A, ENGL A212, and PSY A153 recommended.

**B. Major Requirements**

1. Complete the 9-credit Office Foundations OEC.
2. Complete the 13-credit Office Support OEC.
3. Complete the following 15 credits:
   - CIOS A102 Keyboarding Skill Building 1
   - CIOS A230A Word Processing II: MS Word 2
   - CIOS A235A Spreadsheets II: MS Excel 2
   - CIOS A240A Databases II: MS Access 2
   - CIOS A262A Professional Development 3
   - CIOS A264A Records Management 2
   - CIOS A265 Office Management 3
4. Complete 3 credits of the following: 3
   - ACCT A101 Principles of Financial Accounting I (3)
   - ACCT A120 Bookkeeping for Business I (3)
   - ACCT A201 Principles of Financial Accounting (3)
5. Complete 3 credits from the following: 3
   - CIOS A261A Interpersonal Skills in Organizations (3)
   - HUMS/PSY A153 Human Relations (3)
6. Complete 1-3 credits from the following: 1-3
   - CIOS A276A Independent Project (1-3)
   - CIOS A295 Office Internship (1-3)
7. Complete a minimum of 1 elective credit 1
8. A total of 60 credits is required for this degree.

**FACULTY**

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September 30, 2013

To: Undergraduate Academic Board

From: Lora Volden, University Registrar

Re: Transfer Policy related to upper/lower division equivalencies

Issue

The UAA Transfer Evaluation Team relies upon course descriptions from university catalogs to determine the appropriate UAA equivalent. We are finding an increasing number of courses where the transfer course’s description matches an equivalent course at UAA, however for various reasons the course is numbered as a lower division course at the originating institution and as an upper division course at UAA. In this scenario our current practice is to bring these courses in as departmental electives at the lower division. Often departments will submit an academic petition to request that the lower division course be applied to an upper division degree requirement. Although we apply the lower division course to the degree requirement, we do not apply the transfer course to the general university requirement of 42 upper division credits.

In a continued effort to ensure that our practices follow the desire of the faculty we are requesting a formal policy which has been vetted and approved by faculty governance. We have brought this issue along with items to consider forward to Faculty Senate Executive Board and Undergraduate Academic Board and based on their feedback are submitting the policy below.

Proposed Policy

Lower division transfer courses with a course description that matches the course description of an upper division UAA course will be brought in as departmental elective at the level of instruction, i.e. at the lower-division level. In the case where a department determines that a lower division course from another institution satisfies the learning outcomes of an upper division degree requirement of their program, the department may request to have the lower division course meet the degree requirement via petition; however the course will not be allowed to be applied towards the general university requirement of 42 upper-division credits.
To: Dr. Susan Kalina, Vice Provost for Undergraduate Academic Affairs

From: Lora Volden, University Registrar

Re: Incoming Transcripts from Study Abroad Agencies

Issue
UAA currently utilizes various service agencies/program providers through which students may study abroad. Each provider has slightly different criteria for evaluating coursework completed at the study abroad site. Over the years we have had occasional occurrences where evaluations from these companies come back indicating the students have completed a surplus of 25 credits during a 3 month study period. I asked the UAA Transfer Evaluations Team to research this, and it appears that some companies are counting time spent in-country, not just in class or in structured activities, as part of the total academic contact hours. This practice is not in compliance with existing UAA credit-hour policy.

In addition, although students won’t receive direct equivalency without a petition, these inflated credit hours lead to inconsistent posting of study abroad credits and also have the potential to jeopardize the student with regards to the federal regulations surrounding degree completion. Since these courses come in as “elective” students may have a surplus of courses which are not degree applicable, putting them at risk of losing financial aid.

Proposal
I am proposing that UAA adopt a policy which limits the amount of credit awarded for a study abroad experience through an outside agency to 15 credits per semester. This will allow the student to be enrolled as a full-time student with complete financial aid, while still reducing the possible negative ramifications of surplus credits and maintaining compliance with current policy.