I. Roll
( ) Dave Fitzgerald (CBPP) ( ) Vacant (COE) ( ) Christina Stuive (SA) ( ) Adjunct vacancy
( ) Paola Banchero (CAS) ( ) Jeffrey Callahan (CTC) ( ) Francisco Miranda (FS CAS) ( ) USUAA vacancy
( ) Mari Ippolitio (CAS) ( ) Utpal Dutta (SOE) ( ) Alberta Harder (FSAL) Ex-Officio Members:
( ) Barbara Harville(CAS) ( ) Michael Hawfield (KPC) ( ) Soren Orley (FSAL) ( ) Susan Kalina
( ) Len Smiley (CAS) ( ) Kevin Keating (LIB) ( ) FS at large vacancy ( ) Lora Volden
( ) Helena Jermalovic (COH) ( ) Joan O’Leary (Mat-su) ( ) Kathryn Hollis Buchanan(Kodiak) ( ) S&P
( ) Eileen Weatherby (COH) ( ) Thia Falcone (Adjunct)

II. Approval of the Agenda (pg. 1-2)

III. Approval of Meeting Summary (pg. 3-5)

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

V. Chair’s Report
A. UAB Chair- Dave Fitzgerald
B. GERC

VI. Program/Course Action Request- Second Readings
Add CNT A168 Computer User Support and Help Desk (2)(2+0)(pg. 6-10)
Chg CNT A240 Industry PC Configuration Essentials (2)(1+2)(pg. 11-15)
Chg CNT A241 Administering & Supporting Industry Network Infrastructure (3)(2+2)(pg. 16-20)
Chg CNT A242 Industry Network Directory Configuration (3)(2+2)(pg. 21-25)
Chg CNT A243 Industry Application Infrastructure (3)(2+2)(pg. 26-30)
Add CNT A275 Information Technology Project Management (3)(1+2)(pg. 31-35)
Chg AAS, Computer Systems Technology (pg. 36-45)
Add PER A190 Selected Topics in Health, Physical Education & Recreation (1-4 cr)(0-4+0-8)(pg. 46-49)
Add PEP A490 Selected Topics in Health, Physical Education & Recreation (1-6 cr)(0-6 +0-18)(pg. 50-53)
Add ECON A211 The Economics of Fish (3)(3+0)(pg. 54-58)
Chg SOC A488 Capstone Seminar (3 cr)(3+0)(pg. 59-64)
VII. Program/Course Action Request- First Readings

Add CIS A490  Current Topics in Management Information Systems (3 cr)(3+0)(pg. 65-68)
Chg MEDT A202  Clinical Chemistry (6 cr)(3+6)(pg. 69-75)
Chg MEDT A203  Clinical Microbiology (6 cr)(3+6)(pg. 76-82)
Chg MEDT A206  Immunology and Blood Banking (6 cr)(3+6)(pg. 83-89)
Chg MEDT A208  Urine and Body Fluid Analysis (3 cr)(2+2)(pg. 90-96)
Chg MEDT A250  Cultural Diversity in Health Care (1 cr)(+0)(pg. 97-99)
Chg MEDT A302  Clinical Laboratory Education and Management (4 cr)(4+0)(pg. 100-105)
Chg MEDT A303  Advanced Clinical Microbiology (6 cr)(3+6)(pg. 106-110)

VIII. Old Business

IX. New Business

A. Proposed Modification of Catalog Language Regarding Catalog Year and Course Prerequisites (pg. 111-112)
B. Posthumous Degrees (pg. 113-114)
C. Summer Add/Drop Deadlines (pg. 115)
D. Electronic Signatures

X. Informational Items and Adjournment

A. Pilot Group Discussion
I. Roll
(x) Dave Fitzgerald (CBPP) ( ) Vacant (COE) (x) Christina Stuive (SA) ( ) Adjunct vacancy
(x) Paola Banchero (CAS) (x) Jeffrey Callahan (CTC) (x) Francisco Miranda (FS CAS) ( ) USUAA vacancy
(e) Mari Ippolito (CAS) (x) Utpal Dutta (SOE) (x) Alberta Harder (FSAL) Ex-Officio Members:
(x) Barbara Harville (CAS) (e) Michael Hawfield (KPC) (x) Soren Orley (FSAL) (x) Susan Kalina
(e) Len Smiley (CAS) (e) Kevin Keating (LIB) ( ) FS at large vacancy ( ) Lora Volden
( ) Helena Jermalovic (COH) (x) Joan O’Leary (Mat-su) (x) Kathrynn Hollis Buchanan (Kodiak) (x) S&P
(x) Eileen Weatherby (COH) (x) Thia Falcone (Adjunct)

II. Approval of the Agenda (pg. 1-2)
SOC A377 is postponed until October 26th
Approved as amended

III. Approval of Meeting Summary (pg. 3-5)
Approved

IV. Administrative Report
A. Vice Provost for Undergraduate Academic Affairs Susan Kalina
No Report

B. University Registrar Lora Volden
Summer proofs will be posted next Tuesday and feedback will be due by November 13th

V. Chair’s Report
A. UAB Chair- Dave Fitzgerald

B. GERC
Reviewed the timeline for GER review and discussed BOR policy and regulations

VI. Program/Course Action Request- Second Readings
Add BIOM A490 Selected Lecture Topics in Biomedicine (1-3 cr)(1-3+0)(pg. 6-10)

Chg HUMS A324 Introduction to Paraprofessional Counseling II (3)(3+0)(pg. 11-15)
Unanimously Approved

VII. Program/Course Action Request- First Readings
Chg CNT A240 Industry PC Configuration Essentials (2)(1+2)(pg. 22-26)
Accepted for first reading

Chg CNT A241 Administering & Supporting Industry Network Infrastructure
(3)(2+2)(pg. 27-31)
Accepted for first reading

Chg CNT A242 Industry Network Directory Configuration (3)(2+2)(pg. 32-36)
Accepted for first reading
Chg  CNT A243  Industry Application Infrastructure (3)(2+2)(pg. 37-41)
Accepted for first reading

Add  CNT A275  Information Technology Project Management (3)(1+2)(pg. 42-46)
Accepted for first reading

Chg  AAS, Computer Systems Technology (pg. 47-54)
Accepted for first reading

Add  PER A190  Selected Topics in Health, Physical Education & Recreation (1-4 cr)(0-4+0-8)(pg. 55-60)
Accepted for first reading

Add  PEP A490  Selected Topics in Health, Physical Education & Recreation (1-6 cr)(0-6 +0-18)(pg. 61-65)
Accepted for first reading

Chg  ACCT A316  Accounting Information Systems II (3)(3+0) (pg. 66-70)
Accepted for first reading

Chg  ACCT A342  Managerial Cost Accounting (3)(3+0)(pg. 71-75)
Waive first reading, approve for second

Add  ECON A211  The Economics of Fish (3)(3+0)(pg. 76-80)
Accepted for first reading

Chg  Associate of Applied Science in Nursing (pg. 81-91)
Accepted for first reading

Chg  SOC A377  Sociology of Gender (3 cr)(3+0)(pg. 92-95)
Accepted for first reading, will go to GERC

Add  SOC A380  Sociology of Globalization (3 cr)(3+0)(pg. 96-103)
Waive first reading, approve for second

Chg  SOC A488  Capstone Seminar (3 cr)(3+0)(pg. 104-108)
Accepted for first reading, will go to GERC

VIII. Old Business

IX. New Business

A. Curriculum Handbook Changes (pg. 109-197)
   Additional information changes in the handbook will include what boxes on the CAR need to be completed when deleting a course, this includes boxes: 2, 3, 6, 8, 11, 12, 13b, and 19
   a. Program Approval Flow Chart (pg. 198)

B. Revised PAR (pg. 199)
   Tabled

C. Revised CAR (pg. 200)
   Remove the page number column in box 13a.
   Motion to approve the CAR as amended with removing the page number column in box 13a.
   Unanimously Approved

   Motion to approve Curriculum Handbook changes including the additional changes to the CAR, to deleting a course, and coordination email content.
   Unanimously Approved
D. Proposed Modification of Catalog Language Regarding Course Repeats (pg. 201-203)

Motion to approve the language change regarding course repeats.

1st Paola Banchero
2nd Utpal Dutta

Unanimously Approved

E. Proposed Modification of Catalog Language Regarding Catalog Year and Course Prerequisites (pg. 204-205)

F. Posthumous Degrees (pg. 206-207)

G. Summer Add/Drop Deadlines (pg. 208)

X. Informational Items and Adjournment

A. Pilot Group Discussion
**Course Action Request**

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Course

---

### 1. School or College
- **MA Mat-SU**

### 2. Course Prefix
- **CNT**

### 3. Course Number
- **A168**

### 4. Previous Course Prefix & Number

### 5. Credits/CEUs
- **2 Credits**

### 6. Complete Course Title
- **Computer User Support and Help Desk**
- **Comp User Suprt & Help Desk**

### 7. Type of Course
- **☑ Academic**
- **☐ Preparatory/Development**
- **☐ Non-credit**
- **☐ CEU**
- **☐ Professional Development**

### 8. Type of Action:
- **☑ Add**
- **☐ Change**
- **☐ Delete**

### 9. Repeat Status No
- **# of Repeats**
- **Max Credits**

### 10. Grading Basis
- **☑ A-F**
- **☐ P/NP**
- **☐ NG**

### 11. Implementation Date
- **Semester/Year**
- **From: Spring/2013**
- **To: /9999**

### 12. Cross Listed with

### 13a. Impacted Courses or Programs

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](http://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>
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<td>2.</td>
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<tr>
<td>3.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): **Harry Banks**

Initiator Signed Initials: ________ Date: __________

---

### 14. General Education Requirement

Mark appropriate box:
- **☐ Oral Communication**
- **☐ Written Communication**
- **☐ Quantitative Skills**
- **☐ Social Sciences**
- **☐ Natural Sciences**
- **☐ Humanities**
- **☐ Fine Arts**
- **☐ Integrative Capstone**

---

### 15. Course Description

Overview of user support systems and help desk functions in an enterprise environment. Examines user support from the perspective of end-users; develops skills for ethical customer services, critical thinking, troubleshooting, and decision-making. Includes identifying typical problems and needs assessment for installation, training, and documentation.

---

### 16. Course Prerequisite(s)

None.

---

### 17. Mark if course has fees

---

### 18. Mark if course is a selected topic course

---

### 19. Justification for Action

This course was developed in response to the CST Advisory Council's request for improved and expanded employability skills training.

---

Initiator (faculty only)

Initiator (TYPE NAME)

---

Approved

Disapproved

Dean/Director of School/College

Date

---

Approved

Disapproved

Department Chairperson

Date

---

Approved

Disapproved

Undergraduate/Graduate Academic

Board Chairperson

Date

---

Approved

Disapproved

Provost or Designee

Date
I. **Course Description**
Overview of user support systems and help desk functions in an enterprise environment. Examines user support from the perspective of end-users; develops skills for ethical customer services, critical thinking, troubleshooting, and decision-making. Includes identifying typical problems and needs assessment for installation, training, and documentation.

II. **Course Design**
A. Designed to build practical employability skills for IT workers.
B. 2.0 Credits
C. Total student time varies based on no less than 15 hours of lecture plus 30 hours of outside work per credit.
D. This course is required for the AAS in CST.
E. No lab fees.
F. This course could be taught in any time frame not less than two weeks.
G. This is a new course. No comparable courses are in the catalog.
H. Course coordinated with UAA CTC, Kodiak College CST, and listserv.
I. Course level justification: Provides basic user support and help desk skills.

III. **Course Activities**
This course is a lecture class with readings and additional work outside of class. Activities include locating sources of technical and support processes, documenting, interpersonal team activities, and skill development.

IV. **Course Prerequisites**
None

V. **Course Evaluation**
A. Grading basis: A-F
B. Assessments may include but are not necessarily limited to attendance, classroom participation, homework assignments, simulations, role playing, demonstrations, and exams.
C. Specific evaluation procedures and weights will be discussed during the first class meeting.
VI. **Suggested Course Outline**

1.0 **General Safety**
   1.1 Campus safety
   1.2 Course safety
   1.3 Electrical safety

2.0 **Understanding Computing and User Support**
   2.1 Surveying the problems in end-user computing
   2.2 Reviewing end-user application software
   2.3 Classifying end-user knowledge levels
   2.4 Identifying support levels

3.0 **Developing Ethical Customer Service Skills for User Support**
   3.1 Applying customer service communication skills
   3.2 Communicating effectively
   3.3 Developing call management strategies
   3.4 Managing difficult calls
   3.5 Reframing issues

4.0 **Troubleshooting**
   4.1 Defining troubleshooting
   4.2 Using tools when troubleshooting
   4.3 Developing a problem-solving philosophy
   4.4 Identifying common end-user problems
   4.5 Applying problem solving to end-user problems

5.0 **Operating a Help Desk**
   5.1 Identifying help desk functions
   5.2 Implementing incident management processes
   5.3 Using help desk technology and tools
   5.4 Tracking trends in help desk operations

6.0 **Managing User Support**
   6.1 Surveying managerial concerns
   6.2 Managing an end-user support project
   6.3 Certifying end-user support

7.0 **Analyzing Evaluation Standards and Strategies**
   7.1 Researching and applying product standards
   7.2 Evaluating and selecting computer products
   7.3 Conducting needs analysis and assessment
   7.4 Using needs analysis and assessment tools

8.0 **Planning Installation of End-user Computer Systems**
   8.1 Preparing the site
8.2 Organizing site management
8.3 Using hardware installation tools
8.4 Working with common hardware installation steps
8.5 Working with operation system and network installation steps
8.6 Working with common steps to install applications software
8.7 Wrapping up installations

9.0 Training and Writing for End-users
  9.1 Designing the training process
  9.2 Implementing the training process
  9.3 Evaluating documentation criteria
  9.4 Creating documentation for end-users

10.0 Delivering Effective Enterprise Support
  10.1 Identifying computer facilities management models
  10.2 Working with facilities management tools and procedures

VII. Suggested Text

VIII. Bibliography
### IX. Instructional Goals, Student Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Instructional Goal: The Instructor will:</th>
<th>Upon successful course completion, the students will be able to:</th>
<th>This outcome will be assessed by one or more of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide examples contexts where reframing issues is needed</td>
<td>Demonstrate ability to reframe issues</td>
<td>Class participation or role play, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and model ethical customer service in the context of interpersonal communication, professional relationships and teamwork</td>
<td>Demonstrate ethical customer service in interpersonal communication, professional relationships, and teamwork</td>
<td>Class participation or role play, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Provide guidelines for managing telephone support and difficult calls</td>
<td>Demonstrate telephone techniques and strategies for managing difficult calls</td>
<td>Class participation or role play, or preparing a script and logging events</td>
</tr>
<tr>
<td>Discuss methods of tracking customer issues</td>
<td>Demonstrate ability to track customer issues</td>
<td>Class participation or role play, or preparing a script and logging events</td>
</tr>
<tr>
<td>Describe and outline the elements of an effective training plan</td>
<td>Develop a training plan</td>
<td>Homework assignments</td>
</tr>
<tr>
<td>Provide information and context for students to develop proposal or actions for end users</td>
<td>Identify specific end-user requirements and respond with quality and ethical actions or proposals</td>
<td>Homework assignments, simulations, or class participation</td>
</tr>
<tr>
<td>Describe and provide resources for understanding elements of computer facilities management</td>
<td>Recognize basic elements of computer facilities management</td>
<td>Homework assignments or written and/or computer aided tests</td>
</tr>
</tbody>
</table>
### Course Action Request

#### University of Alaska Anchorage

**Proposal to Initiate, Add, Change, or Delete a Course**

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>MA Mat-SU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Division</td>
<td>No Division Code</td>
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<tr>
<td>1c. Department</td>
<td>CST</td>
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<tr>
<th>2. Course Prefix</th>
<th>CNT</th>
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<tbody>
<tr>
<td>3. Course Number</td>
<td>A240</td>
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<tr>
<td>4. Previous Course Prefix &amp; Number</td>
<td>N/A</td>
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<tr>
<td>5a. Credits/CEUs</td>
<td>2 Credits</td>
</tr>
<tr>
<td>5b. Contact Hours (Lecture + Lab)</td>
<td>(1+2)</td>
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#### Complete Course Title:

**Industry PC Configuration Essentials**

(Ind PC Config Ess)

**Abbreviated Title for Transcript (30 character):**

**Industry PC Configuration Essentials**

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>Academic</th>
<th>Preparatory/Development</th>
<th>Non-credit</th>
<th>CEU</th>
<th>Professional Development</th>
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<th>8. Type of Action:</th>
<th>Add</th>
<th>Change</th>
<th>Delete</th>
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</table>

**If a change, mark appropriate boxes:**

- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Co-requisites
- Registration Restrictions
- Other Restrictions
- Level
- Major
- College
- Other (please specify)

<table>
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<tr>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
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<th>A-F</th>
<th>P/NP</th>
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<th>11. Implementation Date</th>
<th>semester/year</th>
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<td>From: Spring/2013</td>
<td>To: /9999</td>
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#### Cross-Listed Coordination Signature

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<table>
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<th>13b. Coordination Email</th>
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<td>submitted to Faculty Listserv: (<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
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<td>Mark appropriate box:</td>
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<tr>
<td>Oral Communication</td>
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<tr>
<td>Written Communication</td>
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<tr>
<td>Quantitative Skills</td>
</tr>
<tr>
<td>Social Sciences</td>
</tr>
<tr>
<td>Natural Sciences</td>
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<tr>
<td>Integrative Capstone</td>
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<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
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<tbody>
<tr>
<td>Introduces personal computer configuration essentials. Includes installation, configuration, and support of personal computers in a mixed enterprise environment.</td>
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<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number)</th>
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<tbody>
<tr>
<td>CNT A170 or CNT A183 or CNT A212 with a minimum grade of C</td>
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<table>
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<th>16b. Test Score(s)</th>
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<th>16c. Co-requisite(s) (concurrent enrollment required)</th>
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<th>16d. Other Restriction(s)</th>
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<th>17. Mark if course has fees</th>
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<th>18. Mark if course is a selected topic course</th>
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<tr>
<th>19. Justification for Action</th>
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<tbody>
<tr>
<td>This update is needed to reflect changes in technology and standards.</td>
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<table>
<thead>
<tr>
<th>20. Initiation (faculty only)</th>
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**Initiator (TYPE NAME):**

<table>
<thead>
<tr>
<th>Harry Banks</th>
</tr>
</thead>
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**Initiator Signed Initials:**

**Date:**

<table>
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<tr>
<th>21. Approval Process</th>
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<tr>
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<td>Undergraduate/Graduate Academic</td>
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<td>Board Chairperson</td>
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<td>Disapproved</td>
</tr>
<tr>
<td>Provost or Designee</td>
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<tr>
<td>Date</td>
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</table>
Course Title: Industry PC Configuration Essentials
Course Number: CNT A240
2.0 Credits

I. Course Description
Introduces personal computer configuration essentials. Includes installation, configuration, and support of personal computers in a mixed enterprise environment.

II. Course Design
A. Designed for service technicians, network administrators, and advanced end-users.
B. 2.0 Credits (1 + 2 contact hours)
C. Total student involvement time 90 hours per semester
   1. Lecture hours 1.0 per week, 15 hours per semester
   2. Laboratory hours 2.0 per week, 30 hours per semester
   3. Out of class work 3.0 per week, 45 hours per semester
D. This course is a selective for the Undergraduate Certificate in Computer and Networking Technology; major requirement for the AAS in Computer and Networking Technology and Computer System Technology; prerequisite for CNT A241.
E. Lab fee.
F. This course could be taught in any time frame but not less than one week per credit.
G. Course level justification: This update is needed to reflect changes in technology and standards.

III. Course Activities
The course will be taught by lecture, demonstration, classroom discussion, and lab activities.

IV. Course Prerequisites
CNT A170 or CNT A183 or CNT A212

IV. Course Evaluation
A. Grading basis: A-F
B. Grades may be based on exams, demonstrations, labs, attendance, classroom participation, or other criteria.
C. Specific evaluation procedures will be discussed during the first class meeting.
V. Suggested Course Outline

1.0 General Safety
   1.1 Campus safety
   1.2 Course safety
   1.3 Electrical safety

2.0 Installing or Upgrading PC Operating Systems
   2.1 Identifying installation options
   2.2 Surveying upgrade paths
   2.3 Working with user profiles

3.0 Imaging
   3.1 Capturing images
   3.2 Deploying captured images

4.0 Configuring Disks
   4.1 Creating partitions
   4.2 Mounting volumes
   4.3 Creating Shares and permissions

5.0 Configuring Network Connections
   5.1 Configuring Transport Control Protocol/Internet Protocol (TCP/IP)
   5.2 Testing connections
   5.3 Testing web access

6.0 Configuring Printers
   6.1 Installing printers
   6.2 Sharing printers
   6.3 Networking printer resources

7.0 Installing Applications
   7.1 Installing thin client applications
   7.2 Installing thick client applications
   7.3 Complying with enterprise acceptable-use policies
   7.4 Creating and implementing policies
   7.5 Ensuring compatibility

8.0 Monitoring Performance
   8.1 Surveying monitoring tools
   8.2 Identifying performance metrics
   8.3 Logging performance

9.0 Participating in the Network Operating System (NOS)
   9.1 Distinguishing between workgroups and domains
   9.2 Creating and maintaining users, groups, and policies
10.0 Introducing Administration of Operating Systems
10.1 Choosing a management mode
10.2 Developing and managing a basic maintenance plan
10.3 Creating and managing backups
10.4 Troubleshooting

VI. Suggested Text

Note: These are the most current publications available at the time of publication. It is recommended that an appropriately current text and bibliography be use at the time of course delivery.

VII. Bibliography
### VIII. Instructional Goals, Student Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Instructional Goals</th>
<th>Upon successful course completion, students will be able to:</th>
<th>This outcome will be assessed by one or more of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce and demonstrate the selection and installation of various operating systems</td>
<td>Identify and install personal computer operating system versions and applications</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate the requirements for configuring local and network profiles, workgroups and domains</td>
<td>Configure local and network user profiles, workgroups, and domains</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and give resources for capturing and deploying operating system images</td>
<td>Capture and deploy operating system images</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and give resources for creating partitions and mounting volumes</td>
<td>Create partitions and mount volumes</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Demonstrate how to configure and test network connections</td>
<td>Configure and test network connections</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Demonstrate how to test TCP/IP web access</td>
<td>Test TCP/IP web access</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Describe and demonstrate how to install and share printers</td>
<td>Install and share printers</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate how to do performance monitoring</td>
<td>Set up and manage performance monitoring</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Introduce various Network Operating System (NOS) characteristics</td>
<td>Demonstrate knowledge of NOS</td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Provide students with knowledge to administer and trouble shoot operating systems</td>
<td>Demonstrate knowledge of basic administration and troubleshooting of operating systems</td>
<td>Written and/or computer aided tests</td>
</tr>
</tbody>
</table>
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
MA Mat-SU

1b. Division
No Division Code

1c. Department
CST

2. Course Prefix
CNT

3. Course Number
A241

4. Previous Course Prefix & Number
N/A

5a. Credits/CEUs
3 Credits

5b. Contact Hours
(Lecture + Lab)
(2+2)

6. Complete Course Title
Administering and Supporting Industry Network Infrastructure
Admin Sup Ind Net Infra
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

☐ Prefix
☐ Credits
☐ Grading Basis
☐ Title
☐ Repeat Status
☐ Course Number
☐ Contact Hours
☐ Cross-Listed/Stacked
☐ Course Description
☐ Course Prerequisites
☐ Other Restrictions
☐ Class
☐ Level
☐ College
☐ Major
☐ Other School, Department (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/2013 To: /9999

☐ Cross Listed with
☐ Stacked with

Cross-Listed Coordination Signature

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>2. Computer Systems Technology</td>
<td>10/08/2012</td>
<td>H Banks, H Correre</td>
<td></td>
</tr>
<tr>
<td>3. CNT A242 Prerequisite</td>
<td>10/08/2012</td>
<td>H Banks, H Correre, K. Griffis / G. Plunkett</td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Harry Banks
Initiator Signed Initials: __________ Date: __________

13b. Coordination Email
Date: 10/08/2012
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
Date: 10/05/2012

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)
Provides an introduction to network infrastructure in a mixed-enterprise environment.

16a. Course Prerequisite(s) (list prefix and number)
CNT A240 with a minimum grade of C

16b. Test Score(s)
N/A

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

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

16e. Registration Restriction(s) (non-codable)
N/A

17. ☒ Mark if course has fees
18. ☐ Mark if course is a selected topic course

19. Justification for Action
This update is needed to reflect changes in technology and standards

Initiator (faculty only) Date
Harry Banks
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**  
Provides an introduction to network infrastructure in a mixed-enterprise environment.

II. **Course Design**  
A. Designed for advanced end-users, service technicians, and network administrators.  
B. 3.0 Credits (2+2 contact hours)  
C. Total student involvement time: 135 hours per semester  
   1. Lecture hours 2.0 per week, 30 hours per semester  
   2. Laboratory hours 2.0 per week, 30 hours per semester  
   3. Out of class work 5.0 per week, 75 hours per semester  
D. This course is a selective for the undergraduate Certificate and AAS in Computer and Networking Technology, a major requirement for the AAS in Computer Systems Technology, and a prerequisite for CNT A242.  
E. Lab fee.  
F. This is a changed course.  
G. Course level justification: Course built on prior knowledge from CNT A240.

III. **Course Activities**  
This course will be taught by lecture, demonstration, classroom discussion, and lab activities.

IV. **Course Prerequisites**  
CNT A240 with a minimum grade of C

V. **Course Evaluation**  
A. Grading basis: A-F  
B. Grades will be based on written exams, hands-on demonstrations, lab completion, and classroom participation.  
C. Specific evaluation procedures will be discussed during the first class meeting.

VI. **Suggested Course Outline**
1.0 General Safety
   1.1 Campus safety
   1.2 Course safety
   1.3 Electrical safety

2.0 Configuring IP
   2.1 Configure network connections
   2.2 Configure IP version 4 (IPv4)
   2.3 Configure IP version 6 (IPv6)

3.0 Configuring Name Resolution
   3.1 Describe name resolution in server networks
   3.2 Deploy Domain Name System (DNS) servers
   3.3 Configure DNS client settings

4.0 Configuring a DNS Zone Infrastructure
   4.1 Create and configure zones
   4.2 Configure zone replication and transfers

5.0 Creating a Dynamic Host Configuration Protocol (DHCP) Infrastructure
   5.1 Install a DHCP server
   5.2 Configure a DHCP server

6.0 Configuring IP Routing

7.0 Introducing Internet Protocol Security (IPSec)
   7.1 Protect Network Traffic with IPSec
   7.2 Configure IPSec

8.0 Connecting to Networks
   8.1 Configure Network Address Translation (NAT)
   8.2 Configure wireless networks
   8.3 Connect to remote networks

9.0 Configuring Firewall and Network Access Protection
   9.1 Configure firewalls
   9.2 Configure network access protection

10.0 Managing Software Updates
   10.1 Introduce server update services
   10.2 Implement update services

11.0 Monitoring Computers
11.1 Monitor event logs
11.2 Monitor performance and reliability
11.3 Implement a network monitor

12.0 Managing Files
12.1 Manage file security
12.2 Share folders
12.3 Back up and restore files

13.0 Managing Printers

VII. Suggested Text

Note: These are the most current publications available at the time of publication. It is recommended that an appropriately current text and bibliography be use at the time of course delivery.

VIII. Bibliography
### IX. Instructional Goals, Student Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Instructional Goal</th>
<th>Upon successful course completion, the student will be able to:</th>
<th>Student learning outcomes will be assessed by one or more of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain and demonstrate network name resolution and DHCP services</td>
<td>Comprehend, deploy, and configure name resolution networks and DHCP services</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td>Describe and provide guidance for configuring IP routing and firewalls, including IPSec, NAT, wireless and remote networks</td>
<td>Configure IP routing and firewalls, including IPSec, NAT, wireless, and remote networks</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td>Describe and demonstrate how to configure network access protection</td>
<td>Configure network access protection</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td>Describe and demonstrate how to manage software updates and use update services</td>
<td>Manage software updates and use update services</td>
<td>Hands on demonstration</td>
</tr>
<tr>
<td>Describe and demonstrate how to monitor and evaluate computer performance</td>
<td>Monitor and evaluate computer performance</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Describe and demonstrate how to read and interpret event logs</td>
<td>Read and interpret event logs</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Describe and demonstrate how to monitor and evaluate performance and system reliability</td>
<td>Monitor and evaluate performance and system reliability</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Describe and demonstrate how to manage files, file security, backups and folders</td>
<td>Manage files, file security, backups, and folders</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Describe and demonstrate how to manage printers</td>
<td>Manage printers</td>
<td>Hands-on demonstrations</td>
</tr>
</tbody>
</table>

Written and/or computer aided tests
# Course Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Mat-SU</td>
<td>No Division Code</td>
<td>CST</td>
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<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours</th>
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<tbody>
<tr>
<td>CNT</td>
<td>A242</td>
<td>N/A</td>
<td>3 Credits</td>
<td>(Lecture + Lab) (2+2)</td>
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<table>
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<tr>
<th>6. Complete Course Title</th>
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<tbody>
<tr>
<td>Industry Network Directory Configuration</td>
</tr>
<tr>
<td>Abbreviated Title for Transcript (30 character): Ind Net Dir Config</td>
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<table>
<thead>
<tr>
<th>7. Type of Course</th>
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<tbody>
<tr>
<td>☑ Academic</td>
</tr>
<tr>
<td>☐ Preparatory/Development</td>
</tr>
<tr>
<td>☐ Non-credit</td>
</tr>
<tr>
<td>☐ CEU</td>
</tr>
<tr>
<td>☐ Professional Development</td>
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</table>

| 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
- ☑ Cross-Listed/Stacked

<table>
<thead>
<tr>
<th>9. Repeat Status No</th>
<th># of Repeats</th>
<th>Max Credits</th>
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<tr>
<td>☑ 0</td>
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<table>
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<tr>
<th>10. Grading Basis</th>
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<tbody>
<tr>
<td>☑ A-F</td>
</tr>
<tr>
<td>☐ P/NP</td>
</tr>
<tr>
<td>☐ NG</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>11. Implementation Date</th>
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<tbody>
<tr>
<td>From: Spring/2013</td>
</tr>
<tr>
<td>To: /999</td>
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<table>
<thead>
<tr>
<th>12. ☑ Cross Listed with</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Stacked with</td>
</tr>
</tbody>
</table>

| 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](http://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>3. CNT A243, prerequisite</td>
<td>10/8/2012</td>
<td>H. Banks, Heather Corriere</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>Date: 10/8/2012</th>
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<tbody>
<tr>
<td>submitted to Faculty Listserv: (<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
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<table>
<thead>
<tr>
<th>13c. Coordination with Library Liaison</th>
<th>Date: 10/5/2012</th>
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<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
<th>Mark appropriate box:</th>
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<tbody>
<tr>
<td>☑ Oral Communication</td>
<td>Written Communication</td>
</tr>
<tr>
<td>☑ Quantitative Skills</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>☑ Science</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>☐ Fine Arts</td>
<td>Integrative Capstone</td>
</tr>
</tbody>
</table>

| 15. Course Description (suggested length 20 to 50 words) | Provides an introduction for installing, configuring, and deploying application services in an enterprise-networked environment. |

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number)</th>
<th>16b. Test Score(s)</th>
<th>16c. Co-requisite(s) (concurrent enrollment required)</th>
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<tbody>
<tr>
<td>CNT A241 with a minimum grade of C</td>
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<table>
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<tr>
<th>16d. Other Restriction(s) (non-codable)</th>
<th>16e. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ College</td>
<td>☑ Major</td>
</tr>
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</table>

| 17. ❌ Mark if course has fees | 18. ☑ Mark if course is a selected topic course |

| 19. Justification for Action | This update is needed to reflect changes in technology and standards. |

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Banks</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator Signed Initials</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Disapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director of School/College</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiator (TYPE NAME)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Banks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Disapproved</th>
<th>Approved</th>
<th>Disapproved</th>
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<th>Disapproved</th>
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<tbody>
<tr>
<td>Department Chairperson</td>
<td>Date</td>
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<td>Board Chairperson</td>
<td>Date</td>
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</tr>
<tr>
<td>Provost or Designee</td>
<td>Date</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

21
I. Course Description
Provides an introduction for installing, configuring, and deploying application services in an enterprise networked environment.

II. Course Design
A. Designed for service technicians, network administrators, and advanced end-users
B. 3.0 Credits (2 + 2 contact hours)
C. Total student involvement time: 135 hours per semester
   1. Lecture hours  2.0 per week, 30 hours per semester
   2. Laboratory hours 2.0 per week, 30 hours per semester
   3. Out of class work  5.0 per week, 75 hours per semester
D. This course is a selective for the AAS in Computer And Networking Technology, a major requirement for the AAS in Computer Systems Technology and a prerequisite for CNT A243
E. Lab fee.
F. This course could be taught in any time frame but not less than one week per credit.
H. Course level justification: This course builds on knowledge acquired in CNT A241.

III. Course Activities
This course will be taught by lecture, demonstrations, classroom discussion, and lab activities.

IV. Course Prerequisites
CNT A241

V. Course Evaluation
A. Grading basis: A-F
B. Grades will be based on written exams, hands-on demonstrations, lab completion, and classroom participation.
C. Specific evaluation procedures will be discussed during the first class meeting.
VI. Suggested Course Outline

1.0 General Safety
   1.1 Campus safety
   1.2 Course safety
   1.3 Electrical safety

2.0 Installing Directory Domain Services
   2.1 Identify directory infrastructure objects and components
   2.2 Prepare to create a new forest
   2.3 Create domain controllers
   2.4 Configure and utilize Lightweight Directory Access Protocol (LDAP)

3.0 Administering Directory Domain Services
   3.1 Work with directory management tools
   3.2 Create directory objects

4.0 Creating and Managing Users in a Directory Structure
   4.1 Create user accounts
   4.2 Automate user account creation
   4.3 Support user accounts

5.0 Creating and Managing Groups in a Directory Structure
   5.1 Create groups
   5.2 Automate group account creation
   5.3 Administer groups in an enterprise

6.0 Creating and Supporting Computer Objects
   6.1 Create computer objects and accounts
   6.2 Automate computer object creation
   6.3 Support computer objects and accounts

7.0 Implementing, Managing, and Supporting Group Policies
   7.1 Implement group policy objects and settings
   7.2 Manage group policy scope
   7.3 Support group policies
   7.4 Configure group policy security
   7.5 Manage software with group policies
   7.6 Audit group policies

8.0 Configuring Authentication
   8.1 Configure password policies
   8.2 Audit authentication

9.0 Integrating Domain Name Service (DNS)
10.0 Managing Controllers, Sites, Multiple Domains, and Forests
   10.1 Manage parent and child domains
   10.2 Configure sites and replication
   10.3 Manage domains and trust relationships

11.0 Implementing Certificates and Public Key Infrastructures

12.0 Implementing Rights Management Services

VII. Suggested Text

    Note: These are the most current publications available at the time of publication. It is recommended that an appropriately current text and bibliography be use at the time of course delivery.

VIII. Bibliography
### IX. Instructional Goals, Student Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Instructional Goal</th>
<th>Upon successful course completion, the student will be able to:</th>
<th>Student learning outcomes will be assessed by one or more of the following:</th>
</tr>
</thead>
</table>
| Describe and demonstrate how to install directory services | Install directory services | Hands-on demonstrations  
Written and/or computer aided tests |
| Describe and demonstrate how to create and manage users and groups | Create and manage users and groups | Hands-on demonstrations  
Written and/or computer aided tests |
| Describe and demonstrate how to create and apply group policies | Create and apply group policies | Hands-on demonstrations  
Written and/or computer aided tests |
| Describe and demonstrate how to integrate DNS with directory services | Integrate DNS with directory services | Hands-on demonstrations |
| Describe provide guidance to create a virtual domain with users, groups, security, authentication, rights management, and sites with trust relationships | Create a virtual domain with users, groups, security, authentication, rights management, and sites with trust relationships | Homework assignments  
Hands-on demonstrations  
Written and/or computer aided tests |
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
   MA Mat-SU

1b. Division
   No Division Code

1c. Department
   CST

2. Course Prefix
   CNT

3. Course Number
   A243

4. Previous Course Prefix & Number
   N/A

5a. Credits/CEUs
   3 Credits

5b. Contact Hours
   (Lecture + Lab) (2+2)

6. Complete Course Title
   Industry Application Infrastructure
   Ind App Infrastructure
   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

9. Repeat Status No  # of Repeats  0  Max Credits

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

11. Implementation Date
    ☑ semester/year
    From: Spring/2013  To: /9999

12. ☐ Cross Listed with
    ☐ Stacked with
    Cross-Listed Coordination Signature

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>Impact Program/Course</th>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. CNT A245, prerequisite</td>
<td>10/8/2011</td>
<td>H Banks, H Corriere</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Harry Banks  Initiator Signed Initials: ________________ Date: ________________

13b. Coordination Email  Date: 10/8/2011
    submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  Date: 10/5/2011

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)
   Provides an introduction for application support and deployment in an enterprise-networked environment.

16a. Course Prerequisite(s) (list prefix and number)
   (CNT A241 or CNT A242) with a minimum grade of C

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
   This update is needed to reflect changes in technology and standards.

Initiator (faculty only)  Date

Harry Banks  Initiator (TYPE NAME)

Approved  Disapproved

Dean/Director of School/College  Date

Approved  Disapproved

Undergraduate/Graduate Academic Board Chairperson  Date

Approved  Disapproved

Provost or Designee  Date

26
Department: CST: Computer Systems Technology
Program: CST: Computer Systems Technology

Course Title: Industry Application Infrastructure
Course Number: CNT A243     3.0 Credits

I. Course Description
Provides an introduction to application support and deployment in an enterprise networked environment.

II. Course Design
A. Designed for service technicians and network administrators.
B. 3.0 Credits (2 + 2 contact hours)
C. Total student involvement time: 135 hours per semester
   1. Lecture hours  2.0 per week, 30 hours per semester
   2. Laboratory hours  2.0 per week, 30 hours per semester
   3. Out of class work  5.0 per week 75 hours per semester
D. This course is a major requirement for the AAS in Computer Systems Technology and a prerequisite for CNT A245
E. Lab fee.
F. Course coordinated with Computer Systems Technology, AAS and CNT A245 prerequisite.
G. Course level justification: This course builds on knowledge acquired in CNT A241 or CNT A242.

III. Course Activities
This course will be taught by lecture, demonstration, classroom discussion, and lab activities.

IV. Course Prerequisites
(CNT A241 or CNT A242) with a minimum grade of C

V. Course Evaluation
A. Grading basis: A-F
B. Grades will be based on written exams, attendance, lab completion, hands-on demonstration, homework, and classroom participation.
C. Specific evaluation procedures will be discussed during the first class meeting.
VI. **Suggested Course Outline**

1.0 General Safety
   1.1 Campus safety
   1.2 Course safety
   1.3 Electrical safety

2.0 Implementing a Deployment Infrastructure
   2.1 Deploy servers in a network environment
   2.2 Configure deployment services
   2.3 Deploy virtual machines
   2.4 Implement an activation infrastructure

3.0 Configuring Server Storage and Clusters
   3.1 Configure server storage
   3.2 Configure server clusters

4.0 Installing and Configuring Terminal Services (TS)
   4.1 Deploy a terminal server
   4.2 Configure terminal services

5.0 Configuring and Managing a Terminal Services Infrastructure
   5.1 Configure and manage terminal services clients
   5.2 Deploy a terminal services gateway
   5.3 Publish applications

6.0 Installing and Configuring Web Applications
   6.1 Install a web server role
   6.2 Configure web services

7.0 Managing Web Server Security
   7.1 Configure web security
   7.2 Control access to web services

8.0 Configuring File Transfer Protocol (FTP) and Simple Mail Transport Protocol (SMTP) Services
   8.1 Configure FTP
   8.2 Configure SMTP

9.0 Configuring Media Services

10.0 Working with SharePoint Services
VII. Suggested Text

Note: These are the most current publications available at the time of publication. It is recommended that an appropriately current text and bibliography be use at the time of course delivery.

VIII. Bibliography

IX. Instructional Goals, Student Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Instructional Goals</th>
<th>Upon successful course completion, the student will be able to:</th>
<th>Student learning outcomes will be assessed by one or more of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe and demonstrate how to deploy server in a networked environment</td>
<td>Deploy servers in a networked environment</td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td>Describe and demonstrate how to configure application deployment services</td>
<td>Configure application deployment services</td>
<td>Homework assignments, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate how to deploy virtual machines</td>
<td>Deploy virtual machines</td>
<td>Hands-on demonstrations, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate how to implement an activation infrastructure</td>
<td>Implement an activation infrastructure</td>
<td>Hands-on demonstrations, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate how to configure server storage and clusters</td>
<td>Configure server storage and clusters</td>
<td>Homework assignments, Labs, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate how to install, configure and manage terminal services</td>
<td>Install, configure, and manage terminal services</td>
<td>Homework assignments, Hands-on demonstrations, Written and/or computer aided tests</td>
</tr>
<tr>
<td>Task Description</td>
<td>Task Details</td>
<td>Assessment Details</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Describe and demonstrate how to install and configure Web applications</td>
<td>Install and configure Web applications</td>
<td>Homework assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe and demonstrate how to configure FTP and SMTP services</td>
<td>Configure FTP and SMTP services</td>
<td>Homework assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hands-on demonstrations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
<tr>
<td>Describe a plan for implementing SharePoint services</td>
<td>Describe a plan for implementing SharePoint services</td>
<td>Homework assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written and/or computer aided tests</td>
</tr>
</tbody>
</table>
Course Action Request
University of Alaska Anchorage
Proposal to Initiate, Add, Change, or Delete a Course

1a. School or College
MA Mat-SU

1b. Division
No Division Code

1c. Department
CST

2. Course Prefix
CNT

3. Course Number
A275

4. Previous Course Prefix & Number
N/A

5a. Credits/CEUs
2 Credits

5b. Contact Hours
(1+2)

6. Complete Course Title
Information Technology Project Management

Abbreviated Title for Transcript (30 character)
IT Project Management

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 ☐ Credits ☐ Course Number
☐ Title ☐ Repeat Status ☐ Grading Basis
☐ Course Description ☐ Cross-Listed/Stacked ☐ Test Score Prerequisites
☐ Other Restrictions ☐ Level ☐ Contact Hours ☐ Course Prerequisites
☐ Class ☐ College ☐ Major ☐ Registration Restrictions
☐ Other (please specify)

9. Repeat Status No
☐ # of Repeats 0

Max Credits

10. Grading Basis
☒ A-F ☐ P/NP ☐ NG

11. Implementation Date
From: Fall/2013 To: /9999

12. ☐ Cross Listed with

☐ Stacked with

Cross-Listed Coordination Signature

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)</th>
<th>Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): Harry Banks
Initiator Signed Initials: __________ Date: __________

13b. Coordination Email
Date: 10/8/2012
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison
Date: 10/5/2012

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

15. Course Description (suggested length 20 to 50 words)
Introduces Information Technology project management fundamentals. Develops skills required to work with stakeholders and Information Technology processes. Develops skills in leadership and team participation. Includes IT project planning, design, team skills, proposals, implementation, reporting, and completion.

16a. Course Prerequisite(s) (list prefix and number)
ENGL A212 with a minimum grade of C

16b. Test Score(s)
N/A

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

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

16e. Registration Restriction(s) (non-codable)
Satisfactory completion of 12 CNT Credit hours with a minimum grade of C

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
This course provides project management skills tailored to the needs of those working in the Information Technology industry.

Initiator (faculty only) Date
Harry Banks
Initiator (TYPE NAME)

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

Disapproved Undergraduate/Graduate Academic Board Chairperson Date

Disapproved Provost or Designee Date

31
I. Course Description
   Introduces Information Technology (IT) project management fundamentals. Develops skills to work with stakeholders and IT specifications and processes. Develops skills in team participation and leadership. Includes IT project planning, design, team skills, proposals, implementation, reporting, and completion.

II. Course design
   A. Designed to build practical project management skills for IT workers.
   B. 2.0 Credits
   C. Total student involvement time 105 hours per semester
      1. Lecture hours 1.0 per week, 15 hours per semester
      2. Laboratory hours 2.0 per week, 30 hours per semester
      3. Out of class work 4.0 per week, 60 hours per semester
   D. This course is required for the Computer Systems Technology, AAS.
   E. Lab fees.
   F. This is a new course.
   G. Course coordinated with: Computer Systems Technology, AAS
   H. Course level justification: This course builds on foundational skills gained previously in 100 level courses in the CST program.

III. Course Activities
   This course will be taught by lecture, demonstration, classroom discussion, and lab activities, culminating in a final project-management document. May include relevant service learning projects.

IV. Course Prerequisites
   ENGL A212 with a minimum grade of C

V. Course Evaluation
   A. Grading basis A-F
   B. Specific evaluation procedures will be discussed during the first class meeting

VI. Course Outline
   1.0 General Safety
      1.1 Campus safety
1.2 Course safety
1.3 Electrical safety

2.0 Understanding and Initiating Projects
2.1 Define project management
2.2 Designate project purpose and name
2.3 Identify customer(s)
2.4 Identify stakeholder(s)
2.5 Document project requirements
2.6 Create a charter

3.0 Developing Options
3.1 Identify characteristics of IT projects
3.2 Research options
3.3 Develop a feasibility plan

4.0 Marking Progress
4.1 Develop milestones
4.2 Assess risks
4.3 Build and evaluate contingencies
4.4 Document and track progress

5.0 Budgeting
5.1 Determine project phases and appropriate levels of budgeting
5.2 Prepare the budget document

6.0 Identifying Team Roles and Responsibilities
6.1 Describe team member roles
6.2 Understand Responsible, Accountable, Consulted, Informed (RACI) diagrams and other tools for coordinating team efforts

7.0 Creating Work Breakdown Structures and Timelines
7.1 Develop the task list for work breakdown structures
7.2 Choose the appropriate tracking tool
7.3 Select GANTT chart (chart developed by Henry Gantt) or other timeline tools

8.0 Writing a Proposal with a Scope of Work
8.1 Select a template
8.2 Integrate the preliminary information
8.3 Define the audience
8.4 Present the document and get executive support

9.0 Managing Changes
9.1 Document changes
9.2 Create change orders
9.3 Identify slippage and escalation of risk

10.0 Summarizing the Project
10.1 Write project summary
10.2 Conduct team peer review
10.3 Sign off project completion

VII. Suggested Text

VIII. Bibliography
### IX. Instructional Goals, Student Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Instructional Goals</th>
<th>Upon successful course completion, the student will be able to:</th>
<th>Student learning outcomes will be assessed by one or more of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Describe and provide samples for how to identify and document the purpose of a new project</strong></td>
<td>Identify and document the purpose of a new project</td>
<td>Homework assignments Team/group activity (e.g., identification and discussion with customer)</td>
</tr>
<tr>
<td><strong>Describe the processes needed to identify stakeholders and develop requirements from stakeholders</strong></td>
<td>Identify stakeholders and develop requirements from stakeholders</td>
<td>Homework assignments Team/group activity (e.g., identification and discussion with stakeholders)</td>
</tr>
<tr>
<td><strong>Describe the characteristics of effective project milestones</strong></td>
<td>Develop project milestones</td>
<td>Homework assignments Team/group activity (e.g., discuss timeline with team and stakeholders)</td>
</tr>
<tr>
<td><strong>Describe various budgeting levels for a project and show how to develop an appropriate budget</strong></td>
<td>Identify appropriate levels of budgeting for each project phase and develop the appropriate budget</td>
<td>Homework assignments Team/group activity (e.g., review cost estimates and develop consolidated draft budget)</td>
</tr>
<tr>
<td><strong>Describe various information technology project cycles</strong></td>
<td>Identify various information technology project cycles</td>
<td>Homework assignments</td>
</tr>
<tr>
<td><strong>Describe and demonstrate students to analyze project risks; develop and evaluate contingencies to mitigate risk</strong></td>
<td>Analyze project risks; develop and evaluate contingencies to mitigate risk</td>
<td>Homework assignments Team/group activity (e.g., periodic progress review)</td>
</tr>
<tr>
<td><strong>Provide models to help formalize and assign roles to team members</strong></td>
<td>Formalize and assign roles to team members</td>
<td>Class activity or role play Team/group activity (e.g., develop RACI diagram)</td>
</tr>
<tr>
<td><strong>Provide a model template to help students create a project proposal which includes a scope of work, milestones, team assignments, budget, and risk analysis</strong></td>
<td>Create a project proposal document which includes a scope of work, milestones, team assignments, budget, and risk analysis</td>
<td>Homework assignments Written proposal</td>
</tr>
<tr>
<td><strong>Describe and demonstrate how to track and summarize project progress</strong></td>
<td>Track and summarize project progress</td>
<td>Regular logs Final documents</td>
</tr>
</tbody>
</table>
1a. School or College  
MA Mat-SU

1b. Department  
CST

2. Complete Program Title/Prefix  
Computer Systems Technology

3. Type of Program  
Choose one from the appropriate drop down menu:  
Undergraduate: or Graduate:  
Associate of Applied Science  
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: Fall/2013  To: 9999

6a. Coordination with Affected Units  
Department, School, or College: Kodiak  
Initiator Name (typed): Harry Banks  
Initiator Signed Initials: _________  
Date:________________

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu)  
Date: 2/14/2011

6c. Coordination with Library Liaison  
Date: 2/10/2011

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 technical degree is being updated.

Initiator (faculty only)  
Date

Harry Banks  
Initiator (TYPE NAME)

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

☐ Approved  ☐ Disapproved  Undergraduate/Graduate Academic  Date

☐ Approved  ☐ Disapproved  Board Chair  

☐ Approved  ☐ Disapproved  Provost or Designee  Date

☐ Approved  ☐ Disapproved  College/School Curriculum Committee Chair  Date
Computer Systems Technology

The Computer Systems Technology program is offered through the Matanuska-Susitna College and Kodiak College.

An Associate of Applied Science in Computer Systems Technology (CST) provides education in the field of network and systems administration. The program encompasses vendor-neutral and theoretical concepts and practices including specific education for workstation/server operating systems and network routing/switching technologies. Five or more full-time semesters are required to complete the degree program.

The CST degree offers students the business, communication, teamwork, and technical skills and IT concepts needed to enter the workforce as entry-level technicians or administrators. It also provides a foundation for advanced studies in technology.

Student Learning Outcomes

Upon program completion, CST graduates will be able to demonstrate:

1. the ability to manage an IT-related project by professionally and ethically utilizing business standards, communication skills, and teamwork principles;

2. competence in IT workplace service skills, providing customer service, troubleshooting, and security;

3. an understanding of IT concepts and technical skills, an ability to install and configure operating systems, and competence in using utility software;

4. knowledge of computer hardware and peripherals; and

5. knowledge of network infrastructure, network workgroups, and domain administration.

Associate of Applied Science, Computer Systems Technology

Admission Requirements

Satisfy the Admission to Certificate and Associate Degree Programs Requirements in Chapter 7, Academic Standards and Regulations.

Academic Progress

In order to receive an Associate of Applied Science degree in Computer Systems Technology, students must achieve a grade of C or higher in all major course requirements.
Students registering for the Computer Systems Technology (CST) degree are required to take the recent Computer Skills Placement (CSP) test. Students with a score of 80% in the categories of Basic Concepts, File Management, Word Processing, Spreadsheet, and a score of 65 in the category of Information and Communication will be admitted into the CST program. Students with lower scores in any of these categories will need to take the required prerequisite course CIS 105, Introduction to PC and Application Software and pass with a grade of 'B' or better.

**General University Requirements**
Complete the General University and General Course Requirements for Associate of Applied Science Degrees listed at the beginning of this chapter.

**Major Requirements**
Complete the following required courses:

1. **Workforce Skills (12 - 13 Credits):**
   - BA A151 Introduction to Business (3)*
   - BA A231 Fundamentals of Supervision (3)
   - ENGL A212 Technical Writing (3)*

   MATH A105 Intermediate Algebra (3)*†
   or
   MATH A107 College Algebra (4)*†
   or
   MATH A172 Applied Finite Mathematics (3)*†

   *BA A151, ENGL A212, and Math A105, Math A107, Math A172 may also be used to satisfy general course requirements.

   †or any MATH course for which MATH A105, MATH A107, or MATH A172 is a prerequisite.

2. **Computer Knowledge and Project Skills (17 - 18 Credits):**
   - CNT A160 PC Operating Systems (3)
   - CNT A165 Customer Service Fundamentals (1)
   - CNT A168 Computer User Support and Help Desk (3)

   CNT A180 PC Peripherals, Storage and A+ Certification (4)
   or
   CNT A210 PC Technician Fundamentals (3)

   CNT A183 Local Area Networks (3)
   or
   CNT A212 Network Technician Fundamentals (3)

   CIOS A270 Project Management Fundamentals(2)
or
CNT A275 Information Technology Project Management (2)

CNT A276 Individual Technical Project (3)
or
CNT A282 Industry Workplace Experience (3)

3. **Industry Server Operating System Environment (11 Credits):**
   - CNT A240 Industry PC Configuration Essentials (2)
   - CNT A241 Administering and Supporting Industry Network Infrastructure (3)
   - CNT A242 Industry Network Directory Configuration (3)
   - CNT A243 Industry Application Infrastructure (3)

4. **Network Router and Switching (16 Credits):**
   - CNT A170 CCNA 1 Network Fundamentals (4)
   - CNT A261 CCNA 2 Router Fundamentals and Protocols (4)
   - CNT A270 CCNA 3 Switching and Wireless (4)
   - CNT A271 CCNA 4 WAN Access (4)

5. **Complete 6 credits from the following courses:**
   - CNT A264 Introduction to Information Security (3)
   - CNT A290 Selected Topics in Information Technology (1 - 4) **
   - CNT A390 Selected Topics in Computer and Networking Technology (1 - 4) **

   **CNT A290 and CNT A390 may each be taken twice with a change in subtitle.

7. A total of 69 or more credits are required for the degree.

**FACULTY**

*Harry Banks, Instructor, hbanks@matsu.alaska.edu*

*Heather Corriere, Assistant Professor, hcorriere@kodiak.alaska.edu*
The Computer Systems Technology program is offered through the Matanuska-Susitna College and Kodiak College.

An Associate of Applied Science in Computer Systems Technology (CST) provides education in the field of network and systems administration. This program encompasses vendor-neutral and theoretical concepts and practices; it also includes both Windows Server operating systems and Cisco routing and switching technology. Five or more full-time semesters are required to complete the degree program.

The CST degree offers students business, communication, teamwork, and technical skills and IT concepts needed to enter the workforce as entry-level technicians or administrators. It also provides a foundation for advanced studies in technology.

Student Learning Outcomes

Upon program completion, CST graduates will be able to demonstrate:

1. the ability to manage an IT-related project by professionally and ethically utilizing business principles, communication skills, and teamwork;
2. competence in IT workplace service skills through customer service, troubleshooting, and implementation of security;
3. an understanding of IT concepts and technical skills, installing and configuring operating systems, and using utility software;
4. knowledge of computer hardware and peripherals; and
5. knowledge of network infrastructure, network workgroups, and domain administration.

Associate of Applied Science, Computer Systems Technology

Admission Requirements
Satisfy the Admission to Certificate and Associate Degree Programs Requirements in Chapter 7, Academic Standards and Regulations.

Academic Progress
In order to receive an Associate of Applied Science degree in Computer Systems Technology, students must achieve a grade of C or higher in all major course requirements.

Students registering for the Computer Systems Technology (CST) degree are required to take the recent Computer Skills Placement (CSP) test. Students with a score of 80% in the categories of Basic Concepts, File Management, Word Processing, Spreadsheet, and a score of 65 in the category of Information and Communication will be admitted into the CST program. Students with lower scores in any of these categories will need to take the required prerequisite course CIS 105, Introduction to PC and Application Software and pass with a grade of 'B' or better.

General University Requirements
Complete the General University and General Course Requirements for Associate of Applied Science Degrees listed at the beginning of this chapter.

Major Requirements

Complete the following required courses:

1. **Workforce Skills (12 – 13 Credits):**
   - BA A151 Introduction to Business (3)*
   - BA A231 Fundamentals of Supervision (3)
   - ENGL A212 Technical Writing (3)*
   - MATH A105 Intermediate Algebra (3)**

   or
   - MATH A107 College Algebra (4)**
   - MATH A172 Applied Finite Mathematics (3)**

   *BA 151, ENGL A212, and Math A105, Math A107, Math A172 may also be used to satisfy general course requirements.

   †or any MATH course for which MATH A105, MATH A107, or MATH A172 is a prerequisite.

2. **Computer Knowledge and Project Skills (17 - 18 Credits):**
   - CNT A160 PC Operating Systems (3)
   - CNT A165 Customer Service Fundamentals (1)
   - CNT A168 Computer User Support and Help Desk (3)
   - CNT A210 PC Technician Fundamentals (3)
   - CNT A180 PC Peripherals, Storage and A+ Certification (4)
   - CNT A212 Network Technician Fundamentals (3)
   - CNT A183 Local Area Networks (3)
   - CNT A275 Information Technology Project Management (2)
   - CIOS A270 Project Management Fundamentals(2)
   - CNT A276 Individual Technical Project (3)
   - CNT A282 Industry Workplace Experience (3)

3. **Industry Server Operating System Environment (11 Credits):**
   - CNT A240 Industry PC Configuration (2)
   - CNT A241 Administering and Supporting Industry Network Infrastructure (3)
   - CNT A242 Industry Network Directory Configuration (3)
   - CNT A243 Industry Application Infrastructure (3)

4. **Network Router and Switching (16 Credits):**
   - CNT A170 CCNA 1 Network Fundamentals (4)
   - CNT A261 CCNA 2 Router Fundamentals and Protocols (4)
   - CNT A270 CCNA 3 Switching and Wireless (4)
   - CNT A271 CCNA 4 WAN Access (4)

5. **Complete 6 Credits from the following courses:**
   - CNT A264 Introduction to Information Security (3)
   - CNT A290 Selected Topics in Information Technology (1 - 4)**
   - CNT A390 Selected Topics in Computer and Networking Technology (1 - 4)**

   **CNT A290 and CNT A390 may be taken twice with a change in subtitle.

7. A total of 69 or more credits are required for the degree.

FACULTY

Harry Banks, Instructor, hbanks@matsu.alaska.edu
Michael Buckland, Assistant Professor, AFMPB@uaa.alaska.edu

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The Computer Systems Technology program is offered through the Matanuska-Susitna College and Kodiak College. An Associate of Applied Science in Computer Systems Technology (CST) provides skills and education for qualified workers in the field of network and systems administration. The degree is designed to teach students both the business and IT-related concepts needed to enter the workforce as an IT administrator and technician. Four, and network routing/switching technologies. Five or more full-time semesters are required to complete the degree program.

The CST degree offers students the business, communication, teamwork, and technical skills and IT concepts needed to enter the workforce as entry-level technicians or administrators. It also provides a foundation for advanced studies in technology.

Student Learning Outcomes

Upon program completion, CST graduates will be able to demonstrate:

1. the ability to manage an IT-related project by completing a series of specific technical, professionally and ethically utilizing business, and general education courses. Graduates with an AAS standards, communication skills, and teamwork principles;

2. competence in Computer Systems Technology can be employed as systems administrators and in a wide variety of other positions in the information technology field. Graduates of this program will have a firm IT workplace service skills, providing customer service, troubleshooting, and security;

3. an understanding of a wide variety of technical concepts, from the latest version of the Windows Operating System to routing and switching technologies. IT concepts and technical skills, an ability to install and configure operating systems, and competence in using Cisco equipment. Graduates will also have a wide body of knowledge in vendor neutral and theoretical concepts and practices. Both the Matanuska-Susitna and the Kodiak campuses offer the degree program. Utility software.

The program objective is the development of a well-trained workforce for the state of Alaska. Since many jobs in the computer technology sector are predicted to grow at high rates in the coming decades, this degree program was designed to train essential employees for that sector.
The educational objectives of the Computer Systems Technology program are to produce graduates who:

1. Have sufficient technical competence to obtain employment as an entry-level technician and to be able to progress professionally within the discipline and are prepared for advanced study.
2. Are able to communicate their ideas.
3. Are able to work within a team environment.
4. Are able to apply their knowledge and skills to create and operate networked computer systems that provide solutions and add to the capabilities of business organizations.
5. Demonstrate their understanding of professional and ethical behavior in the workplace.

Students graduating from this program will demonstrate:

1. Proficiency in operating system, utility software and network installation and configuration.
2. Proficiency in computer hardware, software and peripherals; and
3. Knowledge of network operation, troubleshooting and upgrades. Demonstrate familiarity with hardware, software and infrastructure, network security features, workgroups, and domain administration.
4. Management of user accounts and group accounts in a MS Windows workgroup and/or domain.
5. Setup, configuration, and management of a router to include: router interfacing, command line editing, startup, setup, and configuration.
6. Proficiency in the management of local area networks (LANs).
7. Application of customer service principles, including relationships, perceptions, telephone techniques, quality, ethics, record keeping, interpersonal relationships, and teamwork.
8. Application of business principles and the fundamentals of investment, finance, organization, operation and management within a business entity.
9. Application of project management principles and practices, and use of appropriate project management software in the workplace.

Associate of Applied Science, Computer Systems Technology

Admission Requirements
Satisfy the Admission to Certificate and Associate Degree Programs Requirements in Chapter 7, Academic Standards and Regulations. Additionally, all students are required to take the recent Computer Skills Placement (CSP) test. Students with a score of 80% in the
categories of Basic Concepts, File Management, Word Processing, Spreadsheet, and a score of 65 in the category of Information and Communication will be admitted into the CST program. Students with lower scores in any of these categories will need to take the required prerequisite course CIS 105, Introduction to PC and Application Software and pass with a grade of ‘B’ or better.

General University Requirements
Complete the General University and General Course Requirements for Associate of Applied Science Degrees listed at the beginning of this chapter.

Major Requirements
1. Complete the following required courses:

1. Workforce Skills (12 - 13 Credits):
   - BA A151 Introduction to Business (3)*
   - BA A231 Fundamentals of Supervision (3)
   - CNT A170 CCNA 1 Network Fundamentals (4)
   - CNT A210 PC Technician Fundamentals (3)
   - CNT A212 Network Technician Fundamentals (3)
   - CNT A215 Windows System Essentials (2)
   - CNT A241 Administering and Supporting Windows Workstations and Server (3)
   - CNT A242 Windows Network Infrastructure Administration (3)
   - CNT A243 Windows Directory Services Administration (3)
   - CNT A244 Designing Secure Windows Networks (3)
   - CNT A245 Windows Directory Services Design (2)
   - CNT A246 Windows Network Infrastructure Design (3)
   - CNT A261 CCNA 2 Router Fundamentals and Protocols (4)
   - CNT A270 CCNA 3 Switching and Wireless (4)
   - CNT A271 CCNA 4 WAN Access (4)
   - CNT A276 Individual Technical Project (1-3)
   - CNT A282 Industry Workplace Experience (1-2)
   - ENGL A212 Technical Writing (3)*
   - MATH A105 Intermediate Algebra (3)*
   - MATH A107 College Algebra (4)*
   - MATH A172 Applied Finite Mathematics (3)*
BA A151, ENGL A212, and Math A105, Math A107, Math A172 may also be used to satisfy general course requirements.

*For any MATH course for which MATH A105, MATH A107, or MATH A172 is a prerequisite.

2. Students are required to meet a 2-credit Computer Knowledge and Project Skills (17 - 18 Credits):
   - CNT A160 PC Operating Systems (3)
   - CNT A165 Customer Service Fundamentals (1)
   - CNT A168 Computer User Support and Help Desk (3)
   - CNT A180 PC Peripherals, Storage and A+ Certification (4)
   - or CNT A210 PC Technician Fundamentals (3)
   - CNT A183 Local Area Networks (3)
   - or CNT A212 Network Technician Fundamentals (3)
   - CIOS A270 Project Management requirement. CIOS A270 is recommended. See advisor for more information.
   - or CNT A275 Information Technology Project Management (2)
   - CNT A276 Individual Technical Project (3)
   - or CNT A282 Industry Workplace Experience (3)

3. Industry Server Operating System Environment (11 Credits):
   - CNT A240 Industry PC Configuration Essentials(2)
   - CNT A241 Administering and Supporting Industry Network Infrastructure (3)
   - CNT A242 Industry Network Directory Configuration (3)
   - CNT A243 Industry Application Infrastructure (3)

4. Network Router and Switching (16 Credits):
   - CNT A170 CCNA 1 Network Fundamentals (4)
   - CNT A261 CCNA 2 Router Fundamentals and Protocols (4)
   - CNT A270 CCNA 3 Switching and Wireless (4)
   - CNT A271 CCNA 4 WAN Access (4)

5. Complete 6 credits from the following courses:
   - CNT A264 Introduction to Information Security (3)
   - CNT A280 Selected Topics in Information Technology (1 - 4) **
CNT A390 Selected Topics in Computer and Networking Technology (1 - 4)**

**CNT A290 and CNT A390 may each be taken twice with a change in subtitle.

7. A total of 69 or more credits are required for the degree.

FACULTY
Harry Banks, Instructor, hlbanks@matsu.alaska.edu
Heather Corriere, Assistant Professor, hcorriere@kodiak.alaska.edu
1a. School or College 
CT CTC

1b. Division 
APER Division of Physical Ed Rec

1c. Department 
HPER

2. Course Prefix 
PER

3. Course Number 
A190

4. Previous Course Prefix & Number 
n/a

5a. Credits/CEUs 
1-4 credits

5b. Contact Hours 
(1-4+0-8)

6. Complete Course Title 
Selected Topics in Health, Physical Education and Recreation 
Selected Topics in HPER

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 ☐ Course Number ☐ Contact Hours ☐ Title ☐ Repeat Status
☐ Grading Basis ☐ Cross-Listed/Stacked ☐ Course Description ☐ Co-requisites
☐ Test Score Prerequisites ☐ Course Prerequisites ☐ Other Restrictions ☐ Registration Restrictions
☐ Class ☐ Level ☐ College ☐ Major ☐ Other
☐ (please specify)

9. Repeat Status Yes ☐ # of Repeats ☐ Max Credits 998

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date 
From: spring / 2013
To: 9999

12. ☐ Cross Listed with n/a

☐ Stacked with n/a

Cross-Listed Coordination Signature

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>
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</table>

Initiator Name (typed): TJ Miller Initiator Signed Initials: _________ Date:__________

13b. Coordination Email 
Date: 4/16/2012

submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison 
Date: 4/16/2012

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)

Examines selected topics in the Health, Physical Education, & Recreation industry according to industry demand or faculty expertise. Special Note: Course may be repeated with change in topic.

16a. Course Prerequisite(s) (list prefix and number) 
n/a

16b. Test Score(s) 
n/a

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

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

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

17. ☒ Mark if course has fees

18. ☒ Mark if course is a selected topic course

19. Justification for Action 
New course to add availability to meet industry demand and/or faculty expertise.

Initiator (faculty only) Date
T.J. Miller

Initiator (TYPE NAME) Date

Approved Disapproved Dean/Director of School/College Date

Approved Disapproved Undergraduate/Graduate Academic Board Chairperson Date

Approved Disapproved Provost or Designee Date

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I. Course Description:
Examines selected topics in the Health, Physical Education, & Recreation industry according to industry demand or faculty expertise.
Special Note: Course may be repeated with a change in topic.

II. Course Design:
A. Designed for students interested in the selected topic.
B. 1-4 credits.
C. Total time of student involvement: 45-180 hours
D. Status of course relative to degree or certificate: N/A.
E. Fees: a fee will be assessed.
F. May be scheduled in any time frame, but not less than one week per credit.
G. This is a new course.
H. Coordinated with UAA List Serv.
I. Course level justification: Course introduces student to the concepts, knowledge, skills, and abilities related to the topic addressed.

III. Course Activities:
Includes lecture, discussions, group exercises, self-evaluation techniques, skill development and field application.

IV. Course Prerequisites:
None

V. Course Evaluation:
Grades will be A-F based on all assignments and skill proficiency. Specific grading will be discussed during the first class.

VI. Sample Course Curriculum:
Rafting the Grand Canyon
1.0 Cultural, natural, and resource history
   1.1 Indigenous People
   1.2 Fauna
   1.3 Flora
   1.4 Federal designation as National Park
2.0 Famous names and expeditions
   2.1 John Wesley Powell
   2.2 Clarence Dutton
3.0 Logistics planning
   3.1 Equipment
   3.2 Food
   3.3 Travel
   3.4 Camp set-up

4.0 Regulations
   4.1 National park permitting
   4.2 River corridor regulations

5.0 Boat operation skills
   5.1 Reading water
   5.2 Oar and paddle boat maneuvers
   5.3 Boat packing

6.1 Leave No Trace © Principles

VII. Sample Suggested Texts:

VIII. Sample Bibliography:
   Author. (N.D.). *UAA HPER Department policies and procedures manual.* University of Alaska Anchorage: HPER Department.
XI. Instructional Goals, Student Learning Outcomes, and Assessment Procedures

**Instructional Goals:**
Provide instruction on and development of the concepts, skills, techniques and safety elements associated with health, physical education, and recreation.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and refine skills in selected topic area.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Relate skills and concepts to industry standards.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Delineate how the issues of various topics impact individuals, families and communities.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Illustrate how the concepts of selected topic can lead to desired outcomes.</td>
<td>Assignments, projects, written or performance tests</td>
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</tbody>
</table>
1a. School or College  
CT CTC  

1b. Division  
APER Division of Physical Ed Rec  

1c. Department  
HPER  

2. Course Prefix  
PEP  

3. Course Number  
A490  

4. Previous Course Prefix & Number  
n/a  

5a. Credits/CEUs  
1-6 credits  

5b. Contact Hours (Lecture + Lab)  
(1-6+0-18)  

6. Complete Course Title  
Selected Topics in Health, Physical Education and Recreation  
Selected Topics in HPER  

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  ☐ College  ☐ Major  ☐ Level  ☐ Registration Restrictions  

9. Repeat Status  
Yes  ☒  # of Repeats  998  

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

11. Implementation Date  
Semester/year  
From: Spring/2013  
To: 9999  

12. Cross Listed with  
n/a  

Stacked with  
n/a  

Cross-Listed/Stacked Coordination Signature  

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.  

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</table>

Initiator Name (typed): TJ Miller  
Initiator Signed Initials: _________  
Initiator Signed Date: ____________  

13b. Coordination Email  
Date: 4/16/2012  
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)  

13c. Coordination with Library Liaison  
Date: 4/16/2012  

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)  
Examines selected topics in the Health, Physical Education, & Recreation industry according to industry demand or faculty expertise.  

Special Note: Prerequisites may be required depending on selected topic. Course may be repeated with change in topic.  

16a. Course Prerequisite(s) (list prefix and number)  
n/a  

16b. Test Score(s)  
n/a  

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

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

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

17. ☑ Mark if course has fees  

18. ☑ Mark if course is a selected topic course  

19. Justification for Action  
New course to add availability to meet industry demand and/or faculty expertise.  

Initiator (faculty only)  
T.J. Miller  
Initiator (TYPE NAME)  

Approved Date  
Disapproved Date  

Dean/Director of School/College  
Approved Date  
Disapproved Date  

Undergraduate/Graduate Academic  
Approved Date  
Disapproved Date  

Board Chairperson  
Approved Date  
Disapproved Date  

Provost or Designee  
Approved Date  
Disapproved Date  

50
I. Course Description:
Examines selected topics in the Health, Physical Education, & Recreation industry according to industry demand or faculty expertise.
Special Note: Prerequisites may be required depending on selected topic.

II. Course Design:
A. Designed for students interested in the selected topic.
B. 1-6 credits.
C. Total time of student involvement: 45-240 hours
D. Status of course relative to degree or certificate: N/A.
E. Fees: a fee will be assessed.
F. May be scheduled in any time frame, but not less than one week per credit.
G. This is a new course.
H. Coordinated with UAA List Serv.
I. Course level justification: Course applies, refines, and further develops the knowledge, skills, abilities, and concepts related the topic addressed.

III. Course Activities:
Includes lecture, discussions, group exercises, self-evaluation techniques, skill development and field application.
Special Note: Course may be repeated with a change in topic.

IV. Course Prerequisites:
None

V. Course Evaluation:
Grades will be A-F based on all assignments and skill proficiency. Specific grading will be discussed during the first class.

VI. Sample Course Curriculum:
Olympism
1.0 History
1.1 Olympia
1.2 Religion
2.0 Mythology
2.1 Zeus
2.2 Hera
2.3 Athena
2.4 Apollo
3.0 Ceremonies
  3.0 Opening
  3.1 Victory
  3.3 Closing
4.0 Athletes and athleticism
  4.1 Ancient athletes
  4.2 Training
  4.3 Sportsmanship
  4.4 regulations
5.0 Games and significance
  5.1 Pentathlon origins
  5.2 Current sports

VII. Sample Suggested Texts:

VIII. Sample Bibliography:
IX. Instructional Goals, Student Learning Outcomes, and Assessment Procedures

**Instructional Goals:**
Provide instruction on and development of the concepts, skills, techniques and safety elements associated with health, physical education, and recreation.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>After successful completion of the course, the student will be able to:</td>
<td></td>
</tr>
<tr>
<td>Expand knowledge in selected topic area.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Compare and contrast topical concepts into health, physical education, and recreation.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Correlate topical impacts to individuals, groups, and communities.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Evaluate how the concepts of research, can lead to desired outcomes.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
<tr>
<td>Justify topical significance to health, physical education, and recreation.</td>
<td>Assignments, projects, written or performance tests</td>
</tr>
</tbody>
</table>
1a. School or College  
CB CBPP  

1b. Division  
ADEP Division of Econ Public Pol  

1c. Department  
Economics  

2. Course Prefix  
ECON  

3. Course Number  
A211  

4. Previous Course Prefix & Number  
N/A  

5a. Credits/CEUs  
3  

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

6. Complete Course Title  
The Economics of Fish  

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 ☐ Course Number ☐ Contact Hours ☐ Repeat Status ☐ Grading Basis ☐ Course Description ☐ Cross-Listed/Stacked ☐ Course Prerequisites ☐ Co-requisites ☐ Test Score Prerequisites ☐ Registration Restrictions ☐ 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  
From: Spring/2013 To: /9999  

12. ☐ Cross Listed with  
Stacked with ☒ Cross-Listed Coordination Signature  

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.  

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<tr>
<td>3.</td>
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</table>

Initiator Name (typed): Gunnar Knapp  
Initiator Signed Initials: ___________ Date: ____________  

13b. Coordination Email  
Date: 04/20/2012  
submitted to Faculty Listserv: uaa-faculty@lists.uaa.alaska.edu  

13c. Coordination with Library Liaison  
Date: 04/20/2012  

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)  
Introduces key insights of economics related to fisheries, aquaculture, fish processing, the seafood distribution chain, fish prices, fish marketing, and economic impacts of the seafood industry. Intended for people working in any part of the seafood industry or studying fisheries, aquaculture, or other seafood-related fields.  

16a. Course Prerequisite(s) (list prefix and number)  
None  

16b. Test Score(s)  
N/A  

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

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

16e. Registration Restriction(s) (non-codable)  
N/A  

17. ☒ Mark if course has fees Standard CBPP computer lab fee  

18. ☐ Mark if course is a selected topic course  

19. Justification for Action  
The course is an important element in the ongoing University of Alaska Fisheries Seafood Maritime Initiative to expand university offerings relevant to the seafood industry. This course responds to broad Alaskan interest in fisheries and the seafood industry.
<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Approved</th>
<th>Disapproved</th>
</tr>
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<tbody>
<tr>
<td>Gunnar Knapp</td>
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Initiator (TYPE NAME)

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<th>Department Chairperson</th>
<th>Date</th>
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<th>Curriculum Committee Chairperson</th>
<th>Date</th>
<th>Approved</th>
<th>Disapproved</th>
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<th>Dean/Director of School/College</th>
<th>Date</th>
<th>Approved</th>
<th>Disapproved</th>
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55
COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated
   October 16, 2012

II. Course Information
   College/School: College of Business and Public Policy
   Department: Economics
   Program: Economics
   Course Title: The Economics of Fish
   Course Number: ECON A211
   Credits: 3
   Contact Hours: 3 per week x 15 weeks = 45 hours
   0 lab hours
   6 to 9 hours outside of class per week x 15 weeks = 90 to 135 hours
   Grading Basis: A-F
   Course Description: Introduces key insights of economics related to fisheries,
aquaculture, fish processing, the seafood distribution chain, fish prices, fish
marketing, and economic impacts of the seafood industry. Intended for people
working in any part of the seafood industry or studying fisheries, aquaculture, or
other seafood-related fields.
   Course Prerequisites: None
   Registration Restrictions: N/A
   Fees: Standard CBPP computer lab fee

III. Course Activities:
   A. Lectures
   B. Discussions
   C. Videos

IV. Course Level Justification
   This is intended as an introductory course without prerequisites. As such, a 200-level
designation is appropriate.

V. Outline
   A. Fish Facts
      1. Overview of major fish species
      2. Global, U.S., and Alaska seafood production and consumption
      3. Seafood distribution and value chains
      4. Fisheries management and aquaculture regulation
   B. Fundamentals of Economics
C. Economics of Wild Fisheries
   1. Bioeconomics
   2. Objectives of fisheries management
   3. Inherent challenge of fisheries management
   4. Approaches to fisheries management and their economic implications

D. Economics of Aquaculture

E. Economics of Seafood Processing and Distribution
   1. Economics of industries in the seafood value chain
   2. Effects of fisheries management and aquaculture regulation on the seafood value chain

F. Seafood Markets and Prices

G. Seafood Marketing

H. Economic Impacts of the Seafood Industry

VI. Suggested Text

Gunnar Knapp, *The Economics of Fish* (Publication anticipated Summer 2013)

VII. Bibliography


*Classics*
### VIII. Instructional Goals and Student Learning Outcomes

#### A. Instructional Goals.
The instructor will:

1. Introduce key economic insights related to fisheries, aquaculture, fish processing, the seafood distribution chain, fish prices, fish marketing, and economic impacts of the seafood industry through assignments of readings, videos, and other course materials.

2. Explain the application of economics to current fisheries and aquaculture policy issues

3. Give students experience in collecting primary information about the seafood industry, including prices and consumer preferences through research assignments

4. Encourage students to formulate and to discuss their own opinions on major current policy issues by posting these in a class discussion forum.

5. Promote sharing of information derived from collective knowledge of and experience in the seafood industry

6. Provide a basic background for understanding of the world, U.S., and Alaska seafood industries.

#### B. Student Learning Outcomes.
**Students will be able to:**

<table>
<thead>
<tr>
<th>Students will be able to:</th>
<th>Assessment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply basic principles of economics to explain and to analyze key economic questions related to fisheries, aquaculture, and other parts of the seafood industry.</td>
<td>Exams and homework</td>
</tr>
<tr>
<td>2. Explain regional differences in and changes over time in the seafood industry.</td>
<td>Exams and homework</td>
</tr>
<tr>
<td>3. Project how different factors will affect fish prices and how prices are likely to change in the future.</td>
<td>Exams and homework</td>
</tr>
<tr>
<td>4. Formulate and defend opinions on current economic policy issues facing the seafood industry.</td>
<td>Exams, homework, and online course discussions</td>
</tr>
<tr>
<td>5. Collect and work with economic data.</td>
<td>Research assignments</td>
</tr>
</tbody>
</table>
Course Action Request  
University of Alaska Anchorage  
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
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<tbody>
<tr>
<td>AS CAS</td>
<td>ASSC Division of Social Science</td>
<td>SOC</td>
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<table>
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<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
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<td>3.0</td>
<td>(3+0)</td>
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</table>

6. Complete Course Title  
Capstone Seminar

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 Number
- ☒ Contact Hours
- ☐ Repeat Status
- ☒ Course Description
- ☐ Cross-Listed/Stacked
- ☒ Test Score Prerequisites
- ☒ Co-requisites
- ☒ Other Restrictions
- ☒ Registration Restrictions
- ☒ Class
- ☒ Level
- ☒ College
- ☒ Major
- ☐ Other update CCG (please specify)

9. Repeat Status No  # of Repeats  Max Credits

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

11. Implementation Date  semester/year  
From: Spr/2013  To: 9999/9999

12. ☒ Cross Listed with  ☒ Stacked with

Cross-Listed Coordination Signature

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>
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<tr>
<td>Sociology BA, BS</td>
<td>87, 132, 485</td>
<td>4/19/12</td>
<td>J. Riley</td>
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13b. Coordination Email  
Date: 8/31/12

submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison  
Date: 8/31/12

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)

Overview of the discipline emphasizing synthesis of theory and research, critical reflection and evaluation, and recent developments in sociology with social action. Particular emphasis will be given to the integration of sociology with other social sciences.

16a. Course Prerequisite(s) (list prefix and number)  
(SOC A361 and SOC A402) with minimum grades of C.

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)  
Completion of all GER Tier 1 (basic college level skills) courses and senior standing

17. ☐ Mark if course has fees  
18. ☐ Mark if course is a selected topic course

19. Justification for Action  
To modify minimum grades for prerequisite courses and update CCG.

Initiator Name (typed): K. Pfeiffer  
Initiator Signed Initials: ___________________________ Date: ___________________________

Initiator (faculty only)  
Date

Initiator (TYPE NAME)  
Date

☐ Approved  ☐ Disapproved

Dean/Director of School/College  
Date

Undergraduate/Graduate Academic  
Board Chairperson  
Date

Provost or Designee  
Date
I. Date of Initiation: Spring 2013

II. Course Information
Course Subject/ Number: SOC A488
Credits and Contact Hours: 3.0 Credits, 3+0 Contact Hours
Course Title: Capstone Seminar
Grading Basis: A – F
Course Description: Overview of the discipline emphasizing synthesis of theory and research, critical reflection and evaluation, and recent developments in sociology with social action. Particular emphasis will be given to the integration of sociology with other social sciences.
Prerequisites: (SOC A361 and SOC A402) with minimum grades of C.
Co-requisites: None
Other Restrictions: Completion of all GER Tier 1 (basic college-level skills) courses and senior standing

III. Instructional Goals and Student Learning Outcomes
A. Instructional Goals:
1. Present overarching issues with which sociologists have struggled and how these questions have been framed regarding the nature of social life, about what holds society together and what tears it apart, about order and conflict, stability and change.
2. Demonstrate synthesis and evaluation of credible answers to sociological questions including competing explanations from within sociology, as well as from other disciplines such as psychology.
3. Demonstrate evaluative explanation through empirical testing within the context of the fundamental questions of sociology and other ways of knowing.
4. Demonstrate connections among disparate areas in sociology: bridges among sociological specialties, theoretical emphases, and practical experience, as well as interdisciplinary topics in psychology and other social sciences.
B. Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessments</th>
<th>Capstone Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Integrate sociological knowledge through the discussion of disciplinary foundations in philosophy, history, economics, and psychology and how this knowledge may apply to immediate experience.</td>
<td>1. Educational Testing Service (ETS) Sociology Major Field Exam (majors only). Individualized learning contracts and personalized short and long term goals</td>
<td>Knowledge Integration. Critical Thinking Quantitative Perspectives</td>
</tr>
<tr>
<td>2. Demonstrate critical analysis skills with regard to social science research, social policy, and world events.</td>
<td>2. Papers, writing assignments, graded group discussions.</td>
<td>Effective Communication Information Literacy</td>
</tr>
<tr>
<td>3. Demonstrate job related skills, including quantitative and qualitative research skills.</td>
<td>3. Resumes, student portfolios, community based service-learning projects, research projects and presentations.</td>
<td>Effective Communication Information Literacy Quantitative Perspectives</td>
</tr>
</tbody>
</table>

IV. Guidelines for Evaluation
Letter Grades (A-F) will be calculated based upon performance in activities such as writing assignments, graded class discussions, the ETS Major Field Exam, student portfolios, community service-learning activities, research projects, and other activities as outlined in the course syllabus.

V. Course Level Justification
This course requires both 300 and 400 level prerequisites (SOC A361 - Research Methods and SOC A402 - Theories of Sociology.)

VI. Capstone Justification
A major goal of this course is the integration of Tier I and Tier II GER courses, with regard to knowledge integration, effective communication, critical thinking, information literacy, and quantitative perspectives.

- **Knowledge Integration**: This is an overall goal of the course. Sociology’s relationship to other social sciences is considered in the broader context of human history and knowledge.
• **Effective Communication**: Course activities focus specifically on effective communication through written assignments, small group discussions and presentations.

• **Critical Thinking**: Another key goal of the course, with particular emphasis on the process of empirical social criticism and the role of ideologies in the shaping of public opinion.

• **Information Literacy**: Students are expected to achieve and demonstrate a full range of computer, library and Internet skills for acquiring information.

• **Quantitative Perspectives**: Since Sociology considers itself an empirical discipline, students are expected to demonstrate quantitative research skills appropriate to graduating social science majors. Research projects, community-based service learning projects, and ETS testing should reflect these skills.

VII. **Topical Course Outline**

A. Sociological Paradigms
   a. Functionalism
   b. Conflict Theory
   c. Symbolic Interactionism
   d. Foundations of Contemporary Theory

B. Other Models of Human Behavior
   a. Economic Models of Human Behavior
   b. Psychological Models of Human Behavior
   c. Biological Models of Human Behavior
   d. Non-scientific Models of Human Behavior

C. Contemporary Theories
   a. Exchange Theory
   b. Dramaturgy/Ethnomethodology
   c. Rational Choice Theory
   d. Phenomenological Sociology
   e. Feminist Theory
   f. Post-Modern Theories

D. Reviewing Methodologies
   a. Quantitative Methods
   b. Qualitative Methods
   c. Triangulation
   d. Interdisciplinary and Multidisciplinary Methods

E. Applications
   a. Social Problems
   b. Social Policy
   c. Social Research
   d. Social Change

F. Jobs That Utilize Sociological/Behavioral Science Skills
   a. Human Services and Social Welfare
   b. Education
   c. Research
   d. Business
e. Arts and Entertainment  
f. Justice and Law Enforcement  
G. The Question of Post-Graduate Study  
   a. Which school and why  
   b. Teaching and research assistantships  
   c. Application process  
H. Sociological Imagination and Social Conscience  
   a. Social activism  
   b. Social action research  
   c. Morality and Society  

VIII. Suggested Texts  


XI. Bibliography  


*The Economist*, print or online. This is a news journal also available at local bookstores and Costco. Student subscriptions are available at [https://www.economistsubscriptions.com/ecom903/global/index.php](https://www.economistsubscriptions.com/ecom903/global/index.php)  


### Course Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Course

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<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
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<td>CB CBPP</td>
<td>ADBP Division of Business Programs</td>
<td>CIS</td>
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<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
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**6. Complete Course Title**

Current Topics in Management Information Systems

Current Topics in MIS

Abbreviated Title for Transcript (30 character)

**7. Type of Course**

- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

**8. Type of Action:**

- [x] Add
- [ ] Change
- [ ] Delete

**If a change, mark appropriate boxes:**

- [ ] Prefix
- [ ] Credits
- [ ] Title
- [ ] Grading Basis
- [ ] Contact Hours
- [ ] Repeat Status
- [ ] Course Description
- [ ] Cross-Listed/Stacked
- [ ] Course Prerequisites
- [ ] Co-requisites
- [ ] Test Score Prerequisites
- [ ] Registration Restrictions
- [ ] Other Restrictions
- [ ] Class
- [ ] College
- [ ] Major
- [ ] Level
- [ ] (please specify)

**9. Repeat Status Yes # of Repeats**

- [ ] Yes
- [ ] No

**10. Grading Basis**

- [ ] A-F
- [ ] P/NP
- [ ] NG

**11. Implementation Date**

- From: Spring/2013
- To: 9999

**12. Cross Listed with**

- [ ] N/A

**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](http://www.uaa.alaska.edu/governance).

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<th>Chair/Coordinator Contacted</th>
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<td>2.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initiator Name (typed): **Alpana Desai**

Initiator Signed Initials: ___________

Date: ___________

**13b. Coordination Email**

Date: 10/5/12

submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

**13c. Coordination with Library Liaison**

Date: 10/5/12

**14. General Education Requirement**

Mark appropriate box:

- [ ] Oral Communication
- [ ] Written Communication
- [ ] Social Sciences
- [ ] Quantitative Skills
- [ ] Natural Sciences
- [ ] Humanities
- [ ] Fine Arts
- [ ] Integrative Capstone

**15. Course Description** *(suggested length 20 to 50 words)*

Study of specific current issues, techniques, and trends in Management Information Systems (MIS).

Special note: May be repeated with change of subtitle/topic. Maximum of 9 elective credits may be used for the BBA MIS degree.

Check course schedule for specific titles being offered.

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

CIS A210 with a minimum grade of C

**16b. Test Score(s)**

N/A

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

N/A

**16d. Other Restriction(s)**

- [ ] College
- [ ] Major
- [ ] Class
- [ ] Level

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

College of Business and Public Policy majors must be admitted to upper-division standing.

**17. Mark if course has fees**

Standard CBPP computer lab fee

**18. Mark if course is a selected topic course**

**19. Justification for Action**

Update the CIS curriculum to better meet the needs of the industry and students.

Initiator (faculty only) **Alpana Desai**

Initiator (TYPE NAME) ___________

Approved

Disapproved

Dean/Director of School/College

Date

Supported

Undergraduate/Graduate Academic

Date

Supported

Board Chairperson

Date

Approved

Provost or Designee

Date

---

**65**
I. **Date Initiated**

   October 16, 2012

II. **Course Information**

   **College/School:** College of Business and Public Policy  
   **Department:** Computer Information Systems  
   **Program:** Bachelor of Business Administration (BBA), Management Information Systems (MIS)  
   **Course Title:** Current Topics in Management Information Systems  
   **Course Number:** CIS A490  
   **Credits:** 3  
   **Contact Hours:** 3 per week x 15 weeks = 45 hours  
   0 lab hours  
   6 hours outside of class per week x 15 weeks = 90 hours  
   **Grading Basis:** A - F  
   **Course Description:** Study of specific current issues, techniques, and trends in Management Information Systems (MIS). Special note: May be repeated with change of subtitle/topic. Maximum of 9 elective credits may be used for the BBA MIS degree. Check course schedule for specific titles being offered.  
   **Course Prerequisites:** CIS A210 with a minimum grade of C.  
   **Registration Restrictions:** College of Business & Public Policy majors must be admitted to upper-division standing.  
   **Fees:** Standard CBPP computer lab fee

III. **Course Activities**

   Because this is a “selected topics” course, the exact focus of the course may vary depending on the topic addressed. However, in general, the course will involve a combination of:  
   A. Discussion  
   B. Lecture  
   C. Guest speakers  
   D. Case studies

IV. **Course Level Justification**

   This course covers current and advanced management information systems topics and builds upon knowledge gained in other CIS courses.
V. Outline

Course outline varies with topics.

Example course (Information Security Assurance)
A. Introduction to Information Security
B. The Need for Security
C. Legal, Ethical, and Professional Issues in Information Security
D. Risk Management: Identifying and Assessing Risk
E. Risk Management: Assessing and Controlling Risk
F. Blueprint for Security
G. Planning for Continuity
H. Security Technology
I. Physical Security
J. Implementing Security
K. Security and Personnel
L. Information Security Maintenance

VI. Suggested Texts

Textbooks will vary with topic.

Example course (Information Security Assurance)

VII. Bibliography

References will vary with the topic.

Example course (Information Security Assurance)
VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals.
The instructor will:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrate the integration of security, software, people, data, and telecommunications components in information systems (IS).</td>
</tr>
<tr>
<td>2.</td>
<td>Engage students in classroom debates on the implications of emerging global threats to IS data.</td>
</tr>
<tr>
<td>3.</td>
<td>Empower students to perform customer investigation of security faults and protection of IS resources.</td>
</tr>
<tr>
<td>4.</td>
<td>Guide students in developing analysis and database tools to support quantitative decision making related to security risk assessment and use of forensic tools to solve security problems.</td>
</tr>
</tbody>
</table>

B. Student Learning Outcomes.
Students will be able to: | Assessment Method
---|---|
| 1. | Apply the ethical legislative and regulatory issues of information security in shaping a global digital economy. | Homework, Quizzes, Exams |
| 2. | Investigate the role of computer forensics. | Research paper |
| 3. | Create suitable information assurance policies for a variety of systems. | Homework |
| 4. | Explain the basic theories and principles of computer security. | Homework, Exams |
| 5. | Analyze information security practices across a variety of business environments. | Homework, Quizzes |
| 6. | Describe the issues and tasks surrounding the implementation and operation of an information assurance program. | Homework, Quizzes |
| 7. | Define various information security processes and discuss their tangible and intangible benefits. | Homework, Quizzes, Exams |
| 8. | Describe the various security technologies including firewalls, dial-up protection, and access control. | Homework, Quizzes, Exams |
| 9. | Describe the various concepts of cryptography including types of ciphers and cryptographic algorithms. | In-class activities, Quizzes, Exams |
| 10. | Describe and design security measures. | Homework |
| 11. | Develop an information assurance plan. | Project |
Reaccreditation of the AAS-MLT and BS-MLS programs is scheduled for 2013. In preparation for the self-study and site visit, the department began updating the curriculum in January 2012 to reflect recent organizational changes and for currency. The curriculum updates were not completed. The following is a summary of the changes included in this packet:

Recommended text and bibliographies were updated on all courses

- MEDT A202- course description, course prerequisites, outline and outcomes
- MEDT A203- course description, course prerequisites, outline and outcomes
- MEDT A206- course description, course prerequisites, outline and outcomes
- MEDT A208- course prerequisites, outline and outcomes
- MEDT A250- course description, outline and outcomes
- MEDT A302- course description, course prerequisites, outline and outcomes
- MEDT A303- course prerequisites, outline and outcomes
**Course Action Request**

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

<table>
<thead>
<tr>
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<th>1c. Department</th>
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<td>CH College of Health</td>
<td>AHLS Division of Health Safety</td>
<td>Medical Laboratory Science</td>
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6. Complete Course Title

Clinical Chemistry

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
- [ ] Course Number
- [ ] Credits
- [ ] Title
- [ ] Repeat Status
- [ ] Grading Basis
- [ ] Contact Hours
- [ ] Cross-Listed/Stacked
- [ ] Course Description
- [ ] Course Prerequisites
- [ ] Test Score Prerequisites
- [ ] Co-requisites
- [ ] Other Restrictions
- [ ] Registration Restrictions
- [ ] Class
- [ ] Level
- [ ] College
- [ ] Major
- [ ] Other Outline and Outcomes (please specify)

9. Repeat Status No

- [ ] # of Repeats
- [ ] Max Credits

10. Grading Basis

- [ ] A-F
- [ ] P/NP
- [ ] NG

11. Implementation Date

- semester/year

From: Fall/2013

To: /1999

12. Cross Listed with

- [ ] N/A

Stacked with

- [ ] N/A

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.

- [ ] Impact Program/Institution
- [ ] Catalog Page(s) Impacted
- [ ] Date of Coordination
- [ ] Chair/Coordinator Contacted

Initiator Name (typed): Heidi Mannion
Initiator Signed Initials: __________
Date: __________

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)

Develops skills in performing chemical analysis of blood and other body fluids. Discusses and practices specific testing procedures for different organ systems and analytes. Presents correlation of laboratory results with clinical findings. Emphasizes quality assessment.

16a. Course Prerequisite(s) (list prefix and number)
Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and (MEDT A132 or MEDT A133)].

16b. Test Score(s)

N/A

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

N/A

16d. Other Restriction(s)

- [ ] College
- [ ] Major
- [ ] Class
- [ ] Level

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

Departmental Approval

17. [ ] Mark if course has fees

18. [ ] Mark if course is a selected topic course

19. Justification for Action

Curriculum is being updated for currency and forms are being edited to reflect organizational changes.

Initiator (faculty only)
Heidi Mannion
Initiator (TYPE NAME) __________

[ ] Approved
[ ] Disapproved

Dean/Director of School/College
Date __________

Undergraduate/Graduate Academic
Board Chairperson
Date __________

Provost or Designee
Date __________
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<th>Type of Impact (course or program)</th>
<th>Catalog Page</th>
<th>Type/Date of Notification</th>
<th>Chair/Coordinator Contacted</th>
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<td>Major Requirement</td>
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<td>BS Medical Lab Science</td>
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<td>Heidi Mannion</td>
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<td>MEDT A495</td>
<td>Prerequisite</td>
<td>451</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
</tr>
</tbody>
</table>
Department: MEDT: Medical Laboratory Science  Date: August 30, 2012
Course Number: MEDT A202
Course Title: Clinical Chemistry
Credits: 6 credits

I.  Course Description
Develops skills in performing chemical analysis of blood and other body fluids. Discusses and practices specific testing procedures for different organ systems and analytes. Presents correlation of laboratory results with clinical findings. Emphasizes quality assessment.

II.  Course Design
A. Provides the student knowledge and practical laboratory experience with clinical chemistry procedures. Prepares students for the clinical chemistry rotation of their practicum (MEDT A395 or MEDT A495).
B. Total time of student involvement- 270 hours
   1) Lecture- 45 hours
   2) Lab- 90 hours
   3) Outside work expected- 135 hours
C. Required for an Associate of Applied Sciences in Medical Laboratory Technology and a Bachelor of Science degree in Medical Laboratory Science.
D. Special fees are assessed to cover the cost of laboratory consumables and the site license for tutorials.
E. Course level justification: Builds on foundational knowledge gained in required support courses.

III.  Course Activities
Course is conducted in a lecture/lab format and will include class discussion, case studies, oral presentation and the performance of routine maintenance, calibration, quality control and selected chemistry procedures in the student laboratory.

IV.  Prerequisites and Corequisites
A. Prerequisites- Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and MEDT A132 or MEDT A133].
B. Registration Restrictions- Departmental Approval.

V.  Course Evaluation
A. Grading is A-F.
B. Based on written or computerized exams, core abilities, case studies, laboratory reports, oral presentations and laboratory practical exam.
C. Specific grading criteria will be discussed in the beginning of the course.
VI. Course Outline
1.0 Safety
   1.1 General Campus Safety
   1.2 Classroom and Laboratory Safety
2.0 Laboratory Operations
   2.1 Calculations and Statistical Analysis
   2.2 Method Evaluation
   2.3 Quality Assessment and Quality Control
3.0 Instrumentation and Analytical Techniques
   3.1 Automation and Computerization
   3.2 Photometric and Electrochemical Techniques
   3.3 Immunoassays
   3.4 Clinical Enzymology
   3.5 Separation Techniques
   3.6 Introduction to Molecular Diagnostics
4.0 Review of the Physiology and Analytes Specific to Selected Body Systems
   4.1 Cardiovascular
   4.2 Renal
   4.3 Hepatic
   4.4 Digestive
   4.5 Endocrine
5.0 Metabolism, Analytical Procedures and Clinical Relevance of Specific Analytes
   5.1 Carbohydrates
   5.2 Lipids
   5.3 Proteins
   5.4 Electrolytes and Water Balance
   5.5 Blood Gases
   5.6 Vitamins and Minerals
6.0 Therapeutic Drug Monitoring and Toxicology
7.0 Tumor Markers

VII. Recommended Text


Recommended Resources
Medical Training Solutions, University of Washington Department of Lab Medicine: [www.medtraining.org](http://www.medtraining.org)
- Cardiac Markers Tutorial
- Protein Electrophoresis Tutorial

Media Lab Inc., Lawrenceville, GA, [www.medialabinc.net](http://www.medialabinc.net)

VIII. References

**IX. Instructional Goals, Defined Outcomes**

Provide students with the foundational knowledge and skills necessary to:

- Perform routine biochemical analysis and to interpret chemistry test results during the core lab rotation of their clinical practicums (MEDT A395 and MEDT A495).
- Develop problem-solving skills applicable to the clinical chemistry laboratory.
- Identify sources of error for routine clinical chemistry analytical techniques.
- Employ standards of good laboratory practices and fundamental skills in the pre-analytical, analytical and post-analytical phases of laboratory processes.
- Communicate laboratory information effectively with healthcare personnel.

<table>
<thead>
<tr>
<th><strong>Student Learning Outcomes</strong></th>
<th><strong>Assessment Procedures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>After successful completion of this course, students will be able to:</em></td>
<td><em>To be assessed by one or more of the following:</em></td>
</tr>
<tr>
<td>1. Exhibit acceptable laboratory and patient safety practices and professional behavior.</td>
<td>Observation in the student laboratory</td>
</tr>
<tr>
<td>2. Perform routine quality control tests, document results and take appropriate corrective actions when results are out of control.</td>
<td>Exams, Laboratory assignments</td>
</tr>
<tr>
<td>3. Identify the preanalytical variables that can adversely affect tests results in clinical chemistry.</td>
<td>Exams, Case studies, Laboratory assignments</td>
</tr>
<tr>
<td>4. Perform and apply calculations to simple and serial dilutions.</td>
<td>Exams, Laboratory assignments</td>
</tr>
<tr>
<td>5. Perform calculations used in blood gas, lipid, electrolyte and urine chemistry analyses.</td>
<td>Exams, Laboratory assignments</td>
</tr>
<tr>
<td>6. Perform calculations used in quality control and method evaluation processes.</td>
<td>Exams, Laboratory assignments</td>
</tr>
<tr>
<td>7. Perform routine biochemistry testing.</td>
<td>Laboratory assignments</td>
</tr>
<tr>
<td>8. Identify chemistry reference ranges and critical values.</td>
<td>Exams, Laboratory assignments</td>
</tr>
<tr>
<td>9. Correlate clinical chemistry laboratory data with common abnormal or disease states.</td>
<td>Exams, Laboratory assignments, Case studies</td>
</tr>
<tr>
<td>10. Discuss methodologies and sources of error for common biochemistry analyses.</td>
<td>Exams, Laboratory assignments, Case studies</td>
</tr>
<tr>
<td>11. Explain the general principles and discuss the limitations of current clinical chemistry analytical instruments.</td>
<td>Exams</td>
</tr>
<tr>
<td>12. Present clinically pertinent information for non-routine clinical chemistry assays in the context of a laboratory procedure manual for medical care providers.</td>
<td>Oral presentation</td>
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</tbody>
</table>
### 1a. School or College
- CH College of Health

### 1b. Division
- AHLS Division of Health Safety

### 1c. Department
- Medical Laboratory Science

### 2. Course Prefix
- MEDT

### 3. Course Number
- A203

### 4. Previous Course Prefix & Number
- N/A

### 5a. Credits/CEUs
- 6

### 5b. Contact Hours
- (Lecture + Lab) (3+6)

### 6. Complete Course Title
- Clinical Microbiology

### 7. Type of Course
- Academic

### 8. Type of Action
- ☑️ Add

### 9. Repeat Status
- No

### 10. Grading Basis
- ☑️ A-F

### 11. Implementation Date
- From: Fall 2013
- To: 9999

### 12. Cross Listed with
- N/A

### 13a. Impacted Courses or Programs

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](http://www.uaa.alaska.edu/governance).

<table>
<thead>
<tr>
<th>Catalog Page(s) Impacted</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
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</tbody>
</table>

**Initiator Name (typed): Heidi Mannion**

**Initiator Signed Initials:** _______ **Date:** __________

**13b. Coordination Email**
- Date: 09/05/12

**13c. Coordination with Library Liaison**
- Date: 09/05/12

**14. General Education Requirement**

**Mark appropriate box:**
- [ ] Oral Communication
- [ ] Written Communication
- [ ] Social Sciences
- [ ] Quantitative Skills
- [ ] Natural Sciences
- [ ] Fine Arts
- [ ] Humanities
- [ ] Integrative Capstone

**15. Course Description**

_suggested length 20 to 50 words_

Emphasizes culture media, biochemical tests, immunoassays, and staining techniques used in the identification and susceptibility testing for microorganisms of medical importance to humans. Includes bacteriology and an introduction to parasitology, mycology and virology.

**16a. Course Prerequisite(s)**
- (list prefix and number)

Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and (MEDT A132 or MEDT A133)].

**16b. Test Score(s)**
- N/A

**16c. Co-requisite(s)**
- (concurren enrollment required)

**16d. Other Restriction(s)**
- [ ] College
- [ ] Major
- [ ] Class
- [ ] Level

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

Departmental Approval

**17. Mark if course has fees**
- ☑️

**18. Mark if course is a selected topic course**
- ☐

### 19. Justification for Action

Curriculum is being updated for currency and forms are being edited to reflect organizational changes.

**Initiator (faculty only)**

**Heidi Mannion**

**Initiator (TYPE NAME):** _______ **Date:** __________

**19a. Mark if course has fees**
- [ ] Approved

**19b. Mark if course is a selected topic course**
- [ ] Approved

**19c. Justification for Action**

Curriculum is being updated for currency and forms are being edited to reflect organizational changes.

**Initiator:** _______ **Date:** __________

**19d. Mark if course has fees**
- [ ] Approved

**19e. Mark if course is a selected topic course**
- [ ] Approved

**19f. Justification for Action**

Curriculum is being updated for currency and forms are being edited to reflect organizational changes.

**Initiator:** _______ **Date:** __________

---

**Dean/Director of School/College**

**Undergraduate/Graduate Academic**

**Board Chairperson**

**Provost or Designee**

**Date:** __________
<table>
<thead>
<tr>
<th>Impacted Program or Course</th>
<th>Type of Impact (course or program)</th>
<th>Catalog Page</th>
<th>Type/Date of Notification</th>
<th>Chair/Coordinator Contacted</th>
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<td>Major Requirement</td>
<td>170</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
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<td>BS Medical Lab Science</td>
<td>Major Requirement</td>
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<td>9/5/2012</td>
<td>Heidi Mannion</td>
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<td>Prerequisite</td>
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<td>9/5/2012</td>
<td>Heidi Mannion</td>
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<tr>
<td>MEDT A303</td>
<td>Prerequisite</td>
<td>451</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
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<tr>
<td>MEDT A395</td>
<td>Prerequisite</td>
<td>451</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
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</table>
I. Course Description
Emphasizes culture media, biochemical tests, immunoassay, and staining techniques used in the identification and susceptibility testing for microorganisms of medical importance to humans. Includes bacteriology and an introduction to parasitology, mycology and virology.

II. Course Design
A. Provides the student with knowledge and practical laboratory experience with clinical microbiology procedures. Prepares students for the microbiology rotation of their clinical practicum (MEDT A395 or MEDT A495).
B. Total time of student involvement- 270 hours
   1) Lecture- 45 hours
   2) Lab- 90 hours
   3) Outside work expected- 135 hours
C. This course is required for an Associate of Applied Sciences in Medical Laboratory Technology and a Bachelor of Science degree in Medical Laboratory Science.
D. Special fees are assessed to cover the cost of laboratory consumables and the site license for tutorials.
E. Course level justification: Builds on foundational knowledge gained in required support courses.

III. Course Activities
Course is conducted in a lecture/lab format and will include class discussion and the performance of techniques to isolate and identify microorganisms in the student laboratory. Students are instructed to discriminate between pathogens and usual flora in the evaluation of patient cultures.

IV. Prerequisites and Corequisites
A. Prerequisites- Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and (MEDT A132 or MEDT A133)].
B. Registration Restrictions- Departmental Approval.

V. Course Evaluation
A. Grading is A-F.
B. Based on written or computerized exams, core abilities, assignments, laboratory exercises and laboratory practical exam.
C. Specific grading criteria will be discussed in the beginning of the course.

VI. Course Outline
1.0 Safety
   1.1 General Campus and Classroom Safety
   1.2 Safety in the Microbiology Laboratory
1.3 Sterilization versus Disinfection
1.4 Sterile Techniques

2.0 Bacterial Cell Structure, Physiology and Metabolism
   2.1 Classification
   2.2 Bacterial Morphology
   2.3 Microbial Growth and Nutrition
   2.4 Bacterial Biochemistry and Metabolism

3.0 Concepts in Antimicrobial Therapy
   3.1 Antimicrobial Mechanisms of Action
   3.2 Microbial Mechanisms of Resistance
   3.3 Methods of Testing and Interpretation
   3.4 Quality Control

4.0 Host Parasite Interaction
   4.1 Usual Microbial Flora in Various Body Sites
   4.2 Role of Usual Flora in Host Defense
   4.3 Mechanisms of Host Resistance to Infectious Agents
   4.4 Pathogen Virulence Factors

5.0 General Concepts in Specimen Collection and Handling
   5.1 Basic Principles of Specimen Collection
   5.2 Patient Education and Preparation
   5.3 Preservation, Transport and Storage of Specimens
   5.4 Specimen Rejection
   5.5 Processing of Specimens

6.0 Role of Microscopy
   6.1 Smear Preparation and Staining Techniques
   6.2 Bright Field and Fluorescent Microscopy
   6.3 Direct Examinations
   6.4 Quality Control

7.0 Bacterial Identification Techniques
   7.1 Culturing for Pathogen Recovery
   7.2 Colony Morphology on Commonly Used Media
   7.3 Biochemical Testing
   7.4 Antigen Immunoassays
   7.5 Serologic Grouping

8.0 Laboratory Diagnosis of Clinically Significant Species
   8.1 Gram Positive Cocci
   8.2 Gram Positive Bacilli
   8.3 Gram Negative Diplococci
   8.4 Fastidious Gram Negative Bacilli
   8.5 Non Fastidious Gram Negative Bacilli
   8.6 Anaerobes of Clinical Importance

9.0 Miscellaneous and Intracellular Microorganisms
   9.1 Rickettsiae, Chlamydiaceae, Coxiella, Viruses
   9.2 Mycoplasma and Spirochetes
   9.3 Clinically Significant Species
   9.4 Characteristics and Clinical Infections
   9.5 Specimen Handling
   9.6 Laboratory Diagnosis

10.0 Medically Significant Mycobacteria
    10.1 General Characteristics
    10.2 Biosafety Level 3 (BSL3) Safety Considerations
10.3 Specimen Collection and Processing
10.4 Culture Media and Isolation Methods
10.5 Methods of Identification

11.0 Medically Significant Yeast
11.1 Taxonomy and General Characteristics
11.2 Clinical Infections
11.3 Specimen Handling
11.4 Laboratory Diagnosis

12.0 Diagnostic Parasitology
12.1 Methods of Fecal Examination
12.2 Clinically Significant Intestinal Parasites
12.3 Microscopic Identification
12.4 Rapid Antigen Testing

13.0 Laboratory Information System (LIS)
13.1 Culture Ordering and Receipt
13.2 Online Work Card Documentation
13.3 Physician Reports

VII. Recommended Text

Recommended Resources
Medical Training Solutions, University of Washington Department of Lab Medicine:
www.medtraining.org
- Gram Stain Tutorial
- Mycology Tutorial
- Parasitology Tutorial
- UV Safety Tutorial

VIII. References

IX. Instructional Goals, Student Learning Outcomes, and Assessment Methods
A. Instructional Goals:
Provides students with the foundational knowledge and skills to perform routine procedures used in the culturing, identification and susceptibility testing of medically significant microorganisms during the microbiology rotation of their clinical practicum (MEDT A395 or MEDT A495).

B. Student Learning Outcomes and Assessment Methods:
<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>After successful completion of this course, students will be able to:</td>
<td>To be assessed by one or more of the following:</td>
</tr>
<tr>
<td>1. Focus and adjust the light for optimal viewing of stained specimens and wet mounts using 10x, 40x and oil immersion objectives.</td>
<td>Observation in student lab</td>
</tr>
<tr>
<td>2. Apply proper safety and sterile techniques in processing of specimens and handling of live cultures in the student laboratory.</td>
<td>Observation in student lab Exams</td>
</tr>
<tr>
<td>3. Explain proper collection, transport and storage techniques for microbiology specimens.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>4. Select appropriate media for inoculation of clinical specimens and incubation conditions based on culture requirements of potential pathogens.</td>
<td>Observation in student lab Exams</td>
</tr>
<tr>
<td>5. Perform and interpret gram stains, acid fast stain, fluorescent stain, and rapid antigen testing on clinical specimens and culture isolates.</td>
<td>Lab reports</td>
</tr>
<tr>
<td>6. Recognize and screen for potential bacterial pathogens on patient cultures using colony morphology, microscopic characteristics, and rapid biochemical tests.</td>
<td>Observation in student lab Lab reports Homework assignments</td>
</tr>
<tr>
<td>7. Using proper documentation, perform and interpret biochemical testing, immunoassay and other identification procedures on clinically significant bacterial species.</td>
<td>Exams Homework assignments Lab reports Lab practical</td>
</tr>
<tr>
<td>8. Discuss virulence factors of clinically significant microorganisms.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>9. Perform and interpret laboratory procedures to determine susceptibility of bacteria to antimicrobial agents.</td>
<td>Lab reports Homework assignments</td>
</tr>
<tr>
<td>10. Discuss clinical infections and laboratory diagnosis of intracellular and difficult to culture microorganisms. Perform rapid antigen testing for common viruses.</td>
<td>Exams Homework assignments Lab reports</td>
</tr>
<tr>
<td>11. Discuss collection and processing procedures for the recovery of parasites.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>12. Identify unique characteristics of parasites using antigen testing and microscopic techniques.</td>
<td>Exams Lab reports</td>
</tr>
<tr>
<td>13. Explain safety precautions and the requirement for digestion and decontamination when processing specimens for mycobacterial culture.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>14. Describe methods of detection and identification of mycobacteria.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>15. Discuss safety precautions when working with fungal cultures.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>16. Perform microscopy and biochemical procedures for the identification of yeast.</td>
<td>Homework assignments Lab reports Lab practical</td>
</tr>
<tr>
<td>17. Using the LIS order a culture, document testing data and create a physician report for a bacterial culture.</td>
<td>Lab reports</td>
</tr>
</tbody>
</table>
### Course Action Request

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

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
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<tbody>
<tr>
<td>CH College of Health</td>
<td>AHLS Division of Health Safety</td>
<td>Medical Laboratory Science</td>
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<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
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<tbody>
<tr>
<td>MEDT</td>
<td>A206</td>
<td>N/A</td>
<td>6</td>
<td>(3+6)</td>
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### Complete Course Title
**Immunology and Blood Banking**

**Abbreviated Title for Transcript (30 character)**

<table>
<thead>
<tr>
<th>6. Type of Course</th>
<th>7. Type of Course</th>
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<td>☐ Preparatory/Development</td>
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<td>☐ Non-credit</td>
<td>☐ CEU</td>
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<td>☐ Professional Development</td>
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<td>☐ Credits</td>
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<td>☐ Contact Hours</td>
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<td>☐ Cross-Listed/Stacked</td>
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<td>☐ Course Prerequisites</td>
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<td>☐ Test Score Prerequisites</td>
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<td>☐ Level</td>
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<td>☐ Major</td>
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<td>☐ Other Restrictions</td>
<td>☐ Class</td>
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<td>☐ P/NP</td>
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<th>11. Implementation Date</th>
<th>semester/year</th>
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<td>To: /9999</td>
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<th>12. ☐ Cross Listed with N/A</th>
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| 13. Cross-Listed Coordination Signature |

<table>
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<tr>
<th>13a. Impacted Courses or Programs:</th>
<th>List any programs or college requirements that require this course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a>.</td>
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<thead>
<tr>
<th>Impacted Program/Course</th>
<th>Catalog Page(s) Impacted</th>
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<th>Chair/Coordinator Contacted</th>
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<table>
<thead>
<tr>
<th>Initiator Name (typed):</th>
<th>Heidi Mannion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator Signed Initials:</td>
<td>_________</td>
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<td>Date:</td>
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<td>(<a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a>)</td>
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<table>
<thead>
<tr>
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<td>☐ Humanities</td>
</tr>
<tr>
<td>☐ Integrative Capstone</td>
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<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
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83
## Course Being Changed: MEDT A206

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<td>9/5/2012</td>
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University of Alaska Anchorage
College of Health
Course Content Guide

Department: MEDT: Medical Laboratory Science  Date: August 30, 2012
Course Number: MEDT A206
Course Title: Immunology and Blood Banking
Credits: 6 credits

I. Course Description
Introduces concepts of the immune system and functions of cellular and soluble components. Discusses principles of antigen-antibody based tests and their use in the diagnosis of infectious diseases and blood banking procedures. Introduces the theory of antigen-antibody reactions as it relates to blood grouping and typing, antibody detection and compatibility testing. Discusses blood donor screening and component preparations, storage and transportation.

II. Course Design
A. Provides the student with knowledge and practical laboratory experience with immunology and blood banking procedures. Prepares students for the serology and blood bank rotations of their clinical practicum (MEDT A395 or MEDT A495).
B. Total time of student involvement- 270 hours
   1) Lecture- 45 hours
   2) Lab- 90 hours
   3) Outside work expected- 135 hours
C. This course is required for an Associate of Applied Sciences in Medical Laboratory Technology and a Bachelor of Science degree in Medical Laboratory Science.
D. Special fees are assessed to cover the cost of laboratory consumables and the site license for tutorials.
E. Course level justification: Builds on foundational knowledge gained in required support courses.

III. Course Activities
Course is conducted in a lecture/lab format and will include class discussion, case studies, critical thinking exercises, and the performance of routine serologic testing and blood bank procedures.

IV. Prerequisites and Corequisites
A. Prerequisites- Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and (MEDT A132 or A133)].
B. Registration Restrictions- Departmental Approval.

V. Course Evaluation
A. Grading is A-F.
B. Based on written or computerized exams, core abilities, case studies, homework assignments, laboratory exercises and laboratory practical exam.
C. Specific grading criteria will be discussed in the beginning of the course.
VI. **Course Outline**

1.0 Safety
   1.1 General Campus Safety
   1.2 Classroom and Laboratory Safety

2.0 Concepts of the Immune System
   2.1 Natural and Acquired Immunity
   2.2 Antigens and Antibodies
   2.3 Cells and Cellular Activity of the Immune System
   2.4 Soluble Mediators of the Immune System
   2.5 Immunoproliferative and Immunodeficiency Disorders

3.0 Immunoassay Techniques
   3.1 Agglutination Methods
   3.2 Precipitation and Electrophoresis Methods
   3.3 Molecular Techniques
   3.4 Automated Procedures
   3.5 Labeled Immunoassays

4.0 Immunologic Manifestation and Diagnosis of Infectious Disease
   4.1 Prenatal Testing
   4.2 Bacterial Infections
   4.3 Syphilis Serology
   4.4 Viral Infections
   4.5 Parasitic Infections
   4.6 Vaccine Characteristics

5.0 Hypersensitivity Reactions
   5.1 Immunologic Manifestation
   5.2 Laboratory Diagnosis

6.0 Autoimmune Disorders and Testing Procedures
   6.1 Rheumatoid Arthritis
   6.2 Systemic Lupus Erythematosus
   6.3 Laboratory Diagnosis

7.0 Genetic Principles in Blood Banking

8.0 ABO, H and Lewis Blood Group Systems

9.0 Rh Blood Group System

10.0 Other Blood Group Systems

11.0 Pretransfusion Testing
   11.1 Specimen Requirements
   11.2 Reagents and Testing Methods
   11.3 ABO and Rh Typing
   11.4 Detection and Identification of Unexpected Antibodies
   11.5 Donor Unit Selection
   11.6 Compatibility Testing

12.0 Donor Selection, Phlebotomy and Testing

13.0 Blood Component Preparation, Storage and Transportation

14.0 Component Therapy

15.0 Adverse Effects Associated with Blood Transfusions
   15.1 Acute and Delayed Immunologic Transfusion Reactions
   15.2 Acute and Delayed Nonimmunologic Transfusion Reactions
   15.3 Investigation of Transfusion Reactions

16.0 Hemolytic Disease of the Fetus and Newborn
   16.1 Prenatal Testing of Mother
   16.2 Assessing Risk to Fetus/Infant
16.3 Screening for Fetal-Maternal Bleed
16.4 Rh-immune Globulin Therapy (RhIG)

17.0 Quality and Safety Issues

VII. Recommended Text

Recommended Resources
Medical Training Solutions, University of Washington Department of Laboratory Medicine: www.medtraining.org
- Laboratory Methods Tutorial
- Hepatitis and HIV AB Competency
- Introduction to Transfusion Services Tutorial
- Transfusion Safety: Specimen Collection Tutorial
- Transfusion Safety: Testing and Issuance Tutorial

VIII. References

IX. Instructional Goals, Student Learning Outcomes, and Assessment Methods
A. Instructional Goals:
Provide students with the foundational knowledge and skills necessary to perform blood grouping and typing, antibody detection, compatibility procedures and routine serology testing during the serology and blood bank rotations of their clinical practicum (MEDT A395 or MEDT A495).

B. Student Learning Outcomes and Assessment Methods:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
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<tbody>
<tr>
<td>After successful completion of this course, students will be able to:</td>
<td>To be assessed by one or more of the following:</td>
</tr>
<tr>
<td>1. Compare and contrast innate and adaptive immunity.</td>
<td>Exams</td>
</tr>
<tr>
<td>2. Describe the roles of cellular and soluble components in the immune response.</td>
<td>Exams</td>
</tr>
<tr>
<td>3. Describe immunoassay techniques commonly used in the laboratory diagnosis of immune system responses.</td>
<td>Exams</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>Assessment Methods</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
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<tr>
<td><strong>After successful completion of this course, students will be able to:</strong></td>
<td>To be assessed by one or more of the following:</td>
</tr>
<tr>
<td>4. Characterize the immune responses seen with immune system disorders, autoimmune diseases and hypersensitivity.</td>
<td>Exams Case studies</td>
</tr>
<tr>
<td>5. Perform and interpret serologic testing to detect immune responses and disorders of the immune system.</td>
<td>Exams Case studies Lab reports</td>
</tr>
<tr>
<td>6. Discuss adaptive immunity to infectious disease and the role of vaccines.</td>
<td>Exams Case studies</td>
</tr>
<tr>
<td>7. Perform and interpret routine serologic procedures including titers for the detection of antibodies to infectious agents.</td>
<td>Exams Lab reports Lab practical</td>
</tr>
<tr>
<td>8. Determine donor eligibility based on the results of the donor history and physical evaluation.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>9. Describe the laboratory testing that must be done on donor blood before it is released.</td>
<td>Exams</td>
</tr>
<tr>
<td>10. Describe the composition, indications, contraindications and pretransfusion testing for red cell and non-red cell components.</td>
<td>Exams</td>
</tr>
<tr>
<td>11. Perform ABO/Rh typing on patient samples and resolve any discrepancies encountered.</td>
<td>Lab reports Lab practical</td>
</tr>
<tr>
<td>12. Perform compatibility testing using appropriate methods and select compatible blood type for transfusion.</td>
<td>Lab reports Lab practical</td>
</tr>
<tr>
<td>13. Accurately interpret agglutination reactions for both the tube and gel testing.</td>
<td>Observation during student lab Lab reports Lab practical</td>
</tr>
<tr>
<td>14. Differentiate direct from indirect antiglobulin testing and perform an elution to identify the antibody coating the red blood cells of a positive direct antiglobulin test.</td>
<td>Exams Homework assignments Lab reports</td>
</tr>
<tr>
<td>15. Calculate the number of units of blood that must be screened for a given transfusion based on the blood group antigen frequency in the population.</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>16. Select testing for the diagnosis of adverse effects of transfusion</td>
<td>Exams Homework assignments</td>
</tr>
<tr>
<td>17. Perform prenatal testing on a patient sample including antibody identification and antibody titer when applicable.</td>
<td>Lab reports Lab practical</td>
</tr>
<tr>
<td>18. Perform a screening method for fetal-maternal bleed, explain the methods used for quantitation and calculate the number of RhIG doses to be administered.</td>
<td>Exams Lab reports</td>
</tr>
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<td>1a. School or College</td>
<td>1b. Division</td>
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<td>AHLS Division of Health Safety</td>
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<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
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6. Complete Course Title

**Urine and Body Fluid Analysis**

Abbreviated Title for Transcript (30 character)

7. Type of Course

- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

8. Type of Action:

- [ ] Add
- [x] Change
- [ ] Delete

If a change, mark appropriate boxes:

- [ ] Prefix
- [ ] Credits
- [ ] Title
- [ ] Grading Basis
- [ ] Course Description
- [ ] Test Score Prerequisites
- [ ] Other Restrictions
- [x] Other Outline and Outcomes (please specify)
- [ ] Repeat Status
- [ ] Contact Hours
- [ ] Registration Restrictions
- [ ] Credits
- [ ] Cross-Listed/Stacked
- [ ] Course Prerequisites
- [ ] Co-requisites
- [ ] Course Prerequisite(s) (list prefix and number)
- [ ] Registration Restrictions
- [ ] Other Outline and Outcomes (please specify)
- [ ] Course Prerequisite(s) (list prefix and number)
- [ ] Registration Restrictions
- [ ] Other Outline and Outcomes (please specify)

9. Repeat Status No: [ ] # of Repeats

10. Grading Basis:

- [x] A-F
- [ ] P/NP
- [ ] NG

11. Implementation Date:

- Semester/Year: [ ]

12. Cross Listed with:

- [ ] N/A

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.

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Initiator Name (typed): Heidi Mannion

Initiator Signed Initials: [ ]

Date: [ ]

13b. Coordination Email: [ ]

Date: [ ]

13c. Coordination with Library Liaison: [ ]

Date: [ ]

14. General Education Requirement

Mark appropriate box:

- [ ] Oral Communication
- [ ] Written Communication
- [ ] Quantitative Skills
- [ ] Social Sciences
- [ ] Natural Sciences
- [ ] Humanities
- [ ] Integrative Capstone

15. Course Description (suggested length 20 to 50 words)

Examines the physical, chemical and microscopic properties of urine and other body fluids. Correlates selected chemical and microscopic constituents of urine and other body fluids with various disease states.

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

Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and (MEDT A132 or MEDT A133)].

16b. Test Score(s)

N/A

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

N/A

16d. Other Restriction(s)

- [ ] College
- [ ] Major
- [ ] Class
- [ ] Level

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

Departmental Approval

17. [ ] Mark if course has fees

18. [ ] Mark if course is a selected topic course

19. Justification for Action

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<td>9/5/2012</td>
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<td>Prerequisite</td>
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I. Course Description
Examines the physical, chemical and microscopic properties of urine and other body fluids. Correlates selected chemical and microscopic constituents of urine and other body fluids with various disease states.

II. Course Design
A. Provides the student knowledge and practical laboratory experience in urine and body fluid analysis. Prepares students for the core lab rotation of their clinical practicum (MEDT A395 or MEDT A495).
B. Total time of student involvement- 135 hours
   1) Lecture- 30 hours
   2) Lab- 30 hours
   3) Outside work expected- 75 hours
C. This course is required for an Associate of Applied Sciences in Medical Laboratory Technology and a Bachelor of Science degree in Medical Laboratory Science.
D. Special fees are assessed to cover the cost of laboratory consumables and the site license for tutorials.
E. Course level justification: Builds on foundational knowledge gained in required support courses.

III. Course Activities
Course is conducted in a lecture/lab format and will include class discussion, case studies, role-playing and the performance of routine urine and body fluid analysis procedures in the student laboratory.

IV. Prerequisites and Corequisites
A. Prerequisites- Minimum grade of C in: [BIOL A112 and (CHEM A104 or CHEM A321) and (MEDT A132 or MEDT A133)].
B. Registration Restrictions- Departmental Approval.

V. Course Evaluation
A. Grading is A-F.
B. Based on written or computerized exams, core abilities, case studies, laboratory reports and laboratory practical exams.
C. Specific grading criteria will be discussed in the beginning of the course.

VI. Course Outline
1.0 Safety
   1.1 General Campus Safety
   1.2 Classroom and Laboratory Safety
2.0 Review of Renal Anatomy
3.0 Renal Function
4.0 Review of Microscopy
5.0 Urine Specimen Types, Collection Techniques and Guidelines
6.0 Quality Assessment and Quality Control for Urine and Body Fluid Analysis
7.0 Physical and Chemical Examination of Urine
   7.1 Reagent Test Strips
   7.2 Tablet and Chemical Tests
   7.3 Care and Storage of Reagents
   7.4 Reporting Results
   7.5 Troubleshooting Discrepant Results
8.0 Microscopic Examination of Urine Sediment
   8.1 Standardization of Sediment Preparation
   8.2 Enhancing Urine Sediment Visualization
   8.3 Formed Elements in Urinary Sediment
   8.4 Reporting Results
   8.5 Troubleshooting Discrepant Results
9.0 Renal and Metabolic Diseases
10.0 Fecal Analysis
    10.1 Specimen Collection
    10.2 Macroscopic, Chemical and Microscopic Examination
11.0 Seminal, Amniotic, Cerebrospinal, Synovial and Serous Fluid Analysis
    Physiology
    11.1 Specimen Collection
    11.2 Physical, Chemical and Microscopic Examination
    11.3 Microbiologic Examination
    11.4 Immunologic Examination
    11.5 Classification of Joint Disorders
    11.6 Comparison of Transudates and Exudates
    11.7 Clinical Correlations
12.0 Analysis of Vaginal Secretions
    12.1 Specimen Collection and Handling
    12.2 Chemical Examination
    12.3 Microscopic Examination
    12.4 Clinical Correlations

VII. Recommended Text

Recommended Resources
Medical Training Solutions, University of Washington Department of Laboratory Medicine: www.medtraining.org
- Amniotic Fluid Tutorial
- Cerebrospinal Fluid Tutorial
- Seminal Fluid Tutorial
- Serous Fluid Tutorial
- Synovial Fluid Tutorial
- Urinalysis Tutorial
Media Lab Inc., Lawrenceville, GA, [www.medialabinc.net](http://www.medialabinc.net)
- Chemical Screening of Urine by Reagent Strip Course
- Confirmatory and Secondary Urinalysis Screening Tests Course
- Urine Microscopic: Microscopic Analysis of Urine Sediments Course

### VIII. References

### IX. Instructional Goals, Defined Outcomes
Provides students with the knowledge and skills necessary to successfully perform troubleshoot and interpret tests on urine and other body fluids during the core lab rotation of their clinical practicum (MEDT A395 or MEDT A495).

<table>
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<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
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<tr>
<td><em>After successful completion of this course, students will be able to:</em></td>
<td><em>To be assessed by one or more of the following:</em></td>
</tr>
<tr>
<td>1. Focus and adjust light for optimal viewing of urine and body fluid specimens under 10x and 40x objectives.</td>
<td>Observation of student during lab sessions</td>
</tr>
<tr>
<td>2. Explain the proper collection procedures for timed and midstream clean catch urines.</td>
<td>Observation of role-playing in student lab</td>
</tr>
<tr>
<td>3. Calculate creatinine clearance and normalized creatinine results.</td>
<td>Exams</td>
</tr>
<tr>
<td>4. Select and perform the physical and chemical examination, including confirmatory and/or backup tests associated with routine urinalysis on quality control and patient samples; record results using correct terminology and reporting criteria; and troubleshoot discrepant results.</td>
<td>Exams</td>
</tr>
<tr>
<td>5. Operate, troubleshoot and maintain automated urinalysis instruments in the student lab.</td>
<td>Observation during student lab sessions</td>
</tr>
<tr>
<td>6. Prepare urine samples for microscopic examination according to standardized procedures including the use of supravital stain.</td>
<td>Observation during student lab sessions</td>
</tr>
<tr>
<td>7. Perform the microscopic examination of urine accurately identifying cellular elements, crystals, casts and artifacts and document results using standard reporting format provided by the instructor.</td>
<td>Exams</td>
</tr>
<tr>
<td>8. Correlate urine microscopic results with physical and chemical examination results and explain discrepancies.</td>
<td>Exams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td></td>
</tr>
<tr>
<td>Lab reports</td>
<td></td>
</tr>
<tr>
<td>Lab practical</td>
<td></td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>Assessment Methods</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>After successful completion of this course, students will be able to:</td>
<td>To be assessed by one or more of the following:</td>
</tr>
<tr>
<td>9. Perform manual cell counts and differentials on body fluid controls and patient samples.</td>
<td>Lab reports</td>
</tr>
</tbody>
</table>
| 10. Calculate the cerebral spinal fluid/serum albumin and cerebral spinal fluid IgG indexes and summarize the clinical importance of each index. | Exams  
Case studies                                       |
| 11. Perform physical examination, cell count and morphologic exam on semen specimen and discuss abnormal results. | Exams  
Lab reports                                         |
| 12. Perform chemical analysis on fecal specimens.                                         | Exams  
Lab reports                                         |
| 13. Classify serous fluid as exudates or transudates based on laboratory data.            | Exams  
Case studies                                         |
Lab reports                                         |
Course Action Request  
University of Alaska Anchorage 
Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
<th>1a. School or College</th>
<th>1b. Division</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH College of Health</td>
<td>A HLS Division of Health Safety</td>
<td>Medical Laboratory Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Course Prefix</th>
<th>3. Course Number</th>
<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
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</thead>
<tbody>
<tr>
<td>MEDT</td>
<td>A250</td>
<td>N/A</td>
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6. Complete Course Title
Cultural Diversity in Health Care
Cultural Diversity/Healthcare
Abbreviated Title for Transcript (30 character)

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>8. Type of Action:</th>
<th>9. Repeat Status No</th>
<th>10. Grading Basis</th>
</tr>
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<tbody>
<tr>
<td>Academic</td>
<td>Add</td>
<td># of Repeats</td>
<td>A-F</td>
</tr>
<tr>
<td></td>
<td>Change</td>
<td>Max Credits</td>
<td>P/NP</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td></td>
<td>NG</td>
</tr>
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</table>

If a change, mark appropriate boxes:
- Prefix
- Credits
- Title
- Grading Basis
- Course Description
- Test Score Prerequisites
- Other Restrictions
- Other Outline and Outcomes (please specify)

9a. Repeat Status No
9b. Grading Basis
9c. Test Score(s)
9d. Contact Hours
9e. Repeat Status

10. Grading Basis
A-F  P/NP  NG

11. Implementation Date
From: Fall/2013 To: /9999
12. Cross Listed
N/A

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

<table>
<thead>
<tr>
<th>13b. Coordination Email</th>
<th>13c. Coordination with Library Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 09/05/12</td>
<td>Date: 09/05/12</td>
</tr>
</tbody>
</table>

14. General Education Requirement
Mark appropriate box:
- Oral Communication
- Written Communication
- Quantitative Skills
- Humanities
- Visual & Performing Arts
- Social Sciences
- Natural Sciences
- Integrative Capstone

15. Course Description (suggested length 20 to 50 words)
Challenges students to examine their cultural biases and to recognize the importance of cultural awareness in providing exceptional medical care. Examines community, personal and family relationships through the lens of cross-cultural health and healing practices. Introduces health care consumers from various cultural backgrounds.

16a. Course Prerequisite(s) (list prefix and number)
16b. Test Score(s)
16c. Co-requisite(s) (concurrent enrollment required)
None  N/A  N/A

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

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

17. Mark if course has fees
18. Mark if course is a selected topic course

19. Justification for Action
Curriculum is being updated for currency and forms are being edited to reflect organizational changes.

Initiator Name (typed): Heidi Mannion  Initiator Signed Initials: _________ Date:_______

Initiator (faculty only)
Initiator (TYPE NAME)

Approved  Disapproved
Heidi Mannion  Dean/Director of School/College  Date

Approved  Disapproved
Approved  Disapproved
Department Chairperson  Date
Undergraduate/Graduate Academic  Date

Board Chairperson  Date

Approved  Disapproved
Disapproved  Provost or Designee  Date
Department: MEDT: Medical Laboratory Science  Date: September 5, 2012
Course Number: MEDT A250
Course Title: Cultural Diversity in Health Care
Credits: 1 credit

I. Course Description
Challenges students to examine their cultural biases and to recognize the importance of cultural awareness in providing exceptional medical care. Examines community, personal and family relationships through the lens of cross-cultural health and healing practices. Introduces health care consumers from various cultural backgrounds.

II. Course Design
A. Designed for students in allied health programs.
B. Total time of student involvement: 45 hours
   1) Seminar- 15 hours
   2) Outside work expected- 30 hours
C. Required for an Associate of Applied Science Degree in Medical Laboratory Technology and a Bachelor of Science in Medical Laboratory Science.
D. No fees.
E. Course level justification: Builds on foundational knowledge of health care.

III. Course Activities
Course is conducted in a seminar format, enhanced by weekly readings, films, journaling and speakers.

IV. Course Prerequisites
A. None

V. Course Evaluation
A. Grading is Pass/No Pass.
B. Grades are based on class attendance and participation, personal journal, written assignments and essay.
C. Specific grading criteria will be discussed in the beginning of the course.

VI. Course Outline
1.0 Perceptions and Reality
2.0 Culture, Race and Ethnicity
3.0 Familial/Personal Cultural Heritage
4.0 Intercultural Communications and Healthcare Challenges
5.0 Western Medicine versus Traditional Healing Philosophies
6.0 Religious/Spiritual Beliefs and Healthcare
7.0 Cultural Profiles: Communication; Family and Gender Issues; Health Related Practices
   7.1 American Indian and Alaska Native
   7.2 Asian
   7.3 African American
7.4 Hispanic  
7.5 Anglo American  
7.6 Middle Eastern

VII. Recommended Reading  

VIII. Bibliography  

IX. Instructional Goals, Student Learning Outcomes and Assessment Methods  
A. Instructional Goals:  
Broaden the student’s perception and understanding of health and illness and the variety of meanings these terms carry for members of differing groups and diverse cultural backgrounds.

B. Student Assessment: On completion of this course, the student will:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>After successful completion of this course, students will be able to:</em></td>
<td><em>To be assessed by one or more of the following:</em></td>
</tr>
</tbody>
</table>
| 1. Discuss the perception and meaning of health and illness among culturally diverse health care consumers. | Class participation  
Journal |
| 2. Recognize the basic elements of cultural awareness relative to healthcare. | Group and class discussion  
Journal |
| 3. Participate in dialogue with culturally diverse people. | Class participation with guest speakers |
| 4. Analyze the conflicts between the culturally diverse consumers and the American health care system and the effect of those conflicts on health care practice and action. | Group and class discussion |
| 5. Examine ideas about what health care practices can do to intervene and diminish cultural conflict. | Class participation  
Essay |
| 6. Identify personal and familial cultural background and healthcare practices. | Self-appraisal questionnaire and interview  
Group and class discussion |
| 7. Discuss historical cultural impacts on current healthcare issues. | Group discussion |
| 8. Recognize communication problems in healthcare delivery as related to cross-cultural differences. | Journal |
### Course Action Request

**University of Alaska Anchorage**

Proposal to Initiate, Add, Change, or Delete a Course

<table>
<thead>
<tr>
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<th>4. Previous Course Prefix &amp; Number</th>
<th>5a. Credits/CEUs</th>
<th>5b. Contact Hours (Lecture + Lab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT</td>
<td>A302</td>
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</table>

6. **Complete Course Title**

Clinical Laboratory Education and Management

Clinical Lab Ed and Management

Abbreviated Title for Transcript (30 character)

**Clinical Lab Ed and Management**

7. **Type of Course**

- [x] Academic
- [ ] Preparatory/Development
- [ ] Non-credit
- [ ] CEU
- [ ] Professional Development

8. **Type of Action:**

- [ ] Add
- [ ] Change
- [ ] Delete

9. **Repeat Status No**

<table>
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<tr>
<th># of Repeats</th>
<th>Max Credits</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

10. **Grading Basis**

- [x] A-F
- [ ] P/NC
- [ ] NG

11. **Implementation Date**

- Semester/year
  - From: Fall/2013
  - To: /9999

12. **Cross Listed with**

- [ ] N/A
- [x] Stacked with N/A

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](http://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>
</table>

13b. **Coordination Email**

Date: 09/05/12

13c. **Coordination with Library Liaison**

Date: 09/05/12

14. **General Education Requirement**

- [ ] Oral Communication
- [ ] Written Communication
- [ ] Quantitative Skills
- [ ] Humanities
- [ ] Fine Arts
- [ ] Social Sciences
- [ ] Natural Sciences
- [x] Integrative Capstone

15. **Course Description** (suggested length 20 to 50 words)

Introduces educational and management principles and tools applicable to laboratory medicine and allied health science professions. Provides basic skills necessary to function in a technologically dynamic environment. Topics include the educational process and teaching methods and basic managerial subjects including human resources and financial management. The course is designed for students with an educational or working background in the clinical laboratory or other healthcare field.

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

- None

16b. **Test Score(s)**

- N/A

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

- N/A

16d. **Other Restriction(s)**

- [ ] College
- [ ] Major
- [x] Class
- [ ] Level

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

- Completion of GER Tier 1 courses, junior standing and departmental approval.

17. **Mark if course has fees**

- [ ] Mark if course is a selected topic course

19. **Justification for Action**

Curriculum is being updated for currency and forms are being edited to reflect organizational changes.

<table>
<thead>
<tr>
<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Initiator (TYPE NAME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heidi Mannion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chairperson</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Undergraduate/Graduate Academic</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Board Chairperson</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Provost or Designee</th>
<th>Date</th>
</tr>
</thead>
</table>

Approved: ✔

Disapproved: ✗
<table>
<thead>
<tr>
<th>Impacted Program or Course</th>
<th>Type of Impact (course or program)</th>
<th>Catalog Page</th>
<th>Type/Date of Notification</th>
<th>Chair/Coordinator Contacted</th>
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</thead>
<tbody>
<tr>
<td>Integrative Capstone</td>
<td></td>
<td>87</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
</tr>
<tr>
<td>BS Medical Lab Science</td>
<td>Major Requirement</td>
<td>171</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
</tr>
<tr>
<td>MEDT A402</td>
<td>Prerequisite</td>
<td>451</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
</tr>
<tr>
<td>MEDT A495</td>
<td>Prerequisite</td>
<td>451</td>
<td>9/5/2012</td>
<td>Heidi Mannion</td>
</tr>
</tbody>
</table>
I. Course Description
Introduces educational and management principles and tools applicable to laboratory medicine and allied health science professions. Provides basic skills necessary to function in a technologically dynamic environment. Topics include the educational process and teaching methods and basic managerial subjects including human resources and financial management. The course is designed for students with an educational or working background in the clinical laboratory or other healthcare field.

II. Course Design
A. Integrates knowledge and skills acquired in GER and major requirements for the Bachelor of Science in Medical Laboratory Science (BSMLS) with practical applications of education and management in laboratory medicine and other allied health science professions.
B. Total time of student involvement- 180 hours.
   1) Lecture- 4 hours per week for a total of 60 hours
   2) Outside work expected- 120 hours
C. Required for a BSMLS.
D. No special fees.
E. Course level justification: Students draw on their acquired knowledge of health care systems which are taught in 200-level MEDT courses and other allied health courses.

III. Course Activities
Course is conducted in a lecture format and includes class discussion, case studies, role-playing, and individual and group projects.

IV. Course Prerequisites
A. None
B. Registration Restrictions- Completion of Tier 1 GER courses, junior standing and departmental approval.

V. Course Evaluation
A. Grading A-F.
B. Grades are based on written or computerized exams, core abilities, case studies, and individual and group projects.
C. Specific grading criteria will be discussed in the beginning of the course.
VI. Course Outline

1.0 Introduction to the Education Process
   1.1 Roles of the Student and Teacher
   1.2 Cognitive, Psychomotor and Affective Domains

2.0 Components of an Instructional Unit
   2.1 Construction of Goals
   2.2 Creating, Classifying, and Evaluating Objectives
   2.3 Teaching Strategies and Utilization of Learning Activities
   2.4 Test Development
   2.5 Evaluation of Performance

3.0 Laws Pertaining to Post-secondary Education

4.0 Roles of the Laboratory Manager
   4.1 Principles of Leadership
   4.2 Management Functions Overview

5.0 Managing Resources
   5.1 Human Resource Management
   5.2 Financial Management
   5.3 Process Control and Quality Assessment and Quality Assurance

6.0 Laws and Regulations

7.0 Professionalism and Ethics in Healthcare Organizations

VII. Recommended Text


VIII. References

Body of Knowledge for Medical Laboratory Management; on-line at Clinical Laboratory Management Association. www.clma.org; July 2011.


Current on-line resources for management functions, leadership principles and laws and regulations:
Clinical Laboratory Management Association. www.clma.org
American Society for Clinical Pathologists. www.ascp.org
College of American Pathologists. www.cap.org
The Joint Commission. www.jointcommission.org
Occupational Safety & Health Administration. www.osha.gov
Institute for Healthcare Improvement. www.ihi.org
U.S. Food and Drug Administration. www.fda.gov
IX. Instructional Goals, Student Learning Outcomes and Assessment Methods

A. Instructional Goals:
   1. Facilitate integration of knowledge and skills gained in written and oral communication and statistical GER courses with education principles to develop an effective instructional module.
   2. Empower students to incorporate principles of effective communication in the professional context.
   3. Provide healthcare management situations for analysis and application of appropriate intellectual standards and critical thinking techniques to problem resolution.
   4. Introduce quantitative techniques for healthcare resource management.

B. Student Learning Outcomes and Assessment Methods:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>After successful completion of this course, students will be able to:</td>
<td>To be assessed by one or more of the following:</td>
</tr>
</tbody>
</table>
| 1. Develop, deliver, and assess an effective instructional module including necessary aspects of the educational process. | Written instructional module  
Presentation of instructional module  
Statistical evaluation of learning  
Exams |
| 2. Using computer-based office programs produce effective, clearly written documents for both personal and institutional applications. | Professional Portfolio to include a resume, letter of introduction and other appropriate documents  
Technical writing examples appropriate to the profession |
| 3. Evaluate and provide possible resolutions to a variety of management issues typically encountered in healthcare organizations. | Case studies in human resource management  
Exams |
| 4. Recognize and demonstrate suitable cost/revenue accounting principles for healthcare organizations. | Class project: Implementing a Laboratory Service  
Homework assignments  
Class exercises and discussion  
Exams |
### Course Action Request

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

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</tr>
</thead>
<tbody>
<tr>
<td>MEDT</td>
<td>A303</td>
<td>N/A</td>
<td>6</td>
<td>(3+6)</td>
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</table>

<table>
<thead>
<tr>
<th>6. Complete Course Title</th>
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<tbody>
<tr>
<td>Advanced Clinical Microbiology</td>
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**Abbreviated Title for Transcript (30 character)**

<table>
<thead>
<tr>
<th>7. Type of Course</th>
<th>8. Type of Action</th>
<th>9. Repeat Status No</th>
<th>10. Grading Basis</th>
<th>11. Implementation Date</th>
</tr>
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<tbody>
<tr>
<td>☒ Academic</td>
<td>☒ Add</td>
<td># of Repeats</td>
<td>☒ A-F</td>
<td>semester/year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Max Credits</td>
<td></td>
<td>From: Spring/2013</td>
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<td>To: 9/05/12</td>
</tr>
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<table>
<thead>
<tr>
<th>12.</th>
<th>13a. Impacted Courses or Programs: List any programs or college requirements that require this course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Please type into fields provided in table. If more than three entries, submit a separate table. A template is available at <a href="http://www.uaa.alaska.edu/governance">www.uaa.alaska.edu/governance</a>.</td>
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**Impacted Program/Course**

<table>
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<tr>
<th>Impact Type</th>
<th>Program/Course</th>
<th>Catalog Page(s)</th>
<th>Date of Coordination</th>
<th>Chair/Coordinator Contacted</th>
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<tbody>
<tr>
<td>☒</td>
<td>MEDT A495</td>
<td>451</td>
<td>09/05/12</td>
<td>Heidi Mannion</td>
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<thead>
<tr>
<th>13b. Coordination Email</th>
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<th>Date: 09/05/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>submitted to Faculty Listserv: <a href="mailto:uaa-faculty@lists.uaa.alaska.edu">uaa-faculty@lists.uaa.alaska.edu</a></td>
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<table>
<thead>
<tr>
<th>14. General Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Oral Communication</td>
</tr>
<tr>
<td>☐ Written Communication</td>
</tr>
<tr>
<td>☐ Quantitative Skills</td>
</tr>
<tr>
<td>☐ Social Sciences</td>
</tr>
<tr>
<td>☐ Natural Sciences</td>
</tr>
<tr>
<td>☒ Integrative Capstone</td>
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</table>

<table>
<thead>
<tr>
<th>15. Course Description (suggested length 20 to 50 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examines microorganisms of medical importance to humans. Includes unusual pathogenic and anaerobic bacteriology, mycology, parasitology, and virology with emphasis on identification, susceptibility testing and epidemiology.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16a. Course Prerequisite(s) (list prefix and number) Minimum grade of C in MEDT A203</th>
<th>16b. Test Score(s)</th>
<th>16c. Co-requisite(s) (concurrent enrollment required)</th>
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<tbody>
<tr>
<td>☒ Minimum grade of C in MEDT A203</td>
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<td>N/A</td>
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</table>

<table>
<thead>
<tr>
<th>16d. Other Restriction(s)</th>
<th>16e. Registration Restriction(s) (non-codable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ College</td>
<td>Department Approval. Prerequisite may be substituted with equivalent upper division microbiology course approved by faculty.</td>
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<tr>
<td>☐ Major</td>
<td></td>
</tr>
<tr>
<td>☒ Class</td>
<td></td>
</tr>
<tr>
<td>☒ Level</td>
<td></td>
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<tr>
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<th>18.</th>
<th>19. Justification for Action</th>
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<td>☐ Mark if course is a selected topic course</td>
<td>Curriculum is being updated for currency and forms are being edited to reflect organizational changes.</td>
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**Initiator Name (typed): Heidi Mannion**

<table>
<thead>
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<th>Initiator (faculty only)</th>
<th>Date</th>
<th>Initiator (TYPE NAME)</th>
<th>Date</th>
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<tbody>
<tr>
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**Initiator Signed Initials:**

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I. Course Description:
Examines microorganisms of medical importance to humans. Includes unusual pathogenic and anaerobic bacteriology, mycology, parasitology, and virology with emphasis on identification, susceptibility testing and epidemiology.

II. Course Design:
A. Designed for medical laboratory science students who have successfully completed MEDT A203 Clinical Microbiology.
B. Total time of student involvement: 270 hours
   1) Lecture- 3 hours per week for a total of 45 hours
   2) Lab- 6 hours per week for a total of 90 hours
   3) Outside work expected- 135 hours total
C. Required for a Bachelor of Science Degree in Medical Laboratory Science.
D. Special fees are assessed to cover the cost of laboratory consumables and the site license for tutorials.
E. Course level justification: This course requires knowledge of topics covered in MEDT A203 Clinical Microbiology.

III. Course Activities
Course is conducted in a lecture/laboratory format and will include class discussion, case studies, online tutorials and laboratory techniques to isolate and identify organisms and determine microbial susceptibility. Students learn to discriminate between resident microbiota and true pathogens using patient cultures.

IV. Course Prerequisites:
A. Prerequisites- Minimum grade of C in MEDT A203.
B. Registration Restrictions- Department approval. Prerequisite may be substituted with equivalent upper division microbiology course approved by faculty.

V. Course Evaluation:
A. Grading is A-F.
B. Grades are based on exams, lab reports, case studies, lab practical and core abilities.
C. Specific grading criteria will be discussed in the beginning of the course.

VI. Course Outline:
1.0 Safety
  1.1 General Campus Safety
  1.2 Classroom and Laboratory Safety
  1.3 Biosafety Level 3 (BSL3) Safety
  1.4 Patient Safety
2.0 Antimicrobial Susceptibility
  2.1 Strategies for Detection of Resistance
2.2 Selection of Appropriate Antimicrobial Agents for Testing
2.3 Automated Methods

3.0 Common and Unusual Pathogenic Bacteria
  3.1 General Characteristics
  3.2 Epidemiology
  3.3 Pathogenesis and Spectrum of Diseases
  3.4 Specimen Collection, Transport and Processing
  3.5 Direct Detection Methods
  3.6 Cultivation and Identification
  3.7 Antimicrobial Susceptibility
  3.8 Automated Identification and Susceptibility

4.0 Agents of Bioterrorism
  4.1 BSL3 and Biosafety Level 4 (BSL4) Infectious Agents
  4.2 National Laboratory Response Network
  4.3 Rule Out Protocols for Biosafety Level 2 (BSL2) Laboratories

5.0 Diagnostic Parasitology
  5.1 Host Parasite Interactions
  5.2 Transmission of Parasitic Agents
  5.3 Parasite Life Cycles
  5.4 Specimen Collection, Handling and Processing
  5.5 Diagnostic Techniques
  5.6 Identification of Human Parasites

6.0 Medical Mycology
  6.1 Classification of Fungi
  6.2 Clinical Sites of Infection
  6.3 Specimen Collection, Handling and Processing
  6.4 Diagnostic Techniques
  6.5 Mold and Yeast Identification Methods
  6.6 Antifungal Agents

7.0 Clinical Virology
  7.1 Overview of Human Viral Diseases
  7.2 Clinical Sites of Infection
  7.3 Laboratory Diagnosis of Viral Infections
  7.4 Specimen Collection, Handling and Processing
  7.5 Antiviral Therapy

8.0 Laboratory Information System
  8.1 Culture Ordering and Receipt
  8.2 Online Work Card Documentation
  8.3 Physician Reports

VII. Recommended Text

Recommended Resources
Medical Training Solutions, University of Washington Department of Laboratory Medicine: www.medtraining.org
  - Gram Stain Tutorial
  - Mycology Tutorial
  - Parasitology Tutorial
  - UV Safety Tutorial
VIII. References

IX. Instructional Goals, Student Learning Outcomes, and Assessment Methods

A. Instructional Goals:
Provides students with the foundational knowledge and skills necessary to inoculate appropriate media for routine cultures and perform routine procedures used in the identification and susceptibility testing of medically significant microorganisms during the microbiology and state public health laboratory rotations of their clinical practicum (MEDT A495).

B. Student Learning Outcomes and Assessment Methods

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<th>Assessment Methods</th>
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<td><strong>After successful completion of this course, students will be able to:</strong></td>
<td><strong>To be assessed by one or more of the following:</strong></td>
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<tr>
<td>1. Discriminate appropriate and inappropriate sites for unusual bacterial pathogens and anaerobic culture.</td>
<td>Exams</td>
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<td>2. Differentiate bacterial pathogens from usual or contaminating biota when evaluating cultures from various body sites.</td>
<td>Lab reports</td>
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<td>3. Discuss test utilization and its effect on patient safety.</td>
<td>Case studies</td>
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<td>4. Detect and identify aerobic and anaerobic bacterial pathogens in clinical cultures using microscopic techniques, colonial morphology, and manual or automated biochemical testing. Perform susceptibility testing when appropriate.</td>
<td>Lab reports&lt;br&gt;Lab practical&lt;br&gt;Case studies</td>
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<td>5. Identify infective and diagnostic stages within the life cycles of parasites. Detect parasitic infections using various laboratory techniques.</td>
<td>Exams&lt;br&gt;Lab reports&lt;br&gt;Case studies</td>
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<td>6. Describe the appropriate specimen collection procedures, staining methods and culture techniques for fungal pathogens.</td>
<td>Exams</td>
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<td>7. Identify fungal pathogens based on growth on selective media, direct examination, and nutritional requirements.</td>
<td>Exams&lt;br&gt;Lab reports&lt;br&gt;Lab practical</td>
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<td>8. Characterize the different types of mycoses, the etiological agent responsible and appropriate antifungal therapy.</td>
<td>Exams&lt;br&gt;Case studies</td>
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<td>9. Select appropriate clinical specimens needed for maximum recovery of viral agents.</td>
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<td>10. Analyze the advantages and disadvantages of conventional</td>
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<td>tissue culture, rapid viral detection, and serological assays in the diagnosis of viral infections.</td>
<td>Lab reports</td>
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| **11.** Discuss infections of major viruses and appropriate antiviral therapy. | Exams  
Case studies |
| **12.** Compare the pathogenesis of major bioterrorism agents. | Exams |
| **13.** Explain the role of the National Laboratory Response Network (NRLN) and rule out protocol for infectious bioterrorism agents. | Exams |
| **14.** Differentiate ventilation and protocols of a BSL3 laboratory relative to a BSL2 laboratory. | Exams |
| **15.** Differentiate clinical infections and identification techniques for clinically significant mycobacteria. | Exams  
Case studies |
| **16.** Using the LIS order a culture, document testing data and create a physician report for a bacterial culture. | Lab reports |
Date: August 8, 2012

To: Undergraduate Academic Board
    Graduate Academic Board

From: Academic Policy Advisory Committee (PAC)

RE: Proposed modification of Catalog language regarding catalog year and course prerequisites

This request is to clarify catalog language regarding enforcement of course prerequisites. This was the subject of two recent student appeals. In one case, the student maintained that only the prerequisites found in the catalog for his catalog year could be enforced. The faculty understanding was that the student needed to meet the current prerequisite for the course. In AY12 Interim Vice Provost Bart Quimby discussed the issue with faculty leaders, and the consensus was that students must meet the course prerequisites in place at the time they take the course.

It is proposed that the language be clarified as shown below.

2011-2012 Catalog, pg 62
Catalog Year

Certificates and Associate Degrees
Each student’s program catalog year is established when the student is first admitted into a certificate or degree program as a major or pre-major. A student’s program catalog year is adjusted if the student formally postpones admission (see Postponed Admission in this chapter) or executes a change of major (See Change of Major or Degree in this chapter).

Students may elect to graduate under the program requirements of the catalog in effect at the time of formal acceptance to a certificate or associate degree program or the catalog in effect at the time of graduation.

If the requirements for a certificate or associate degree as specified in the entry-level catalog are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

Baccalaureate Degrees
Students may elect to graduate under the program requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation. However, a course satisfying a particular General Education Requirement (GER) in the semester in which it was completed will continue to satisfy that GER for that student even if its status has changed in the catalog under which the student graduates.

If the requirements for a baccalaureate degree as specified in the entry-level catalog are not met within seven years of formal acceptance into the program, admission expires and the
student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation

Course Requirements
Students must meet the enrollment requirements in effect for courses at the time they enroll in each course.

2011-2012 Catalog, pg 66

Faculty-Initiated Drop or Withdrawal
A faculty member may initiate a drop or withdrawal from a class of a student who fails to meet published individual course requirements (see next paragraph). A student who fails to attend class within the first seven calendar days of the semester is also eligible for this action. The deadlines for faculty-initiated drop or withdrawal are the same as for student-initiated drop or withdrawal.

The requirements which a student must meet include all catalog pre- or co-requisites for the course, as well as other registration restrictions, and attendance requirements established for the class at the time the course is taken. Faculty may initiate a withdrawal for a student in audit status for a class according to criteria for audit status distributed in the class syllabus. Faculty are not obligated to initiate drops or withdrawal for any reason. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester.
AWARD OF POSTHUMOUS DEGREES

University of Alaska Anchorage may confer posthumous degrees and certificates upon students who are deceased prior to but nearing formal completion of all degree/certificate requirements of the programs being pursued. Students who are not considered “nearing completion” as outlined below may still be considered for a Certificate of Attendance*.

A. Eligibility

To be eligible for the award of a University of Alaska Anchorage degree posthumously the student generally must have met the following conditions:

1. At the time of death, the student was nearing completion of work required for award of the degree. “Nearing completion” is defined as being registered in the final coursework required for degree. For graduate students in thesis programs, significant coursework should have been completed and the student should have commenced the research process. Graduate students in non-thesis programs should have completed a substantial portion of the required coursework.

2. The student was in good academic standing and was successfully progressing toward completion of requirements for the degree to be awarded. Put another way it is reasonable to assume that they would have graduated at the end of the semester.

3. Recommendation for award of the degree was made by faculty in the student’s major department, and approved by the department head, school or college dean and Provost, and, in the case of graduate students, the Dean of the Graduate School.

B. Approval Process

The process for identifying and considering candidates for the award of degrees posthumously shall be as follows:

1. The Vice Chancellor for Student Affairs, Provost, or the Dean of the Graduate School, upon learning of the death of a University of Alaska Anchorage student, shall ascertain the relative academic standing of the student, as specified in paragraphs 1 and 2 of Section A above.

2. If the deceased student is determined to be eligible as a candidate for posthumous award of the degree being pursued, the Vice Chancellor for
Student Affairs, of the Dean of the Graduate School, will so certify to the Provost.

3. Upon learning that the deceased student is eligible for consideration for the award of a posthumous degree, the Provost will communicate this information to the appropriate school or college dean.

4. The departmental faculty, department head and dean will determine if the student’s overall record merits further consideration and recommendation that the posthumous award be granted; such information will be communicated to the Provost.

5. The Provost will weigh all information relating to each case independently. The Provost’s will communicate a decision to posthumously confer a degree to the deceased student’s family and to the University Registrar.

C. **Awarding of Posthumous Degrees**

Upon approval by the Provost the following procedure will be followed:

1. The Provost will notify the family of the deceased student.

2. The degree will be conferred at the next regularly scheduled commencement exercise.

3. The University Registrar will note the posthumous nature of the award on the diploma, the student’s permanent record and in the commencement program.

D. **Extraordinary Circumstances**

Cases that do not meet the above specified criteria may be considered when extraordinary circumstances prevail. In such cases, the appropriate faculty, department head, dean, and the Registrar will be consulted prior to a recommendation being prepared for the Provost’s consideration.

**CERTIFICATE OF ATTENDANCE**

University of Alaska Anchorage may present a certificate of attendance upon students who are deceased who have attended the university but were unable to complete degree/certificate requirements of the program(s) being pursued.
September 14, 2012

To: UAB/GAB Governance Boards
From: Lora Volden, University Registrar

Re: Summer Add/Drop Deadlines

Issue
Add/drop deadlines for summer were historically established by the Office of the Registrar and have never been approved by faculty. With the removal of the 50% refund and the increasing numbers of “miscellaneous” part of term courses these dates are frequently called into question.

Considerations
• Having multiple deadlines is confusing for students, faculty, and staff and is difficult to enforce.
• There is strong belief that students should be able to attend one class period before being financially accountable for course.
• Banner cannot produce different add/drop dates for every scenario.

Proposal
Add/Drop Deadline for any summer course will be one week after the published start date. (i.e. class begins June 12, students may drop through 5 p.m. June 19th and get full refund. Students may also add through June 19th assuming faculty approval).

Faculty approval will be required for all classes after the first class meeting. Even if space is available, faculty will need to approve a student adding the class.

Withdrawal deadline will be the 3rd Friday of first and second five week term. All courses with a start date prior to June 10th will be held to the first withdrawal deadline, all other summer courses will be held to the second.