Undergraduate Academic Board
Agenda

March 8, 2013
2:00-5:00
ADM 204

I. Roll

( ) Dave Fitzgerald (CBPP)	( ) Ira Ortega (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)	(x) Susan Kalina
( ) Len Smiley (CAS)	( ) Kevin Keating (LIB)	( ) FS at large vacancy	( ) Lora Volden
( ) Lynn Senette (COH)	( ) Joan O'Leary (Mat-su)	( ) Kathrynn Hollis Buchanan(Kodiak)	( ) S&P
( ) Eileen Weatherby (COH)	( ) Vacant (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

Chg	CSCE A470	Computer Science and Engineering Capstone Project (3 cr)(3+0)(pg. 6-11)
Chg		BS, Nursing Science (pg. 12-34)
Chg		Associate of Arts (pg. 35-48)
Chg		AAS, General Business (pg. 49-57)

VII. Program/Course Action Request- First Readings

Chg	DH A222	Adjunctive Techniques for Dental Hygiene (3 cr)(2+3)(pg. 58-63)
Chg	DH A292D	Clinical Seminar I (1 cr)(0+3)(pg. 64-68)
Add	DH A302	Advanced Instrumentation for Dental Hygienists (1 cr)(0+2)(pg. 69-72)
Del	DH A312	Advanced Techniques for Dental Hygienists (3 cr)(1+4)(pg. 73)
Del	DH A350	Basic Restorative Techniques (3 cr)(1+6)(pg. 74)
Add	DH A360	Restorative Techniques for Dental Auxiliaries (5 cr)(1+12)(pg. 75-81)
Chg	DH A392C	Clinical Seminar II (1 cr)(0+3)(pg. 82-85)
Chg	DH A392D	Clinical Seminar III (1 cr)(0+3)(pg. 86-89)
Del	DH A450	Advanced Restorative Techniques (1 cr)(0+3)(pg. 90)
Del	DH A495C	Restorative Clinical Practicum (1 cr)(0+3)(pg. 91)

Chg		AAS, Dental Hygiene (pg. 92-93)
Chg		BS, Dental Hygiene (pg. 94-108)
Add	BA A215	Introduction to Property Management (3 cr)(3+0)(pg. 109-113)
Add	BA A225	Leasing Property Management (3 cr)(3+0)(pg. 114-118)
Add	BA A302	Maintenance in Property Management (3 cr)(3+0)(pg. 119-123)
Add	BA A303	Property Management Finance (3 cr)(3+0)(pg. 124-128)
Chg	BA A395	Property Management Internship (3 cr)(0+6)(pg. 129-133)
Add	BA A421	Property Management Capstone (3 cr)(3+0)(pg. 134-137)
Chg		BBA Management: Property Management and Real Estate Concentration (pg. 138-149)
Chg	BA A131	Personal Finance (3 cr)(3+0)(pg. 150-154)
Chg	BA A233	Survey of Finance (3 cr)(3+0)(pg. 155-158)
Chg	BA A343	Principles of Marketing (3 cr)(3+0)(pg. 159-163)
Chg	BA A426	Financial Institutions (3 cr)(3+0)(pg. 164-167)
Chg		AAS, Small Business Administration (pg 168-180.)
Chg		BS, Medical Laboratory Science/MEDT (pg. 181-195)

VIII. Old Business

IX. New Business

X. Informational Items and Adjournment

A. Election Membership (pg. 196)

B. Programs whose Program Student Learning Outcomes (PSLO's) have been recently reviewed by the AAC:

- Languages – BA
- Math – BA, BS
- Sociology – BA, BS, Minor

C. Programs whose assessment plans have been recently reviewed by the AAC:

- Refrigeration and Heating Technology – AAS

Undergraduate Academic Board
Summary

February 22, 2013
2:00-5:00
ADM 204

I. Roll

(x) Dave Fitzgerald (CBPP)	(x) Ira Ortega (COE)	(x) Christina Stuive (SA)	( ) Adjunct vacancy
(x) Paola Banchero (CAS)	(e) Jeffrey Callahan (CTC)	(x) Francisco Miranda (FS CAS)	( ) USUAA vacancy
(x) Mari Ippolitio (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
(x) Len Smiley (CAS)	(e) Kevin Keating (LIB)	( ) FS at large vacancy	(x) Lora Volden
(x) Lynn Senette (COH)	(x) Joan O'Leary (Mat-su)	(x) Kathrynn Hollis Buchanan(Kodiak)	( ) S&P
(x) Eileen Weatherby (COH)	( ) Vacant (Adjunct)		

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

III. Approval of Meeting Summary (pg. 3-4)
Under old business change Michael Hawfield to Jeffrey Callahan as the chair of the subcommittee
Approved as amended

IV. Administrative Report

A. Vice Provost for Undergraduate Academic Affairs Susan Kalina
A memo was sent to the Faculty Senate executive board regarding MOOCs

B. University Registrar Lora Volden
Met with procurement and hopes to have a proposal for a single source contract within a couple of weeks
GAB discussed the memo Regarding Concentrations, Tracks, Options, and Emphasis and decided to discuss this during the UAB/GAB joint meeting on March 22nd
Informed the board about an upcoming discussion on stacking courses; they have been getting multiple calls regarding stacking courses and would like the boards to discuss and provide feedback

V. Chair's Report

A. UAB Chair- Dave Fitzgerald
Joint meeting will be held March 22nd in ADM 204

B. GERC
Did not meet today, but curriculum handbook changes have been circulated by email

VI. Program/Course Action Request- Second Readings

Chg BA A166 Small Business Management (3 cr)(3+0)(pg. 5-9)
Unanimously Approved

Chg CSCE A311 Data Structures and Algorithms (3 cr)(3+0)(pg. 10-15)
Unanimously Approved

VII. Program/Course Action Request- First Readings

Chg RUSS A490 Selected Topics in Russian Culture (3 cr)(3+0)(pg. 16-22)
Waive first reading, approve for second reading

Chg Associate of Arts (pg. 23-36)
Accepted for first reading

Add CSCE, Prefix (pg. 37-39)
Waive first reading, approve for second reading

Chg CSCE A320 Operating Systems (3 cr)(3+0)(pg. 40-44)
Waive first reading, approve for second reading

Chg CSCE A351 Automata, Algorithms, and Complexity (3 cr)(3+0)(pg. 45-50)
Waive first reading, approve for second reading

Chg CSCE A360 Database Systems (3 cr)(3+0)(pg. 51-55)
Waive first reading, approve for second reading

Chg CSCE A365 Computer Networks (3 cr)(3+0)(pg. 56-59)
Waive first reading, approve for second reading

Chg CSCE A385 Computer Graphics (3 cr)(3+0)(pg. 60-65)
Waive first reading, approve for second reading

Chg CSCE A395 Internship in Computing (3 cr)(0+9)(pg. 66-69)
Waive first reading, approve for second reading

Chg CSCE A401 Software Engineering (3 cr)(3+0)(pg. 70-74)
Waive first reading, approve for second reading

Chg CSCE A411 Artificial Intelligence (3 cr)(3+0)(pg. 75-79)
Waive first reading, approve for second reading

Chg CSCE A412 Evolutionary Computing (3 cr)(3+0)(pg. 80-84)
Waive first reading, approve for second reading

Chg CSCE A431 Compilers (3 cr)(3+0)(pg. 85-88)
Waive first reading, approve for second reading

Chg CSCE A442 VLSI Circuit Design (3 cr)(3+0)(pg. 89-93)
Waive first reading, approve for second reading

Chg CSCE A445 Computer Design and Simulation (4 cr)(3+3)(pg. 94-97)
Waive first reading, approve for second reading

Chg CSCE A448 Computer Architecture (3 cr)(3+0)(pg. 98-103)
Waive first reading, approve for second reading

Chg CSCE A465 Computer and Network Security (3 cr)(3+0)(pg. 104-107)
Waive first reading, approve for second reading

Chg CSCE A470 Computer Science and Engineering Capstone Project
(3 cr)(3+0)(GER)(pg. 108-113)
Accepted for first reading, going to GERC

Chg CSCE A490 Topics in Computer Science and Computer Systems Engineering
(3 cr)(3+0)(pg. 114-117)
Waive first reading, approve for second reading

Chg CSCE A495 Computing Internship Project (3 cr)(0+9)(pg. 118-122)
Waive first reading, approve for second reading

Chg CSCE A498 Individual Research (1-3 cr)(1-3+0)(pg. 123-125)
Waive first reading, approve for second reading

Chg RE A100 Introduction to Sustainable Energy (3 cr)(3+0)(pg. 126-130)
Waive first reading, approve for second reading

Chg RE A102 Applied Physics for Sustainable Energy (3 cr)(3+0)(pg. 131-135)
Waive first reading, approve for second reading

Chg RE A110 Introduction to Solar Photovoltaic Systems (1 cr)(1+0)(pg. 136-140)
Waive first reading, approve for second reading

Chg RE A120 Introduction to Solar Thermal Hot Water Systems (1 cr)(1+0)(pg. 141-144)
Waive first reading, approve for second reading

Chg RE A130 Introduction to Small Wind Systems (1 cr)(1+0)(pg. 145-148)
Waive first reading, approve for second reading

Chg RE A140 Home Energy Basics (1 cr)(1+0)(pg. 149-152)
Waive first reading, approve for second reading

Chg RE A203 Sustainable Energy Project Development (3 cr)(3+0)(pg. 153-157)
Waive first reading, approve for second reading

Chg RE A210 Cold Climate Construction (3 cr)(3+0)(pg. 158-163)
Waive first reading, approve for second reading

Chg OEC, Sustainable Energy (pg. 164-169)
Waive first reading, approve for second reading

Chg BS, Geomatics (pg. 170-187)
Waive first reading, approve for second reading

Chg AAS, General Business (pg. 188-192)
Accepted for first reading

VIII. Old Business

IX. New Business

A. Draft Academic Program Suspension and Deletion Policies and Cover Memo Template (pg. 193-200)
To be discussed at joint meeting

B. First Reading of Purge Lists (pg. 201-204)

C. Memo Regarding Concentrations, Tracks, Options, and Emphasis (pg. 205)
To be discussed at joint meeting

X. Informational Items and Adjournment

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

1a. School or College	1b. Division	1c. Department
EN SOENGR	No Division Code	Computer Science and Engineering

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
CSCE	A470	CS A470	3	(3+0)

6. Complete Course Title
Computer Science and Engineering Capstone Project
CSCE Capstone Project
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

- ☒ Prefix
- ☐ Credits
- ☒ Title
- ☐ Grading Basis
- ☒ Course Description
- ☐ Test Score Prerequisites
- ☒ Other Restrictions
  - ☒ Class ☐ Level
  - ☐ College ☐ Major
- ☐ Course Number
- ☐ Contact Hours
- ☐ Repeat Status
- ☐ Cross-Listed/Stacked
- ☒ Course Prerequisites
- ☐ Co-requisites
- ☐ Registration Restrictions
- ☒ Other Course Content Guide, Division Code, Department Code (please specify)

9. Repeat Status No # of Repeats n/a Max Credits n/a

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/2013 To: 99/9999

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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. BA, BS Computer Science	241-242	12/1/12	Kenrick Mock
2. GER Integrative Capstone Selective	87		
3.			

Initiator Name (typed): Kenrick Mock Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 12/10/2012
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 12/10/2012

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)*
Application of computer science and computer engineering concepts, principles, and practices to develop a research, applied software development, or computer engineering project. The student will analyze, design, document, implement, and deliver a presentation and written report of a research project or software/hardware system of moderate complexity under the supervision of the instructor and/or other faculty. Includes a discussion of ethical, professional, and contemporary issues in technology and the impact of computing technology in a global and societal context.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
{CSCE A365 and ENGL A212 and [(CSCE A351 and CSCE A401) or (CSCE A311 and CSCE A342 and CSCE A448)]} with minimum grade of C and (PHIL A305 with a minimum grade of C or concurrent enrollment)	n/a	n/a

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

16e. Registration Restriction(s) *(non-codable)*
Senior Standing, and completion of GER Tier 1 (basic college-level skills) courses

17. ☒ Mark if course has fees Yes, standard SOE fee

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Revision to establish a course common to both the Computer Science and Computer Systems Engineering programs and update the course content guide. Description and title updated to allow research projects as the capstone project. Prerequisites updated to enforce that this course should be taken after the required core courses in the CS and CSE programs are completed.

Initiator (faculty only)	Date	☐ Approved ☐ Disapproved	Dean/Director of School/College	Date
Kenrick Mock Initiator (TYPE NAME)				
☐ Approved ☐ Disapproved	Department Chairperson	Date	☐ Approved ☐ Disapproved	Undergraduate/Graduate Academic Board Chairperson	Date
☐ Approved ☐ Disapproved	Curriculum Committee Chairperson	Date	☐ Approved ☐ Disapproved	Provost or Designee	Date

Course Content Guide
University of Alaska Anchorage
School of Engineering
Department of Computer Science and Engineering

I. **Revision Date**: December 20, 2012

II. **Course Information**

A. **College**: School of Engineering
B. **Course Subject/Number**: CSCE A470
C. **Credits**: 3
D. **Contact Hours**: (3+0) 45 contact lecture hours (3 contact lecture hours/week x 15 weeks = 45) plus 90 hours outside work (6 hours outside work x 15 weeks = 90) for a total of 135 hours
E. **Course Title**: Computer Science and Engineering Capstone Project
F. **Repeat Status**: No
G. **Grading Basis**: A-F
H. **Course Description**: Application of computer science and computer engineering concepts, principles, and practices to develop a research, applied software development, or computer engineering project. The student will analyze, design, document, implement, and deliver a presentation and written report of a research project or software/hardware system of moderate complexity under the supervision of the instructor and/or other faculty. Includes a discussion of ethical, professional, and contemporary issues in technology and the impact of computing technology in a global and societal context.
I. **Course Prerequisites**: {CSCE A365 and ENGL A212 and [(CSCE A351 and CSCE A401) or (CSCE A311 and CSCE A342 and CSCE A448)]} with minimum grade of C and (PHIL A305 with a minimum grade of C or concurrent enrollment)
J. **Fees**: Yes, standard SOE fee
K. **Course Attributes**: GER Integrative Capstone
L. **Registration Restrictions**: Senior Standing and completion of GER Tier 1 (basic college-level skills) courses

III. **Course Level Justification**

Students entering this course must have a strong background in core areas of computer science or computer systems engineering to successfully design and implement their own software or hardware system. This knowledge requires completion of a majority of junior-level CSCE courses. In addition, students must have a solid understanding of technical writing (ENGL A212) and communication skills.

IV. Instructional Goals and Student Learning Outcomes

A.	**Instructional Goals.** The instructor will:
1.	Present principles of project management and quality system design.
2.	Demonstrate the technology project lifecycle to address a real-world problem, including project selection, requirements analysis, design, implementation, writing a final report, and delivering a technical presentation.
3.	Present principles of user interface design.
4.	Present effective coding practices for maintainability and efficiency.
5.	Introduce ethical, professional, and legal issues in computer science
6.	Explain the impact of computing technology in a global and societal context.

B.	**Student Learning Outcomes**. Students will be able to:	**Assessment method**	**GER Integrative Capstone Goals**
1.	Demonstrate the ability to apply technical, managerial, communications, and interpersonal skills to a realistic project of moderate complexity.	Project, Assignments, Exams	Knowledge Integration, Effective Communication, Critical Thinking
2.	Synthesize and integrate multiple computing technologies (e.g. object-oriented programming, database design, computer architecture, graphics, etc.) to create a comprehensive hardware/software system or research project.	Project, Assignments, Exams	Knowledge Integration, Quantitative Perspective
3.	Write technical documents and deliver oral presentations to communicate their work.	Project, Assignments	Knowledge Integration, Effective Communication, Information Literacy
4.	Identify situations involving professional, ethical, or legal issues and formulate ways to address the situations.	Assignments	Knowledge Integration, Critical Thinking
5.	Identify the impact of computing technology to both local and global contexts.	Assignments, Project	Knowledge Integration, Critical Thinking

V. Guidelines for Evaluation

A. Project (written report, oral presentation)
B. Assignments
C. Exams

VI. Topical Course Outline

Many of the following activities are examined in the context of the student's project.

A. Project Lifecycle Models
    i. Waterfall
    ii. Prototyping
    iii. Agile development
    iv. Project management
B. Requirements Analysis and Design
    i. User-centered design
    ii. User Modeling Language (UML), automata, Entity-Relationship (ER) diagrams
C. Quality Assurance
    i. Testing
    ii. Debugging
    iii. Effective coding practice
D. Graphical User Interface Design
    i. Usability engineering
    ii. Graphical layout
    iii. Human Computer Interaction (HCI)
E. Presentation and Technical Writing Best-Practices
F. Technology and Society
    i. Intellectual Property (IP)
        1. Patents
        2. Trademarks
        3. Trade secrets
        4. Copyright
        5. Plagiarism
        6. Licenses
    ii. Legal issues
    iii. Local and global impact
    iv. Globalization
    v. Ethics
        1. Morals, ethics, laws
        2. Deontological and teleological theories
        3. Ethical decision making process
        4. Professional societies and codes of ethics
        5. Responsible conduct of research
    vi. Privacy and civil liberties
    vii. Computer crime
        1. Exploits
        2. Prevention

VII. Suggested Texts

Ford, R. and Coulston, C. Design for Electrical and Computer Engineers, McGraw Hill, New York, NY, 2007.

Johnson, J. GUI Bloopers 2.0: Dont's and Do's for Software Developers and Web Designers, Morgan Kaufmann, Boston, MA, 2007.

McConnell, S. Code Complete, 2nd Edition, Microsoft Press, Redmond, WA, 2004.

VIII. Bibliography

Beer, D. and McMurrey, D. A Guide to Writing as an Engineer, John Wiley and Sons, Hoboken, NJ, 2009.

Gustafson, D. Schaum's Outline of Software Engineering, McGraw-Hill, New York, NY, 2002.

Johnson, J. Designing with the Mind in Mind: Simple Guide to Understanding User Interface Design Rules, Morgan Kaufmann, Boston, MA 2010.

Lazar, J. Web Usability : A User-Centered Design Approach, Addison Wesley, Boston, MA, 2005.

McConnell, S. Rapid Development: Taming Wild Software Schedules, Microsoft Press, Redmond, WA, 1996.

McConnell, S. Professional Software Development: Shorter Schedules, Better Projects, Superior Products, Enhanced Careers, Addison Wesley, Boston, MA, 2004.

Pressman, R. Software Engineering: A Practitioner's Approach, 7th Edition, McGraw-Hill, New York, NY, 2009.

Rasmussen, J. The Agile Samurai: How Agile Masters Deliver Great Software, Pragmatic Programmer, 2011. eBook: http://pragprog.com/book/jtrap/the-agile-samurai

Rubin, K.S. Essential Scrum: A Practical Guide to the Most Popular Agile Process. Addison Wesley Professional, Ann Arbor, MI, 2012.

Sims, C. and Johnson, H.L. The Elements of Scrum, Dymaxicon, Foster City, CA, 2011.

Sommerville, I. Software Engineering, 9th Edition, Addison Wesley, Boston, MA, 2010.

van Vliet, H. Software Engineering: Principles and Practice, 3rd Edition, John Wiley and Sons, Hoboken, NJ, 2008.

February 21, 2013

To: College of Health Curriculum Committee

From: Catherine H. Sullivan, RN, MSN, CPNP
Associate Professor, Chair of Bachelor of Science, Nursing Science Program

Re: Revisions to the Catalog – Revised Cover Memo

A number of revisions were made to the catalog for the Bachelor of Science, Nursing Science Program (BS Program) in order to comply with curriculum standards and national accreditation. The following is a list of the major changes:

1. Addition of the Student Learning Outcomes (Approved by Academic Affairs 10/5/12) – Please see Gail Holtzman's letter regarding this addition.

2. Admission requirements to the BS Program

3. Clarification of which courses are accepted in the BS Program and in the Registered Nurse Option Program (RN-BS Program)

4. Deletion of NS A408/L Complex Health Disruptions: Nursing Therapeutics and Laboratory in RN-BS Program

5. Addition of NS A406/L Nursing Therapeutics in Complex Health Disruptions and Laboratory to RN Licensure Credit list

6. Revision of faculty members list

7. The UAA School of Nursing decided to keep PHIL A302 Biomedical Ethics and to not introduce nursing ethics courses at this time.

Thank you,

Catherine H. Sullivan, RN, MSN, CPNP

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

1a. School or College	1b. Department
CH College of Health	Nursing

2. Complete Program Title/Prefix
Bachelor of Science, Nursing Science Program

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Bachelor of Science or Graduate: CHOOSE ONE

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

4. Type of Action:

PROGRAM	**PREFIX**
☐ Add	☐ Add
☒ Change	☐ Change
☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: Fall/2013 To: 9999/9999

6a. Coordination with Affected Units Department, School, or College: School of Nursing, Department of Philosophy

Initiator Name (typed): Catherine Sullivan Initiator Signed Initials: _____
Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 10/23/12

6c. Coordination with Library Liaison Date: 10/23/12

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

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

8. Justification for Action

For the Academic Catalog - Addition of student learning outcomes, changes in admission requirements, clarification of accepted courses in the Bachelor of Science, Nursing Science Program and the Registered Nurse Option, deletion of NS A408/L, and revision of faculty list - Please see the revised 2/21/13 memo for explanations.

Initiator (faculty only) Date
Catherine Sullivan
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

Bachelor of Science, Nursing Science

Students pursuing the baccalaureate degree in Nursing Science are provided both the theory and clinical base to assess, plan, implement, and evaluate health care to meet the needs of individuals, families, groups, and communities. There are two Nursing Science options: the Basic Student Option and the Registered Nurse Option.

Student Learning Outcomes

At the completion of either the Basic Student Option or the Registered Nurse Option, graduates will have met the following Program Outcomes:

1. Demonstrate critical thinking by making evidence-based nursing judgments through the use of intellectual, interpersonal, and technical competencies to promote safe and effective client-centered care.
2. Implement caring behaviors in the practice of professional nursing using established standards, evidence based practice, and innovation to prevent illness and promote and restore health in order to meet the changing needs of diverse individuals, families, groups, and communities.
3. Utilize principles of management and leadership to collaborate as a member of the inter-professional care team by using a spirit of inquiry to direct clinical nursing practice.
4. Compare and contrast roles of the professional nurse in promoting optimal healthcare and policies locally, nationally, and globally.
5. Develop an individual plan for ongoing professional development and professional identity.

Honors in Nursing

Students majoring in Nursing Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for Graduation with Honors as listed in Chapter 7, Academic Standards and Regulations.
2. Meet the requirements for a BS in Nursing Science.
3. Earn a grade point average of 3.50 or higher in courses in the School of Nursing (courses with NS prefix).
4. Complete the following:
   a. Obtain written support for the intent to graduate with honors from the faculty advisor.
   b. Notify the chair of the baccalaureate program and the Baccalaureate Curriculum Committee in writing of the intent to graduate with honors prior to enrolling in the first semester of senior year classes.
   c. Obtain approval to enroll in the honors electives from the baccalaureate chair and Baccalaureate Curriculum Committee prior to enrolling for first semester of senior year classes.
5. Satisfactorily complete the two honors electives* courses during the senior year of the baccalaureate Nursing program.

   NS A440 Nursing Honors I - Project Exploration
   NS A441 Nursing Honors II - Project Implementation

   ** These courses satisfy the required 3 hours of Nursing electives in the baccalaureate Nursing program.*

Basic Student Option

Admission Requirements

Students who apply to the baccalaureate Nursing major and who qualify for admissions to UAA at the baccalaureate level are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the Nursing program. There are a limited number of seats available in each nursing course. Students must apply for admission to the Nursing major during the semester in which they are completing the final prerequisites for the first nursing courses. Preference will be given to residents of the State of Alaska as defined by the university's polity on residency for tuition purposes. Applications must be submitted prior to October 1. The Baccalaureate Program will accept between 60 and 120 students each year. The School of Nursing strongly recommends that students submit their university application up to six

months prior to the School of Nursing deadline to ensure complete processing of the application and transcript evaluation. The process for advancement to the major and the formal admission to the Nursing major are:

1. Accepted by UAA as pre-nursing major transcript evaluations (if any) from Enrollment Services.
2. Attend a group advising session and follow-up advising sessions with a School of Nursing advisor. Call 907-786-4560 for pre-recorded information on group advising session.
3. Completion of specified prerequisite courses with a grade of C or better; specified prerequisite courses may not be repeated more than once.

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
CHEM A103/L	Survey of Chemistry with Laboratory	4
CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory	4
ENGL A111	Methods of Written Communication	3
ENGL A213	Writing in the Social and Natural Sciences	3

For students not required to take ENGL A111, another GER written communication course must be completed to total 6 credits. For transfer students, grades from equivalent courses are substituted. (GER refers to UAA General Education Requirement)

Choose one of the following three reasoning skills courses:

ENGL A120	Critical Thinking (3)	3
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3)	
Oral communication GER		3
Humanities or fine arts or social science GER		3
PSY or SOC from GER social science list		3

4. An extracted minimum grade point average of 3.00 for courses required for the Bachelor of Science, Nursing Science. The GPA is calculated using grades from all courses required for the nursing major and completed at the time of application to the Nursing major.
5. Enrollment in or completion of: (A grade of C or higher is required in these courses.)

BIOL A240/L	Introductory Microbiology for Health Sciences	4
PSY A150	Lifespan Development	3
ANTH or ECON from social science GER list		3
Two humanities or fine arts or social science GERs		6

Either the reasoning skills requirement or PSY 150 Lifespan Development must be completed at the time of application to the baccalaureate major. Students must be enrolled in which ever of these requirements has not been completed.

6. Completion of the first 34 credits, as outlined in No. 3, and during enrollment in courses outlined in No. 5, the student meets with a nursing advisor to verify course completion and GPA and complete the application to the Nursing major. The student may call (907) 786-4550 to set up an appointment.
7. Completion of the pre-admission test.
8. School of Nursing Application File: The application file must be complete by the October 1 deadline.
    a. School of Nursing Application and Confidential Required Information Form on file in the school.
    b. Three letters of recommendation.
    c. A current Plan of Study signed by a School of Nursing advisor on file with the School of Nursing.
    d. Scores on pre-admission test.

9. Consideration of the application by the Admissions Committee:
    a. Formal admission to the nursing program is based on the student's relative standing on the minimum requirements outlined above. October 1 is the deadline for consideration by the Admissions Committee.
    b. All applicants meeting the criteria described above will then be ranked according to the following 3 criteria for the admissions process:
        i. Extracted minimum grade point average
        ii. Extracted science GPA, which includes CHEM A103 and CHEM A104, and BIOL A111 and BIOL A112
        iii. Preadmission test scores
10. Achievement of a C or higher in the specified courses for the major that are in progress when admission is sought (See number 5.), and maintenance of a minimum 3.0 GPA until the semester of enrollment in beginning nursing courses (NS A204, NS A216, and NS A300).

Academic Progress

In order to progress within the clinical Nursing major, students must earn a satisfactory grade (C or higher or P) in all Nursing Sciences courses.

Re-enrollment: Students who are unable to earn an acceptable grade in a nursing course during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

Concurrent enrollment: Students enrolled in one course must be concurrently enrolled in all courses with that common number (NS A313, NS A313L; NS A315, NS A315L; NS A401, NS 401L; NS A406, NS A406L; NS A411, NS A411L, NS A416, NS A416L).

Basic student option progress: The four-semester clinical sequence must be completed in eight semesters and no more than a one-semester delay between sequential clinical courses will be permitted without validation of continued competence and currency.

Clinical Requirements

All students who are admitted to clinical nursing courses are required to provide copies of documentation of health and CPR prior to beginning those courses. Requirements marked with an asterisk (*) are considered valid only if the expiration date does not occur prior to the end of the semester of current enrollment:

1. Evidence of:
    a. Immunizations for, or immunity to key conditions consistent with current clinical guidelines.
    b. Documentation of HIV testing annually (results not required).
2. Current Health Provider Certification in Cardiopulmonary Resuscitation (CPR) for infants, children and adults (information regarding acceptable courses may be obtained from the department).*
3. Results of a national level criminal background check.
4. Students enrolled in clinical courses must provide their own transportation to clinical assignments and are required to purchase uniforms and specialized equipment.
5. It is strongly recommended that students maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their clinical experiences; students who are injured while completing clinical assignments are responsible for all associated medical costs.

Graduation Requirements

Students must complete the following graduation requirements:

General University Requirements

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

General Education Requirements

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the nursing program, some required prerequisite courses fulfill general education requirements.

Major Requirements

1. Complete all 44-45 credits of support courses for the Nursing Science major with a grade of C or better. Courses marked with an asterisk (*) must be completed prior to admission to clinical nursing courses:

*BIOL A111	Human Anatomy and Physiology I	4
*BIOL A112	Human Anatomy and Physiology II	4
*BIOL A240	Introductory Microbiology for Health Sciences	4
*CHEM A103/L	Survey of Chemistry with Laboratory	4
*CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory	4
*DN A203	Nutrition for the Health Sciences	3
*ENGL A213	Writing in the Social and Natural Sciences	3
PHIL A302	Biomedical Ethics	3
Reasoning Skills**		3
ENGL A120	Critical Thinking (3)	
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3)	
Social Sciences GER		
ANTH or ECON	General Education Requirement	3
PSY A150	Lifespan Development	3
PSY or SOC	General Education Requirement	3
Additional Social Science GER		3
STAT A252	Elementary Statistics (3)	3-4
	or	
STAT A307	Probability and Statistics (4)	

***Must be in addition to the required General Education Requirements.*

2. Nursing Courses: Complete required nursing courses for the Nursing Science major (64 credits).

NS A204	Technology and Nursing Informatics	3
NS A216	Pathophysiology	4
NS A300	Foundations of Nursing I: Roles, Processes, and Trends	4
NS A303	Foundations of Nursing II: Therapeutics	3
NS A303L	Foundations of Nursing II Laboratory	5
NS A309	Pharmacology in Nursing	3
NS A313	Health Disruptions I	3
NS A313L	Health Disruptions I Laboratory	3
NS A315	Health I: Nursing Therapeutics	3
NS A315L	Health I: Nursing Therapeutics	

	Laboratory	3
NS A400	Nursing Research	3
NS A401	Health Disruptions II	3
NS A401L	Health Disruptions II Laboratory	2.5
NS A406	Nursing Therapeutics in Complex Health Disruptions	2
NS A406L	Nursing Therapeutics in Complex Health Disruptions Laboratory	2.5
NS A411	Health II: Nursing Therapeutics	3
NS A411L	Health II: Nursing Therapeutics Laboratory	3
NS A415	Nursing Management and Legal Perspectives	4
NS A416	Concentration in Clinical Nursing	0.5
NS A416L	Concentration in Clinical Nursing Lab	3.5
Nursing elective (upper division)		3

3. A total of 126 credits is required for the degree; 42 credits must be upper division.

Registered Nurse Option

For students who hold current licensure as a Registered Professional Nurse in the state of Alaska, the school offers "RN-only" courses and sections within the nursing major designed to build upon the RN's basic preparation and experience and to facilitate progress in meeting program objectives. Previous college credits are evaluated for comparability to established requirements within the program and may be accepted for transfer; in addition, credit by examination is available to satisfy some General Education Requirements. Additional information is available upon request.

Admission Requirements

Registered nurses returning to complete the baccalaureate degree in Nursing Science must successfully complete the same academic prerequisites as basic students. Students who apply to the baccalaureate nursing major and who qualify for admission to baccalaureate study are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the nursing program. Registered Nurses must apply for admission to the nursing major during the semester in which they are completing the final prerequisites for NS A205. The deadline for RN admission is once a year on November 1 for the following summer. Formal admission to the nursing program is based on the registered nurse's relative standing on the following minimum requirements:

1. Accepted by UAA as pre-nursing major with transcript evaluations from Enrollment Services.
2. Current licensure as a Registered Professional Nurse in the state of Alaska. Verification of licensure on file with the school.
3. A current Plan of Study signed by a nursing advisor and the RN student on file with the School of Nursing. The student may call (907) 786-4550 to set up an advising session.
4. An extracted minimum grade point average of 2.00. The grade point average will be calculated using grades from all courses which are required for the nursing major that have been completed at the time of application to the major.
5. A grade of C or better in all specified courses required for the nursing major.
6. Completion of specified prerequisite courses at the time of application to the major (44 credits):

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
BIOL A240	Introductory Microbiology for Health Sciences	4
CHEM A103/L	Survey of Chemistry with Laboratory	4
CHEM A104/L	Introduction to Organic Chemistry and	

	Biochemistry with Laboratory	4
ENGL A111	Methods of Written Communication	3
ENGL A213	Writing in the Social and Natural Sciences	3

For students not required to take ENGL A111, another English composition course will be substituted. For transfer students, grades from equivalent courses will be substituted.

PSY A150	Lifespan Development	3
Choose one of the following three courses:		3
ENGL A120	Critical Thinking (3)	
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3)	
ANTH or ECON from social science GER list		3
Oral communication GER		3
Humanities or fine arts or social science GER		3
PSY or SOC from GER social science list		3

7. Achieve a C in the specified courses for the major that are in progress when admission is sought and maintain a minimum 2.00 grade point average until beginning nursing courses.
8. A School of Nursing application on file in the school.
9. Three letters of recommendation, two of which must be professional recommendations.

Registered Nurse students not formally admitted by UAA as baccalaureate seeking students in the nursing program or admitted as pre-nursing majors are eligible to take Nursing electives for which prerequisites have been met.

RN Clinical Requirements

See Clinical Requirements under the Basic Student Option.

RN Academic Progress

See Academic Progress under the Basic Student Option.

Graduation Requirements

Students must complete the following graduation requirements:

General University Requirements

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

General Education Requirements

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the Nursing program, some required prerequisite courses fulfill general education requirements.

Major Requirements

1. Support Courses: Complete support courses for the Nursing Science major (44-45credits). All support courses must be completed with a grade of C or better prior to admission to 300-level clinical nursing courses:

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
BIOL A240	Introductory Microbiology for Health Sciences	4
CHEM A103/L	Survey of Chemistry	

	with Laboratory	4
CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory	4
DN A203	Nutrition for the Health Sciences	3
ENGL A213	Writing in the Social and Natural Sciences	3
PHIL A302	Biomedical Ethics	3

Reasoning Skills:*		3
ENGL A120	Critical Thinking (3)	
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3)	

Social Sciences GER		
ANTH or ECON	General Education Requirement	3
PSY A150	Lifespan Development	3
PSY or SOC	General Education Requirement	3
Additional Social Science GER		3

STAT A252	Elementary Statistics (3)	3 - 4
	or	
STAT A307	Probability and Statistics (4)	

**Must be in addition to the required General Education Requirements.*

RN Licensure Credit

An accepted, degree-seeking UAA nursing student who has successfully passed the National Council Licensing Examination (NCLEX) and has current RN licensure in the state of Alaska may be granted the following UAA course credits (31 credits) upon admission to the nursing major:

NS A216	Pathophysiology	4
NS A309	Pharmacology in Nursing	3
NS A303	Foundations of Nursing II: Therapeutics	3
NS A303L	Foundations of Nursing II Laboratory	5
NS A313	Health Disruptions I	3
NS A313L	Health Disruptions I Laboratory	3
NS A401	Health Disruptions II	3
NS A401L	Health Disruptions II Lab	2.5
NS A406	Nursing Therapeutics in Complex Health Disruptions	2
NS A406L	Nursing Therapeutics in Complex Health Disruptions Laboratory	2.5

An administrative fee will be charged for these credits. To receive credits, the student must complete the appropriate form with a nursing advisor. Contact the School of Nursing (907) 786-4550 for further information.

2. Nursing courses for academic credit: Complete the following required nursing courses within the Nursing Science major (31 credits). Courses marked with an asterisk (*) must be completed with a grade of C or better prior to admission to 400-level clinical nursing courses.

*NS A205	Nursing Informatics	3
*NS A305	Health Assessment of Individuals	2
*NS A305L	Health Assessment of Individuals Laboratory	1
*NS A308	Dimensions of Professional Nursing Practice	3
*NS A314	Health I for Registered Nurses	2
*NS A314L	Health I for Registered Nurses Laboratory	2
NS A400	Nursing Research	3
NS A411	Health II: Nursing Therapeutics	3
NS A411L	Health II: Nursing Therapeutics Laboratory	3
NS A417	Management in Nursing	3
	Nursing electives (upper division)	6

Three credits of nursing elective may be met with a current recognized nursing certification.

3. Complete elective credits to total 126 credits.
4. A total of 126 credits is required for the degree, 42 credits of which must be upper division.

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Bachelor of Science, Nursing Science

Students pursuing the baccalaureate degree in Nursing Science are provided both the theory and clinical base to ~~enable them to~~ assess, plan, implement, and evaluate health care to meet the needs of individuals, families, groups, and communities ~~whose health status varies qualitatively and quantitatively~~. ~~Students working on a degree in Nursing Science may choose from two options:.~~ There are two Nursing Science options: the Basic Student Option and the Registered Nurse Option.

Student Learning Outcomes

At the completion of either the Basic Student Option or the Registered Nurse Option, graduates will have met the following Program Outcomes:

1. Demonstrate critical thinking by making evidence-based nursing judgments through the use of intellectual, interpersonal, and technical competencies to promote safe and effective client-centered care.

2. Implement caring behaviors in the practice of professional nursing using established standards, evidence based practice, and innovation to prevent illness and promote and restore health in order to meet the changing needs of diverse individuals, families, groups, and communities.

~~1.~~3. Utilize principles of management and leadership to collaborate as a member of the inter-professional care team by using a spirit of inquiry to direct clinical nursing practice.

~~2.~~4. Compare and contrast roles of the professional nurse in promoting optimal healthcare and policies locally, nationally, and globally.

5. Develop an individual plan for ongoing professional development and professional identity.

Honors in Nursing

Students majoring in Nursing Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for Graduation with Honors as listed in Chapter 7, Academic Standards and Regulations.
2. Meet the requirements for a BS in Nursing Science.
3. Earn a grade point average of 3.50 or higher in courses ~~within~~ in the School of Nursing (courses with NS prefix).
4. Complete the following: ~~process~~
   a. Obtain~~ing~~ written support for the intent to graduate with honors from the ~~individual's~~ faculty advisor.
   b. Notify~~ing~~ the chair of the baccalaureate program and the Baccalaureate Curriculum Committee in writing of the intent to graduate with honors prior to enrolling in the first semester of senior year classes.
   c. Obtain~~ing~~ approval to enroll in the honors electives from the baccalaureate chair and Baccalaureate Curriculum Committee prior to enrolling for first semester of senior year classes.
5. Satisfactorily complete the two honors electives* courses during the senior year of the baccalaureate Nursing program.

   NS A440 Nursing Honors I - Project Exploration
   NS A441 Nursing Honors II - Project Implementation

   ** These courses satisfy the required 3 hours of Nursing electives in the baccalaureate Nursing program.*

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Basic Student Option

Admission Requirements

Students who apply to the baccalaureate N~~n~~ursing major and who qualify for admissions to UAA at the baccalaureate ~~nursing majors~~ level are admitted as pre-nursing majors. Admission~~s~~ as a pre-nursing major does not guarantee admission to the Nursing program. There are a limited number of seats available in each nursing course. Students must apply for admission to the N~~n~~ursing major during the semester in which they are completing the final prerequisites for the first nursing courses ~~(see No. 6 below)~~. Preference will be given to residents of the State of Alaska as defined by the university's polity on residency for tuition purposes. Applications must be submitted prior to October 1~~, in the fall semester~~. The Baccalaureate Program will accept between 60 and 120 students each year~~, and February 1 in the spring semester~~. The School of Nursing strongly recommends that students submit their university application up to six months prior to the School of Nursing deadline~~s~~ to ensure complete processing of the application and transcript evaluation. The process for advancement to the major and the formal admission to the Nursing ~~program~~ major are:

1. ~~UAA Certificate of Admission and~~ Accepted by UAA as pre-nursing major transcript evaluations (if any) from Enrollment Services~~the Office of Admissions~~.
2. Attend a group advising session and follow-up advising sessions ~~Advising sessions~~ with a School of Nursing advisor. ~~The student attends a group advising session (~~cCall 907-786-4560 ~~-~~for pre-recorded information on group advising session~~)~~.

~~3. An extracted minimum grade point average of 2.70 for courses required for the Bachelor of Science, Nursing Science. The GPA is calculated using grades from all courses required for the nursing major and completed at the time of application to the Nursing major.~~

~~4~~3. Completion of specified prerequisite courses with a~~A~~ grade of C or better; specified prerequisite courses may not be repeated more than once~~, higher in all specified courses required for the nursing major.~~

~~5. Completion of specified prerequisite courses:~~
~~(GER refers to UAA General Education Requirement)~~

BIOL A111~~/L~~	Human Anatomy and Physiology I ~~4(4) 8with Laboratory (4)~~	
	~~and~~	
BIOL A112~~/L~~	Human Anatomy and Physiology II ~~(4)~~	4
CHEM A103/L	Survey of Chemistry with Laboratory ~~(4)~~	4~~8~~
	~~and~~	
CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory ~~(4)~~	4
ENGL A111	Methods of Written Communication ~~(3)~~	3~~6~~
	~~and~~	
ENGL A213	Writing in the Social and Natural Sciences ~~(3)~~	3

For students not required to take ENGL A111, another GER written communication course must be completed to total 6 credits. For transfer students, grades from equivalent courses are substituted. (GER refers to UAA General Education Requirement)

Choose one of the following three reasoning skills courses:

ENGL A120	Critical Thinking (3)	3
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3)	

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~~(ENGL A120, PHIL A101 or PHIL A201) or PSY A150~~ 3 Oral communication GER ~~-~~3

Humanities or fine arts or social science GER 3

PSY or SOC from GER social science list 3

~~For students not required to take ENGL A111, another GER written communication course must be completed to total 6 credits. For transfer students, grades from equivalent courses are substituted.~~

4. ~~-~~An extracted minimum grade point average of 3.00 for courses required for the Bachelor of Science, Nursing Science. The GPA is calculated using grades from all courses required for the nursing major and completed at the time of application to the Nursing major.

5~~6~~. Enrollment in~~,~~ or ~~credit~~ completion of: (A grade of C or higher is required in these courses.)~~for,~~

BIOL A240/L Introductory Microbiology for Health Sciences ~~-~~4

PSY A150 Lifespan Development ~~or (ENGL A120, PHIL A101 or PHIL A201)~~ 3

ANTH or ECON from social science GER list 3

Two h~~H~~umanities or fine arts or social science GER~~s~~ 6

Either the reasoning skills requirement or PSY 150 Lifespan Development must be completed at the time of application to the baccalaureate major. Students must be enrolled in which ever of these requirements has not been completed.

~~7. Applicants may not repeat any prerequisite course more than once.~~

8~~6~~. ~~Application to the baccalaureate nursing major. After c~~Completion of the first 3~~4~~ credits, as outlined in No. 3~~5~~, and during enrollment in courses outlined in No. 5~~6~~, the student meets with ~~the coordinator of student affairs~~ a nursing advisor to verify course completion and GPA and complete~~s~~ the application to the N~~n~~ursing major. The student may call (907) 786-4550 to set up an appointment.

7~~9~~. Completion of the pre-admission test.

8. ~~-~~School of Nursing Application File: The application file must be complete by the October 1 deadline.

~~-~~a.~~-~~School of Nursing Application and Confidential Required Information Form on file in the school.~~-~~

~~10.~~ b. ~~-~~Three letters of ~~reference~~ recommendation.

~~11.~~ c.~~-~~A current Plan of Study signed by a School of Nursing advisor on file with the School of Nursing.

~~-~~d. ~~-~~Scores on pre-admission test.

9. ~~-~~Consideration of the application by the Admissions Committee:

~~12.~~ ~~-~~a.~~-~~~~After completion of all the above steps, the student's file is forwarded to the school's Admissions Committee for acceptance into the nursing major.~~ Formal admission to the nursing program is based on the student's relative standing on the minimum requirements outlined above. ~~There are two deadlines for consideration by the committee.~~ October 1 ~~in the following fall semester~~ is the deadline for consideration by the Admissions Committee. ~~and February 1 in the following spring semester.~~

~~13. Achievement of a C or higher in the specified courses for the major that are in progress when admission is sought (i.e., PSY A150, BIOL A240), and maintenance of a minimum 2.70 GPA until the semester of enrollment in beginning nursing courses (NS A204 and NS A216).~~

~~14. Preference will be given to residents of the State of Alaska as defined by the university's policy on residency for tuition purposes.~~

~~-~~b.~~-~~All applicants meeting the criteria described above will then be ranked according to the following 3 criteria for the admissions process:

~~-~~i.~~-~~ Extracted minimum grade point average

~~-~~iii.~~-~~Extracted science GPA, which includes CHEM A103 and CHEM A104, and BIOL A111 and BIOL A112

~~-~~iii.~~-~~ Preadmission test scores

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10. Achievement of a C or higher in the specified courses for the major that are in progress when admission is sought (See number 5.~~i.e., PSY A150, BIOL A240~~), and maintenance of a minimum 3.0 GPA until the semester of enrollment in beginning nursing courses (NS A204, ~~-~~NS A216, and NS A300).

Academic Progress

In order to progress within the clinical Nursing major, students must earn a satisfactory grade (C or higher or P) in all Nursing Sciences courses.

Re-enrollment: Students who are unable to earn an acceptable grade in a nursing course during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

Concurrent enrollment: Students enrolled in one course must be concurrently enrolled in all courses with that common number (NS A313, NS A313L; NS A315, NS A315L; NS A401, NS 401L; NS A406, NS A406L; NS A411, NS A411L, NS A416, NS A416L).

Basic student option progress: The four-semester clinical sequence must be completed in eight semesters and no more than a one-semester delay between sequential clinical courses will be permitted without validation of continued competence and currency.

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Clinical Requirements

All students who are admitted to clinical nursing courses are required to provide copies of documentation of health and ~~,~~ CPR ~~and personal liability insurance~~ prior to beginning those courses. Requirements marked with an asterisk (*) are considered valid only if the expiration date does not occur prior to the end of the semester of current enrollment:

1. Evidence of:

   ~~——~~a.~~-~~Immunizations for, or immunity to key conditions consistent with current clinical guidelines.

   ~~a. Immunity to rubella and rubeola confirmed by titer;~~

   ~~b. Immunity to hepatitis A and hepatitis B confirmed by titer (first-semester clinical students may be in the process of completing the immunization series, for those students, documentation of immunity by titer is required prior to entry into second-year courses);~~

   ~~c. Diphtheria/tetanus vaccination within the last 10 years (booster required at time of expiration);~~

   ~~d. Freedom from active tuberculosis, documented annually by negative PPD skin test or by health examination by a nurse practitioner, physician, or physician's assistant.*~~

   ~~e. Immunity to chicken pox confirmed by health history, titer, or immunization;~~

   ~~f~~b. ~~-~~Documentation of HIV testing annually (results not required).

2. Current Health Provider Certification in Cardiopulmonary Resuscitation (CPR) for infants, children and adults (information regarding acceptable courses may be obtained from the department).*~~3. Professional liability insurance in the amount of $1 million/$3 million; insurance must be maintained throughout the duration of the student's enrollment in clinical nursing courses. (Specific information regarding acceptable professional liability insurance policies may be obtained directly from the program).*~~

~~4.~~3. Results of a national level criminal background check.

4. — Students enrolled in clinical courses must provide their own transportation to clinical assignments and are ~~will be~~ required to purchase uniforms and specialized equipment.

5. — It is strongly recommended that students maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their clinical experiences; students who are injured while completing clinical assignments are responsible for all associated medical costs. ~~It is strongly recommended that students maintain personal medical insurance.~~

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~~Academic Progress~~

~~In order to progress within the baccalaureate nursing program, students must earn a satisfactory grade (C or higher or P) in all Nursing Sciences courses.~~

~~Re-enrollment: Students who are unable to earn an acceptable grade in a nursing course during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.~~

~~Concurrent enrollment: Students enrolled in one course must be concurrently enrolled in all courses with that common number (NS A313, NS A313L; NS A315, NS A315L; NS A401, NS 401L; NS A406, NS A406L; NS A411, NS A411L, NS A416, NS A416L).~~

~~Basic student option progress: The four semester clinical sequence must be completed in seven semesters and no more than a one semester delay between sequential clinical courses will be permitted without validation of continued competence and currency.~~

Graduation Requirements

Students must complete the following graduation requirements:

General University Requirements

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

General Education Requirements

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the nursing program, some required prerequisite courses fulfill general education requirements.

Major Requirements

1. Complete all 44-45 credits of support courses for the Nursing Science major with a grade of C or better. Courses marked with an asterisk (*) must be completed prior to admission to clinical nursing courses:

~~**ANTH or ECON General Education Requirement~~		~~3~~
*BIOL A111	Human Anatomy and Physiology I	~~4~~
*BIOL A112	Human Anatomy and Physiology II	4
*BIOL A240	Introductory Microbiology for Health Sciences	4
*CHEM A103/L	Survey of Chemistry with Laboratory	4
*CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory	4
*DN A203	Nutrition for the Health Sciences	3
*ENGL A213	Writing in the Social and Natural Sciences	3
PHIL A302	Biomedical Ethics	3
~~C*PSY A150**~~	~~Lifespan Development~~	~~3~~
~~PSY or SOC~~	~~General Education Course~~	~~3~~
~~C*~~**Reasoning Skills~~:~~**		3
ENGL A120	~~, or~~ Critical Thinking (3)	~~3~~
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3) ~~PHIL A101, or PHIL A201~~	

Social Sciences GER

ANTH or ECON General Education Requirement		3
PSY A150	Lifespan Development	3

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PSY or SOC	General Education Requirement	3
Additional Social Science GER		3
STAT A252	Elementary Statistics (3)	3-4
	or	
STAT A307	Probability and Statistics (4)	

***Must be in addition to the required General Education Requirements.*

2. Nursing Courses: Complete required nursing courses for the Nursing Science major (64 credits).

NS A204	Technology and Nursing Informatics	3
NS A216	Pathophysiology	4
NS A300	Foundations of Nursing I: Roles, Processes, and Trends	4
NS A303	Foundations of Nursing II: Therapeutics	3
NS A303L	Foundations of Nursing II Laboratory	5
NS A309	Pharmacology in Nursing	3
NS A313	Health Disruptions I	3
NS A313L	Health Disruptions I Laboratory	3
NS A315	Health I: Nursing Therapeutics	3
NS A315L	Health I: Nursing Therapeutics Laboratory	3
NS A400	~~Research in~~ Nursing Research	3
NS A401	Health Disruptions II	3
NS A401L	Health Disruptions II Laboratory	2.5
NS A406	Nursing Therapeutics in Complex Health Disruptions	2
NS A406L	Nursing Therapeutics in Complex Health Disruptions Laboratory	2.5
NS A411	Health II: Nursing Therapeutics	3
NS A411L	Health II: Nursing Therapeutics Laboratory	3
NS A415	Nursing Management and Legal Perspectives	4
NS A416	Concentration in Clinical Nursing	0.5
NS A416L	Concentration in Clinical Nursing Lab	3.5
Nursing elective (upper division)		3

3. A total of 126 credits is required for the degree; 42 credits must be upper division.

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Registered Nurse Option

For students who hold current licensure as a Registered Professional Nurse in the state of Alaska, the school offers "RN-only" courses and sections within the nursing major designed to build upon the RN's basic preparation and experience and to facilitate progress in meeting program objectives. Previous college credits are evaluated for comparability to established requirements within the program and may be accepted for transfer; in addition, credit by examination is available to satisfy some General Education Requirements. Additional information is available upon request.

Admission Requirements

Registered nurses returning to complete the baccalaureate degree in Nursing Science must successfully complete the same academic prerequisites as basic students. Students who apply to the baccalaureate nursing major and who qualify for

admission to baccalaureate study are admitted as pre-nursing majors. Admission as a pre-nursing major does not guarantee admission to the nursing program. Registered Nurses must apply for admission to the nursing major during the semester in which they are completing the final prerequisites for NS A205. The deadline ~~s~~ for RN admission ~~are twice~~ is once a year on November 1 ~~and March 1~~ for the following summer. Formal admission to the nursing program is based on the registered nurse's relative standing on the following minimum requirements:

1. Accepted by UAA as pre-nursing major ~~UAA Certificate of Admission and~~ with transcript evaluations from Enrollment Services~~the Office of the Registrar~~Admissions.
2. Current licensure as a Registered Professional Nurse in the state of Alaska. Verification ~~Copy~~ of licensure on file with the school.
3. A current Plan of Study signed by a nursing advisor and the RN student on file with the School of Nursing ~~and Health Sciences~~. The student may call (907) 786-4550 to set up an advising session.
4. An extracted minimum grade point average of 2.00. The grade point average will be calculated using grades from all courses which are required for the nursing major that have been completed at the time of application to the major.
5. A grade of C or better in all specified courses required for the nursing major.
6. Completion of ~~or credit for~~ specified prerequisite courses at the time of application to the major (44 credits): ~~(17 credits):~~

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
BIOL A240	Introductory Microbiology for Health ~~Sciences~~	~~4~~ 4

CHEM A103/L	Survey of Chemistry with Laboratory	4
CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory	4

ENGL A111	Methods of Written Communication	3
ENGL A213	Writing in the Social and Natural Sciences	3

For students not required to take ENGL A111, another English composition course will be substituted. For transfer students, grades from equivalent courses will be substituted.

PSY A150	Lifespan Development	3

Choose one of the following three courses: 3

~~COMM A111~~ENGL A120 Critical Thinking (3)

or

PHIL A101 Introduction to Logic (3)

or

PHIL A201 Introduction to Philosophy (3)

~~, ENGL A120, PHIL A101,~~
~~PHIL A201, or PSY A150 3~~
~~General Education Requirement 3~~
ANTH or ECON from social science GER list 3
Oral communication GER 3
Humanities or fine arts or social science GER 3

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PSY or SOC from GER social science list 3

For students not required to take ENGL A111, another English composition course will be substituted. For transfer students, grades from equivalent courses will be substituted.

7. Enrollment in, or credit for,

BIOL A112 Human Anatomy and Physiology II 4
CHEM A104/L Introduction to Organic Chemistry and Biochemistry with Laboratory 4
ENGL A120, PHIL A101, or PHIL A201 3

ENGL A213 Writing in the Social and Natural Sciences 3

at the time of application to the major, on achieving 7. Achieve a C in the specified courses for the major that are in progress when admission is sought (i.e., CHEM A104/L, BIOL A112), and maintain on maintaining a minimum 2.00 grade point average until beginning nursing courses.

8. A School of Nursing and Health Sciences application on file in the school.

9. Three letters of recommendation reference, one two of which must be a professional reference recommendations.

Registered Nurse students not formally admitted by UAA as a baccalaureate seeking students in the nursing program or admitted as pre-nursing majors are eligible to take the following courses: Nursing electives for which prerequisites have been met.

- Nursing electives for which prerequisites have been met.

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RN Clinical Requirements

See Clinical Requirements under the Basic Student Option.

RN Academic Progress

See Academic Progress under the Basic Student Option.

Graduation Requirements

Students must complete the following graduation requirements:

General University Requirements

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

General Education Requirements

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the Nursing program, some required prerequisite courses fulfill general education requirements.

Major Requirements

1. Support Courses: Complete support courses for the Nursing Science major (44-45 credits). All support courses must be completed with a grade of C or better prior to admission to 300-level clinical nursing courses:

ANTH or ECON* General Education Requirement		3
BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
BIOL A240	Introductory Microbiology for Health Sciences	4
CHEM A103/L	Survey of Chemistry with Laboratory/Lab	4
CHEM A104/L	Introduction to Organic Chemistry and Biochemistry with Laboratory/Lab	4

DN A203	Nutrition for the Health Sciences	3
ENGL A213	Writing in the Social and Natural Sciences	3
PHIL A302	Biomedical Ethics	3
~~PSY A150*~~	~~Lifespan Development~~	~~3~~
~~PSY or SOC~~	~~General Education Requirement~~	~~3~~
Reasoning Skills:*		~~3~~3
ENGL A120	Critical Thinking (3)	~~3~~
	or	
PHIL A101	Introduction to Logic (3)	
	or	
PHIL A201	Introduction to Philosophy (3) ~~, or PHIL A101, or PHIL A201~~	

~~S~~ocial Sciences GER

ANTH or ECON	General Education Requirement	3
PSY A150	Lifespan Development	3
PSY or SOC	General Education Requirement	3
Additional Social Science GER		3

STAT A252	Elementary Statistics (3)	3 - 4
	or	
STAT A307	Probability and Statistics (4)	

**Must be in addition to the required General Education Requirements.*

RN Licensure Credit

An accepted, degree-seeking UAA nursing student who has successfully passed the National Council Licensing Examination (NCLEX) and has current RN licensure in the state of Alaska may be granted the following UAA course credits (~~26.5~~ 31 credits) upon admission to the nursing major:

NS A216	Pathophysiology	4
NS A309	Pharmacology in Nursing	3
NS A303	Foundations of Nursing II: Therapeutics	3
NS A303L	Foundations of Nursing II Laboratory	5
NS A313	Health Disruptions I	3
NS A313L	Health Disruptions I Laboratory	3
NS A401	Health Disruptions II	3
NS A401L	Health Disruptions II Lab	2.5
NS A406	Nursing Therapeutics in Complex Health Disruptions	2
NS A406L	Nursing Therapeutics in Complex Health Disruptions Laboratory	2.5

An administrative fee will be charged for these credits. To receive credits, the student must complete the appropriate form with a nursing advisor. Contact the School of Nursing (907) 786-4550 for further information.

2. Nursing courses for academic credit: Complete the following required nursing courses within the Nursing Science major (314 credits). Courses marked with an asterisk (*) must be completed with a grade of C or better prior to admission to 400-level clinical nursing courses.

*NS A205	Nursing Informatics	3
*NS A305	Health Assessment of Individuals	2

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*NS A305L	Health Assessment of Individuals Laboratory	1
*NS A308	Dimensions of Professional Nursing Practice	3
*NS A314	Health I for Registered Nurses	2
*NS A314L	Health I for Registered Nurses Laboratory	2
NS A400	Nursing Research	3
~~NS A408~~	~~Complex Health Disruptions: Nursing Therapeutics~~	~~2~~
~~NS A408L~~	~~Complex Health Disruptions: Nursing Therapeutics Lab~~	~~2~~
NS A411	Health II: Nursing Therapeutics	3
NS A411L	Health II: Nursing Therapeutics Laboratory	3
NS A417	Management in Nursing	3
	Nursing electives (upper division)	6

Three credits of nursing elective may be met with a current recognized nursing certification.

3. Complete elective credits to total 126 credits.
4. A total of 126 credits is required for the degree, 42 credits of which must be upper division.

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Date: January 24, 2013

To: UAA Curriculum Boards

From: Suzanne Forster, Chair, Associate of Arts Program

RE: Proposed Emphases in the Associate of Arts Degree Program

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The College of Arts and Sciences (CAS) proposes adding four divisional emphases to the Associate of Arts program: Fine Arts, Humanities, Natural Sciences, and Social Sciences. These emphases would be in geared to students academically unprepared for admittance into a baccalaureate degree program based on high school grades and/or placement testing in mathematics, reading, and composition. In addition to the existing General Studies AA, these emphases would provide students with additional pathways to succeed in the disciplinary area of their choice.

Although CAS awarded 129 AA degrees in 2011-2012 (256 MAU total), students typically see a baccalaureate degree as more prestigious than the AA, so they declare for a Bachelor of Arts or Bachelor of Sciences rather than the more accessible degree. They often do so even when planning to transfer well before completing the baccalaureate or when there is a likelihood that the baccalaureate is not achievable due to academic, job-related, family or other impediments. In some cases, baccalaureate students have taken the necessary coursework at UAA but leave without realizing they have done so, and so leave with no degree.

There are several reasons for developing emphases in the AA:

- Emphases focused on completing GERs for baccalaureate degrees will prepare students for further work at the baccalaureate level better than the existing General Program AA.
- For under-prepared students, the AA is more readily achievable than a BS or BA. Some of these students are overwhelmed by the number of baccalaureate degree requirements and fail to persist, or they lose direction when they fail to achieve a specific degree goal. These students might see the AA as more desirable if they saw it as a clear path leading toward their desired field.
- UAA's graduation rates will improve. UAA is one of the few universities with a community college function as part of its mission; most students spend one or more years at a community college before beginning a baccalaureate program. As a consequence of our combined mission, our graduation rate is one of the lowest in the nation. If underprepared students were to complete the AA prior to beginning the baccalaureate our graduation rates would increase as these students would enter a baccalaureate program only after completing the AA, significantly shortening (on paper) time to graduation for baccalaureate degrees.
- Students who would otherwise have declared for the BA/BS and leave UAA before degree completion would have a better chance of completing an AA degree. To make the AA more appealing to students, UAA could consider developing a pass-through mechanism from the AA to the BA/BS so students who have completed the appropriate emphasis are automatically allowed to progress into a baccalaureate degree program without having to pay a second fee, as UAS does now.

- Having an AA degree would make transferring easier. Articulated Transfer Programs have become increasingly popular in many states, often mandated by state legislators, to ensure that students can smoothly transition into state-funded universities from their community colleges or into specific degree programs. Such transfer agreements might be crafted with individual departments here at UAA.
- Advising would be easier. Having more focused AA degree emphases will "take out some of the hassle" for students deciding which courses to take (this was a concern of President Gamble to the Faculty Senate in September). According to Linda Morgan, the Director of the Advising and testing Center, the Associate of Arts is the "most valuable tool the institution has for low performing students."

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

1a. School or College	1b. Department
AS CAS	N/A

2. Complete Program Title/Prefix
Associate of Arts

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Associate of Arts or Graduate: CHOOSE ONE

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

4. Type of Action:

	PROGRAM	**PREFIX**
	☐ Add	☐ Add
	☒ Change	☐ Change
	☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: F/2013 To: 99/99

6a. Coordination with Affected Units Department, School, or College: CAS

Initiator Name (typed): Suzanne Forster Initiator Signed Initials: _____
Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 1/25/13

6c. Coordination with Library Liaison Date: 1/25/13

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

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

8. Justification for Action
To expand AA students' program choices, improve retention, provide additional advising tools, and improve graduation rates.

Initiator (faculty only) Date
Suzanne Forster, Chair, AA Degree Program
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved Department Chair Date

☐ Approved ☐ Disapproved College/School Curriculum Committee Chair Date

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

☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☐ Approved ☐ Disapproved Provost or Designee Date

From Chapter 10 Page 80

Associate Degrees

The University of Alaska Anchorage offers two types of associate degrees, both of which require the completion of 60 credits or more:

- The Associate of Arts (AA) degree combines broad studies in written communication, oral communication, humanities, mathematics, natural sciences and social sciences, with elective coursework selected by the student. The degree provides broad exposure to systems of thought and inquiry, allows exploration of a variety of disciplines and learning experiences, and provides a solid foundation for further study at the baccalaureate level. The AA degree offers a General Studies emphasis and emphases in Fine Arts, Humanities, Natural Sciences, and Social Sciences. The AA degree is administered by the College of Arts and Sciences (CAS). The complete program description is found under the CAS section of this chapter.
- Associate of Applied Science (AAS) degrees provide applied or specialized studies that are used to satisfy a student's specific educational needs. Many AAS programs prepare students for work in a particular field of employment. Some AAS degrees are designed to provide a foundation for a specific related baccalaureate degree. Students in AAS degree programs build knowledge and skills needed to carry out specific tasks while they develop abilities in the essential elements of communications, computation and human relations.

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ASSOCIATE OF ARTS

The Associate of Arts (AA) degree provides a solid foundation in mathematics, written and oral communication, the natural and social sciences, the humanities, and fine arts. The AA degree prepares students for career advancement and baccalaureate programs and to better understand their world. The AA offers a General Studies emphasis and, for students planning to pursue a baccalaureate degree, emphases in Fine Arts, Humanities, Natural Sciences, and Social Sciences.

Student Learning Outcomes

Students graduating with an AA degree from UAA will be able to:

- Communicate effectively with diverse audiences (individual, group, or public) using a variety of verbal and nonverbal communication strategies;
- Respond effectively to writing assignments using appropriate genres and standard written English;
- Use library and electronic research responsibly and appropriately;
- Identify, describe, and evaluate the aesthetic, historical and philosophical aspects of material culture, including artistic expressions, language, and texts;
- Apply critical thinking skills to identify the premises and conclusions of arguments, evaluate their soundness, and recognize common fallacies;
- Use appropriate mathematical language and symbols to develop and communicate solutions and demonstrate quantitative and analytical skills and knowledge;
- Articulate the fundamentals, developments, and impacts of one or more scientific disciplines and develop and analyze evidence-based conclusions about the natural and social world.

Admission Requirements

Complete the Undergraduate Certificate and Associate Degree Program Admission Requirements located at the beginning of Chapter 7, Academic Standards and Regulations.

General University Requirements

Complete General University Requirements for the Associate of Arts located at the beginning of this chapter.

Degree Requirements

- This degree requires a minimum of 60 credits.
- Students must complete at least 15 credits in residence.
- Students must earn a cumulative GPA of at least a 2.00 at UAA.
- All courses must be at the 100 level or above.
- At least 20 credits of the required 60 credits must be at the 200 level or higher.

General Studies Emphasis

1. Oral Communication Skills* **3**

COMM A111 Fundamentals of Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A237 Interpersonal Communication (3)
COMM A241 Public Speaking (3)

**Note: At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications*

course will enable students to complete that requirement more quickly.

2. Written Communication Skills **6**

ENGL A111 Methods of Written Communication (3)
and one of the following:
CIOS A260A* Business Communications (3)
ENGL A211 Academic Writing About Literature (3)
ENGL A212 Technical Writing (3)
ENGL A213 Writing in the Social and Natural Sciences (3)
ENGL A214 Persuasive Writing (3)

3. Humanities and Fine Arts **9**

Three courses from the GER Classification List.
At least one course each from the Humanities and Fine Arts areas.

4. Mathematical and Natural Sciences **9**

MATH A105* Intermediate Algebra (3)
or
One course from the Quantitative Skills area of the GER Classification List (3)
and
Two courses from the Natural Science area of the GER Classification List (6)**

5. Social Sciences **6**

Two courses (from two different disciplines) from the Social Sciences area of GER Classification List

6. Electives **27**

Total minimum credits **60**

** Note: CIOS A260A and MATH A105 do not meet the General Education Requirements for the baccalaureate degree.*

*** Note: Students who have taken two Natural Science courses as part of their AA program should be aware that a 1-credit science laboratory is required for the baccalaureate degree.*

Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree

AA students who plan to pursue a baccalaureate degree must take care in planning their curriculum. Students who know the program or major they are going to transfer into should consult the General Education Requirements for their specific program or major; programs often require specific GER courses for their majors. The AA emphases in Fine Arts, Humanities, Natural Sciences, and Social Sciences are designed to prepare students to go on to baccalaureate work in related disciplines.

Fine Arts, Humanities, Natural Sciences and Social Sciences Emphases

1. Oral Communication Skills * **3**

COMM A111 Fundamentals of Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A237 Interpersonal Communication (3)
COMM A241 Public Speaking (3)

**Note: At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.*

2. Written Communication Skills **6**

ENGL A111 Methods of Written Communication (3)
and one of the following:
ENGL A211 Academic Writing about Literature (3)
ENGL A212 Technical Writing (3)
ENGL A213 Writing in the Social and Natural Sciences (3)
ENGL A214 Persuasive Writing (3)

3. Quantitative Skills **3**

MATH A105* Intermediate Algebra (3)
MATH A107 College Algebra (4)
MATH A108 Trigonometry (3)
MATH A109 Precalculus (6)
MATH A172 Applied Finite Mathematics (3)
STAT A252 Elementary Statistics (3)

**Note: MATH A105 does not satisfy the General Education Requirement in Quantitative Skills for a baccalaureate degree. MATH A107, A108 or A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences.*

4. Fine Arts **3**

AKNS/
MUS A215* Music of Alaska Natives and Indigenous Peoples of Northern Regions (3)
ART A160 Art Appreciation (3)
ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
DNCE A170 Dance Appreciation (3)
MUS A121 * Music Appreciation* (3)
MUS A124* History of Jazz (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
THR A111 Introduction to the Theatre (3)

** Note: Students planning to major in Music should select courses outside their major.*

Additional Requirements for Fine Arts Emphasis

5. Cultural Heritages and Social Sciences **15**

ANTH A250 The Rise of Civilization (3)
and the following:
HIST A101 Western Civilization I (3)
HIST A102 Western Civilization II (3)
and one of the following:
HIST A131 History of the United States I (3)
HIST A132 History of the United States II (3)
PS A101 Introduction to American Government (3)
and one of the following:
ECON A201 Principles of Macroeconomics (3)
JPC A101 Media and Society (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
SOC A101 Introduction to Sociology (3)
SWK A243 Cultural Diversity and Community Service Learning (3)

6. Languages/Humanities **6-8**

Complete any two-semester sequence in one of the following humanities sequences or in a language other than English [AKNS A101-A102 with same letter suffix]:
ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)
** Note: Students planning to major in Music should select courses outside their major.*

7. Natural Sciences **7**

Complete two courses from the Natural Sciences area of the GER Classification List, including a laboratory course.

8. Ways of Knowing **3**

ENGL A120 Critical Thinking (3)
PHIL A101 Introduction to Logic (3)
PHIL A201 Introduction to Philosophy (3)

9. An additional 12-14 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommendations include any of the Fine Arts courses listed above as well as: **12-14**

ART A105 Beginning Drawing (3)
ART A111 Two-Dimensional Design (3)
ART A113 Three-Dimensional Design (3)
ART A203 Introduction to Art Education (3)
ART A204 History and Philosophy of Art Education (3)
ART A205 Intermediate Drawing (3)
DNCE A101 Fundamentals of Ballet (2)
DNCE A121 Fundamentals of Modern I (2)
DNCE A124 Dance for Musical Theatre I (2)
DNCE A131 Fundamentals of Music-Based Jazz I (2)
DNCE A145 Dances of the West African Diaspora I (2)
DNCE A146 Introduction to Alaska Native Dance (1-2)
DNCE A147 Popular American Social Dance (2)
DNCE A151 Fundamentals of Tap I (2)
DNCE A170 Dance Appreciation (3)
DNCE A205 Fundamentals of Ballet II (2)
DNCE A223 Fundamentals of Modern II (2)
DNCE A224 Dance for Musical Theatre II (2)
DNCE A234 Fundamentals of Music-Based Jazz II (2)
DNCE A245 Dances of the West African Diaspora II (2)
DNCE A262 Theory and Improvisation (2)
MUS A111 Fundamentals of Music (3)
MUS A131 Music Theory I (3)
MUS A132 Music Theory II (3)
MUS A133 Aural Skills I (2)
MUS A134 Aural Skills II (2)
MUS A154D Functional Piano IV (1)
MUS A161, A162, A261, A262 Private Lessons (4)
MUS A221 History of Music I
MUS A222 History of Music II
MUS A231 Music Theory III (3)
MUS A232 Music Theory IV (3)
MUS A233 Aural Skills III (2)
MUS A234 Aural Skills IV (2)
MUS A280 Basic Conducting (2)
THR A121 Introduction to Acting (3)
THR A131 Theatrical Production Techniques (3)
THR A141 Stagecraft I (3)
THR A221 Movement for the Actor (3)
THR A222 Voice for the Actor (3)
THR A243 Scene Design (3)
THR A257 Costume design and Construction I (3)
THR A295 Theatre Practicum: Technical (1-3)
Or other courses, with department approval, from the following disciplines: Art, Dance, Music, Theatre.

Total minimum credits **60**

Additional Requirements for Humanities Emphasis

5. Cultural Heritages and Social Sciences **15**

ANTH A250 The Rise of Civilization (3)
and the following:

HIST A101 Western Civilization I (3)
HIST A102 Western Civilization II (3)
and one of the following:
HIST A131 History of the United States I (3)
HIST A132 History of the United States II (3)
PS A101 Introduction to American Government (3)
and one of the following:
ECON A201 Principles of Macroeconomics (3)
JPC A101 Media and Society (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
SOC A101 Introduction to Sociology (3)
SWK A243 Cultural Diversity and Community Service Learning (3)

6. Languages/Humanities 6-8

Complete any two-semester sequence in one of the following humanities sequences or in a language other than English [AKNS A101-A102 with same letter suffix]:

ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)

** Note: Students majoring in Music must select courses outside their major*

7. Natural Sciences 7

Complete two courses from the Natural Sciences area of the GER Classification List, including a laboratory course.

8. Ways of Knowing 3

ENGL A120 Critical Thinking (3)
PHIL A101 Introduction to Logic (3)
PHIL A201 Introduction to Philosophy (3)

9. An additional 12-14 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommendations include courses from the following disciplines: Alaska Native Studies, American Sign Language, Chinese, Communication, Creative Writing and Literary Arts, English, French, German, History, International Studies, Japanese, Journalism and Public Communications, Linguistics, Philosophy, Russian, Spanish. **12-14**

Total minimum credits: 60

Additional Requirements for Natural Science Emphasis

5. Computer Science 3

CS A109 Computer Programming (Languages Vary) (3)
CS A110 Java Programming (3)
CS A111 Visual Basic .NET Programming (3)

6. Languages/Humanities 6-8

Complete any two-semester sequence in French, German, Japanese, Russian, or Spanish, or one of the following humanities sequences not used to satisfy the Fine Arts requirement:

ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)

** Note: Students majoring in Music must select courses outside their major.*

7. Social Sciences 6

ANTH A202 Cultural Anthropology (3)
ANTH A205 Biological Anthropology (3)
ANTH A211 Fundamentals of Archaeology (3)
ANTH A250 The Rise of Civilization (3)
ENVI A212 Living on Earth: People and the Environment (3)
GEOG/
INTL A101 Local Places/Global Regions: An Introduction to Geography (3)
JUST/
SOC A251 Crime and Delinquency (3)
PS A101 Introduction to American Government (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
PSY A260/L Statistics for Psychology (4)
SOC A101 Introduction to Sociology (3)

8. Natural Sciences* 28-30

Complete 28-30 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommended courses include:

BIOL A242 Fundamentals of Cell Biology (4)
BIOLA252 Principles of Genetics (4)
BIOL A271 Principles of Ecology (4)
CHEM A253 Principles of Inorganic Chemistry (3)
ENVI A211/L Environmental Science: Systems and Processes (4)

Other courses, with department approval, from the

following disciplines: Astronomy, Biology, Chemistry, Environmental Studies, Geography, Geology, Liberal Studies Integrated Sciences, Physics.

** Note: Students majoring in Biological Science, Geology, or Natural Sciences must take CHEM A105/L, CHEM A106/L, PHYS A123/L, and PHYS A124/L. Therefore, it is highly advisable that students consider taking these courses. In addition to those aforementioned courses, all Biological Science majors must also take BIOL A115 and BIOL A116 and all Geological Science majors must take GEOL A111 and GEOL A221 prior to advancing on to higher level courses.*

Total minimum credits: 60

Additional Requirements for Social Science Emphasis

5. Language/Humanities 6-8

Complete any two-semester sequence in French, German, Japanese, Russian, or Spanish, or one of the following Humanities sequences not used to satisfy the Fine Arts requirement:

ART A261	History of Western Art I (3)
ART A262	History of Western Art II (3)
ENGL A201	Masterpieces of World Literature I (3)
ENGL A202	Masterpieces of World Literature II (3)
MUS A221*	History of Music I (3)
MUS A222*	History of Music II (3)
PHIL A211	History of Philosophy I (3)
PHIL A212	History of Philosophy II (3)

** Note: Students majoring in Music must select courses outside their major.*

6. Computer Science/Cultural Heritages 3

Students planning to go on for a BS should take one of the following Computer Science courses (3):

CS A109	Computer Programming (Languages Vary) (3)
CS A110	Java Programming (3)
CS A111	Visual Basic .NET Programming (3)

Students planning to go on for a BA should take one of the Cultural Heritages courses* (3):

ANTH A250	The Rise of Civilization (3)
HIST A101	Western Civilization I (3)
HIST A102	Western Civilization II (3)
HIST A131	History of the United States I (3)
HIST A132	History of the United States II (3)
PS A101	Introduction to American Government (3)

**Note: At least 20 credits at the 200-level or above are required for the AA degree. Taking a 200-level Cultural Heritages course will enable students to complete that requirement more quickly.*

7. Natural Sciences 7

Complete two courses (including a lab) from the following list:

ASTR A103/L	Solar System Astronomy (4)
ASTR A104/L	Stars, Galaxies, Cosmology (4)
BIOL A102	Introductory Biology (3)
BIOL A103	Introductory Biology Laboratory (1)
BIOL A111	Human Anatomy and Physiology I (4)
BIOL A112	Human Anatomy and Physiology II (4)
BIOL A115	Fundamentals of Biology I (4)
BIOL A116	Fundamentals of Biology II (4)
CHEM A103/L	Survey of Chemistry (4)
CHEM A104/L	Introduction to Organic Chemistry and Biochemistry (4)
CHEM A105/L	General Chemistry I (4)
CHEM A106/L	General Chemistry II (4)
ENVI A211/L	Environmental Science: Systems and Processes (4)
GEOG A111	Earth Systems: Elements of Physical Geography (3)
GEOL A111	Physical Geology (4)
GEOL A115/L	Environmental Geology (4)
GEOL A221	Historical Geology (4)
PHYS A123/L	Basic Physics I (4)
PHYS A124/L	Basic Physics II (4)

8. Social Sciences 27-29

Complete 27-29 credits from courses other than those used for other degree requirements above. A minimum of 20 credits at the 200 level and above are required for the degree. Recommended courses include:

ANTH A202	Cultural Anthropology (3)
ANTH A205	Biological Anthropology (3)
ANTH A211	Fundamentals of Archaeology (3)
ENVI A212	Living on Earth: People and the Environment (3)
GEOG / INTL A101	Local Places/Global Regions: An Introduction to Geography (3)
JUST/ SOC A251	Crime and Delinquency (3)
PS A102	Introduction to Political Science (3)
PSY A111	General Psychology (3)
PSY A260/L	Statistics for Psychology (4)
SOC A101	Introduction to Sociology (3)

Other courses from the following disciplines: Anthropology, Environmental Sciences, Geography, Political Science, Psychology, Sociology

Total minimum credits: 60

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Associate Degrees

The University of Alaska Anchorage offers two types of associate degrees, both of which require the completion of 60 credits or more:

- The Associate of Arts (AA) degree combines broad studies in written communication, oral communication, humanities, mathematics, natural sciences and social sciences, with elective coursework selected by the student. The degree provides broad exposure to systems of thought and inquiry, allows exploration of a variety of disciplines and learning experiences, and provides a solid foundation for further study at the baccalaureate level. The AA degree offers a General Studies emphasis and emphases in Fine Arts, Humanities, Natural Sciences, and Social Sciences. The AA degree is administered by the College of Arts and Sciences (CAS). The complete program description is found under the CAS section of this chapter.
- Associate of Applied Science (AAS) degrees provide applied or specialized studies that are used to satisfy a student's specific educational needs. Many AAS programs prepare students for work in a particular field of employment. Some AAS degrees are designed to provide a foundation for a specific related baccalaureate degree. Students in AAS degree programs build knowledge and skills needed to carry out specific tasks while they develop abilities in the essential elements of communications, computation and human relations.

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ASSOCIATE OF ARTS

The Associate of Arts (AA) degree provides a solid foundation in mathematics, ~~and~~ written and oral communication, the natural and social sciences, the humanities, and fine arts. The AA degree prepares students for career advancement and baccalaureate programs and to better understand their world. The AA offers a General Studies emphasis and, for students planning to pursue a baccalaureate degree, emphases in Fine Arts, Humanities, Natural Sciences, and Social Sciences.

Student Learning Outcomes

Students graduating with an AA degree from UAA will be able to:

- Communicate effectively with diverse audiences (individual, group, or public) using a variety of verbal and nonverbal communication strategies;
- Respond effectively to writing assignments using appropriate genres and standard written English;
- Use library and electronic research responsibly and appropriately;
- Identify, describe, and evaluate the aesthetic, historical and philosophical aspects of material culture, including artistic expressions, language, and texts;
- Apply critical thinking skills to identify the premises and conclusions of arguments, evaluate their soundness, and recognize common fallacies;
- Use appropriate mathematical language and symbols to develop and communicate solutions and demonstrate quantitative and analytical skills and knowledge;
- Articulate the fundamentals, developments, and impacts of one or more scientific disciplines and develop and analyze evidence-based conclusions about the natural and social world.

Admission Requirements

Complete the Undergraduate Certificate and Associate Degree Program Admission Requirements located at the beginning of Chapter 7, Academic Standards and Regulations.

General University Requirements

Complete General University Requirements for the Associate of Arts located at the beginning of this chapter.

Degree Requirements

~~All courses must be at the 100 level or above. At least 20 credits of the required 60 credits must be at the 200 level. Students intending to complete the AA degree and then continue on to a baccalaureate degree should consult the Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree below.~~

- This degree requires a minimum of 60 credits.
- Students must complete at least 15 credits in residence.
- Students must earn a cumulative GPA of at least a 2.00 at UAA.
- All courses must be at the 100 level or above.
- At least 20 credits of the required 60 credits must be at the 200 level or higher.

General Studies Emphasis

Course Requirements

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1. Oral Communication Skills*		**3**
	COMM A111	Fundamentals of Oral Communication (3)
	COMM A235	Small Group Communication (3)
	COMM A237	Interpersonal Communication (3)
	COMM A241	Public Speaking (3)
	**Note: At least 20 credits at the 200 level or above are required for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.*	
2. Written Communication Skills		**6**
	ENGL A111	Methods of Written Communication (3)
		and one of the following:
	CIOS A260A*	Business Communications (3)*
	ENGL A211	Academic Writing About Literature (3)
	ENGL A212	Technical Writing (3)
	ENGL A213	Writing in the Social and Natural Sciences (3)
	ENGL A214	Persuasive Writing (3)
3. Humanities and Fine Arts		**9**
	Three courses from the GER Classification List. At least one course each from the Humanities and Fine Arts areas.	
4. Mathematical and Natural Sciences		**9**
	MATH A105*	Intermediate Algebra (3)*
		or
	~~one~~ One course from the Quantitative Skills area of the GER Classification List (3)	
		and
	Two ~~Natural Science~~ courses from the Natural Science area of the GER Classification List ~~(3+3)~~ (6)**	
5. Social Sciences		**6**
	Two ~~Social Sciences~~ courses (from two different disciplines) from the Social Sciences area of GER Classification List	
~~**Degree Completion Requirements**~~		
6. Electives		**27**
Total minimum credits		**60**

* ~~*Please note*~~*Note: CIOS A260A and MATH A105 do not meet the General Education Requirements for the baccalaureate degree.*

*** Note: Students who have taken two Natural Science courses as part of their AA program should be aware that a 1-credit science laboratory is required for the baccalaureate degree.*

Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree

AA students who plan to pursue a baccalaureate degree must take care in planning their curriculum~~. Please see an advisor and take note of the following:~~ Students who know the program or major they are going to transfer into should consult the General education Requirements for their specific program or major; programs often require specific GER courses for their majors. The AA Emphases in Fine Arts, Humanities, Natural Sciences, and Social Sciences are designed to prepare students to go on to a baccalaureate work in related disciplines.

- ~~UAA baccalaureate students are required to complete 12 credits of basic college-level skills from the Oral Communication (3), Written Communication (6), and Quantitative Skills (3) areas of the General Education Classification List prior to completing 60 total degree-applicable credits.~~
- ~~Students with 60 credits or more who have not completed the baccalaureate 12-credit, basic college-level skills requirement will have one full academic year to fulfill this requirement, after which they will not be allowed to take additional courses as degree-seeking students. MATH A105 and CIOS A260A do not count toward completing the baccalaureate GER requirements.~~
- ~~Students who have taken two Natural Science courses as part of their AA program should be aware that a 1-credit science laboratory is required for the baccalaureate degree.~~
- ~~Students who plan to apply AA credits to a UAA baccalaureate degree, and who know the program or major they are going to transfer into, should consult the General Education Requirements for their specific program or major. Programs often require specific GER courses for their majors. Students planning to transfer should use AA electives to fulfill prerequisites and requirements for their anticipated major.~~
- ~~Students who plan to apply AA credits to a UAA baccalaureate degree, and who do not know which program or major they wish to pursue, should plan as follows:~~

Fine Arts, Humanities, Natural Sciences and Social Sciences Emphases

1. Oral Communication Skills *		**3**
	COMM A111 Fundamentals of Oral Communication (3)	
	COMM A235 Small Group Communication (3)	
	COMM A237 Interpersonal Communication (3)	
	COMM A241 Public Speaking (3)	
	**Note: At least 20 credits at the 200 level or above are required*	

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for the AA degree. Taking a 200-level Oral Communications course will enable students to complete that requirement more quickly.

2. Written Communication Skills **6**

ENGL A111 Methods of Written Communication (3)

and one of the following:

ENGL A211 Academic Writing about Literature (3)
ENGL A212 Technical Writing (3)
ENGL A213 Writing in the Social and Natural Sciences (3)
ENGL A214 Persuasive Writing (3)

3. Quantitative Skills **3**

MATH A105* Intermediate Algebra (3)
MATH A107 College Algebra (4)
MATH A108 Trigonometry (3)
MATH A109 Precalculus (6)
MATH A172 Applied Finite Mathematics (3)
STAT A252 Elementary Statistics (3)

**Note: MATH A105 does not satisfy the General Education Requirement in Quantitative Skills for a baccalaureate degree. MATH A107, A108 and A109 are recommended for students planning to pursue baccalaureate studies in the natural or social sciences.*

4. Fine Arts **3**

AKNS/
MUS A215* Music of Alaska Natives and Indigenous Peoples of Northern Regions (3)
ART A160 Art Appreciation (3)
ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
DNCE A170 Dance Appreciation (3)
MUS A121 * Music Appreciation* (3)
MUS A124* History of Jazz (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
THR A111 Introduction to the Theatre (3)

** Note: Students planning to major in Music should select courses outside their major.*

Additional Requirements for Fine Arts Emphasis

5. Cultural Heritages and Social Sciences **15**

ANTH A250 The Rise of Civilization (3)

and the following:

HIST A101 Western Civilization I (3)
HIST A102 Western Civilization II (3)

and one of the following:

HIST A131 History of the United States I (3)
HIST A132 History of the United States II (3)
PS A101 Introduction to American Government (3)

and one of the following:

ECON A201 Principles of Macroeconomics (3)
JPC A101 Media and Society (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
SOC A101 Introduction to Sociology (3)
SWK A243 Cultural Diversity and Community Service Learning (3)

6. Languages/Humanities **6-8**

Complete any two-semester sequence in one of the following humanities sequences or in a language other than English [AKNS A101-A102 with same letter suffix]:

ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)

** Note: Students planning to major in Music should select courses outside their major.*

7. Natural Sciences **7**

Complete two courses from the Natural Sciences area of the GER Classification List, including a laboratory course.

8. Ways of Knowing **3**

ENGL A120 Critical Thinking (3)
PHIL A101 Introduction to Logic (3)
PHIL A201 Introduction to Philosophy (3)

9. An additional 12-14 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommendations include any of the Fine Arts courses listed above as well as: **12-14**

ART A105 Beginning Drawing (3)
ART A111 Two-Dimensional Design (3)
ART A113 Three-Dimensional Design (3)
ART A203 Introduction to Art Education (3)
ART A204 History and Philosophy of Art Education (3)
ART A205 Intermediate Drawing (3)
DNCE A101 Fundamentals of Ballet (2)
DNCE A121 Fundamentals of Modern I (2)
DNCE A124 Dance for Musical Theatre I (2)
DNCE A131 Fundamentals of Music-Based Jazz I (2)
DNCE A145 Dances of the West African Diaspora I (2)
DNCE A146 Introduction to Alaska Native Dance (1-2)
DNCE A147 Popular American Social Dance (2)

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DNCE A151 Fundamentals of Tap I (2)
DNCE A170 Dance Appreciation (3)
DNCE A205 Fundamentals of Ballet II (2)
DNCE A223 Fundamentals of Modern II (2)
DNCE A224 Dance for Musical Theatre II (2)
DNCE A234 Fundamentals of Music-Based Jazz II (2)
DNCE A245 Dances of the West African Diaspora II (2)
DNCE A262 Theory and Improvisation (2)
MUS A111 Fundamentals of Music (3)
MUS A131 Music Theory I (3)
MUS A132 Music Theory II (3)
MUS A133 Aural Skills I (2)
MUS A134 Aural Skills II (2)
MUS A154D Functional Piano IV (1)
MUS A161, A162, A261, A262 Private Lessons (4)
MUS A221 History of Music I (3)
MUS A222 History of Music II (3)
MUS A231 Music Theory III (3)
MUS A232 Music Theory IV (3)
MUS A233 Aural Skills III (2)
MUS A234 Aural Skills IV (2)
MUS A280 Basic Conducting (2)
THR A121 Introduction to Acting (3)
THR A131 Theatrical Production Techniques (3)
THR A141 Stagecraft I (3)
THR A221 Movement for the Actor (3)
THR A222 Voice for the Actor (3)
THR A243 Scene Design (3)
THR A257 Costume design and Construction I (3)
THR A295 Theatre Practicum: Technical (1-3)
Or other courses, with department approval, from the following disciplines: Art, Dance, Music, Theatre.

Total minimum credits **60**

Additional Requirements for Humanities Emphasis

5. Cultural Heritages and Social Sciences **15**

ANTH A250 The Rise of Civilization (3)
and the following:
HIST A101 Western Civilization I (3)
HIST A102 Western Civilization II (3)
and one of the following:
HIST A131 History of the United States I (3)
HIST A132 History of the United States II (3)
PS A101 Introduction to American Government (3)
and one of the following:
ECON A201 Principles of Macroeconomics (3)
JPC A101 Media and Society (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
SOC A101 Introduction to Sociology (3)
SWK A243 Cultural Diversity and Community Service Learning (3)

6. Languages/Humanities **6-8**

Complete any two-semester sequence in one of the following humanities sequences or in a language other than English (with same letter suffix):
ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)
** Note: Students majoring in Music must select courses outside their major*

7. Natural Sciences **7**

Complete two courses from the Natural Sciences area of the GER Classification List, including a laboratory course.

8. Ways of Knowing **3**

ENGL A120 Critical Thinking (3)
PHIL A101 Introduction to Logic (3)
PHIL A201 Introduction to Philosophy (3)

9. An additional 12-14 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommendations include courses from the following disciplines: Alaska Native Studies, American Sign Language, Chinese, Communication, Creative Writing and Literary Arts, English, French, German, History, International Studies, Japanese, Journalism and Public Communications, Linguistics, Philosophy, Russian, Spanish. **12-14**

Total minimum credits: **60**

Additional Requirements for Natural Science Emphasis

5. Computer Science **3**

CS A109 Computer Programming (Languages Vary) (3)
CS A110 Java Programming (3)
CS A111 Visual Basic .NET Programming (3)

6. Languages/Humanities **6-8**

Complete any two-semester sequence in French, German, Japanese, Russian, or Spanish, or one of the following humanities sequences not used to satisfy the Fine Arts requirement:
ART A261 History of Western Art I (3)

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ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)
** Note: Students majoring in Music must select courses outside their major.*

7. **Social Sciences** 6

ANTH A202 Cultural Anthropology (3)
ANTH A205 Biological Anthropology (3)
ANTH A211 Fundamentals of Archaeology (3)
ANTH A250 The Rise of Civilization (3)
ENVI A212 Living on Earth: People and the Environment (3)
GEOG/
INTL A101 Local Places/Global Regions: An Introduction to Geography (3)
JUST/
SOC A251 Crime and Delinquency (3)
PS A101 Introduction to American Government (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
PSY A260/L Statistics for Psychology (4)
SOC A101 Introduction to Sociology (3)

8. **Natural Sciences*** 28-30

Complete 28-30 credits from courses other than those used for degree requirements above. A minimum of 20 credits at the 200 level or above are required for the degree. Recommended courses include:

BIOL A242 Fundamentals of Cell Biology (4)
BIOLA252 Principles of Genetics (4)
BIOL A271 Principles of Ecology (4)
CHEM A253 Principles of Inorganic Chemistry (3)
ENVI A211/L Environmental Science: Systems and Processes (4)

Other courses, with department approval, from the following disciplines: Astronomy, Biology, Chemistry, Environmental Studies, Geography, Geology, Liberal Studies Integrated Sciences, Physics.

** Note: Students majoring in Biological Science, Geology, or Natural Sciences must take CHEM A105/L, CHEM A106/L, PHYS A123/L, and PHYS A124/L. Therefore, it is highly advisable that students consider taking these courses. In addition to those aforementioned courses, all Biological Science majors must also take BIOL A115 and BIOL A116 and all Geological Science majors must take GEOL A111 and GEOL A221 prior to advancing on to higher level courses.*

Total minimum credits: 60

Additional Requirements for Social Science Emphasis

5. **Language/Humanities** 6-8

Complete any two-semester sequence in French, German, Japanese, Russian, or Spanish, or one of the following Humanities sequences not used to satisfy the Fine Arts requirement:

ART A261 History of Western Art I (3)
ART A262 History of Western Art II (3)
ENGL A201 Masterpieces of World Literature I (3)
ENGL A202 Masterpieces of World Literature II (3)
MUS A221* History of Music I (3)
MUS A222* History of Music II (3)
PHIL A211 History of Philosophy I (3)
PHIL A212 History of Philosophy II (3)
** Note: Students majoring in Music must select courses outside their major.*

6. **Computer Science/Cultural Heritages** 3

Students planning to go on for a BS should take one of the following Computer Science courses (3):

CS A109 Computer Programming (Languages Vary) (3)
CS A110 Java Programming (3)
CS A111 Visual Basic .NET Programming (3)

Students planning to go on for a BA should take one of the Cultural Heritages courses* (3):

ANTH A250 The Rise of Civilization (3)
HIST A101 Western Civilization I (3)
HIST A102 Western Civilization II (3)
HIST A131 History of the United States I (3)
HIST A132 History of the United States II (3)
PS A101 Introduction to American Government (3)

**Note: At least 20 credits at the 200-level or above are required for the AA degree. Taking a 200-level Cultural Heritages course will enable students to complete that requirement more quickly.*

7. **Natural Sciences** 7

Complete two courses (including a lab) from the following list:

ASTR A103/L Solar System Astronomy (4)
ASTR A104/L Stars, Galaxies, Cosmology (4)
BIOL A102 Introductory Biology (3)
BIOL A103 Introductory Biology Laboratory (1)
BIOL A111 Human Anatomy and Physiology I (4)
BIOL A112 Human Anatomy and Physiology II (4)
BIOL A115 Fundamentals of Biology I (4)
BIOL A116 Fundamentals of Biology II (4)
CHEM A103/L Survey of Chemistry (4)

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CHEM A104/L Introduction to Organic Chemistry and Biochemistry (4)
CHEM A105/L General Chemistry I (4)
CHEM A106/L General Chemistry II (4)
ENVI A211/L Environmental Science: Systems and Processes (4)
GEOG A111 Earth Systems: Elements of Physical Geography (3)
GEOL A111 Physical Geology (4)
GEOL A115/L Environmental Geology (4)
GEOL A221 Historical Geology (4)
PHYS A123/L Basic Physics I (4)
PHYS A124/L Basic Physics II (4)

8. Social Sciences 27-29

Complete 27-29 credits from courses other than those used for other degree requirements above. A minimum of 20 credits at the 200 level and above are required for the degree.
Recommended courses include:
ANTH A202 Cultural Anthropology (3)
ANTH A205 Biological Anthropology (3)
ANTH A211 Fundamentals of Archaeology (3)
ENVI A212 Living on Earth: People and the Environment (3)
GEOG /
INTL A101 Local Places/Global Regions: An Introduction to Geography (3)
JUST/
SOC A251 Crime and Delinquency (3)
PS A102 Introduction to Political Science (3)
PSY A111 General Psychology (3)
PSY A260/L Statistics for Psychology (4)
SOC A101 Introduction to Sociology (3)
Other courses from the following disciplines: Anthropology, Environmental Sciences, Geography, Political Science, Psychology, Sociology.

Total minimum credits: 60

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TO: Elisha Baker, Interim Vice Chancellor and Provost

THRU: Chairperson, Undergraduate Academic Board

THRU: Gary Turner, Director, Kenai Peninsula College

THRU: Jane Fuerstenau, Chairperson, Academic Review Board, KPC

THRU: Tom Dalrymple, Co-Chair, Business & Industry Department, KPC

FROM: Steve Horn, Assistant Professor, KPC,

DATE: January 31, 2013

RE: Program Action Request (PAR) - AAS General Business

Provost Baker;

I am initiating a Program Action Request for the Associate of Applied Science General Business degree offered through the community campuses. As the Assistant Professor of Business & Economics at Kenai Peninsula, I have been asked to coordinate with the other community campuses to provide what we believe is a much needed update to this degree. The proposed changes are consistent with the Academic Program Review that was conducted for this degree program last semester and approved by our campus director. This Program Action Request will complete the process of making the recommended changes. The following is a justification for this action and I trust that after reviewing our recommendations you will agree.

Thank you
Steve Horn

Program Action Request Justification

Business Administration – Associate of Applied Science, General Business

(Offered Through UAA's Community Campuses Only)

Current Degree Requirements

GENERAL EDUCATION CREDITS – 15 credits
Oral Communication Courses – select 3 credits from the following:

- COMM A111 Fundamental of Oral Communication
- COMM A235 Small Group Communication
- COMM A237 Interpersonal Communication
- COMM A241 Public Speaking

Written Communication Courses – select 6 credits from the following:

- ENGL A111 Methods of Written Communication - required
- ENGL A211 Academic Writing
- ENGL A212 Technical Writing
- ENGL A213 Writing in the Social and Natural Sciences
- CIOS A260A Business Communications

Humanities, Social Sciences, Mathematics, Natural Sciences – 6 credits

- Math A105 Intermediate Algebra or higher – required
- (Elective of Student's Choosing. If in English must be higher than A211)

MAJOR SPECIALTY – 36 credits

- ACCT A101 Principles of Financial Accounting I
- ACCT A102 Principles of Financial Accounting II
- ACCT A202 Principles of Managerial Accounting
- BA A151 Introduction to Business
- BA A231 Fundamentals of Supervision
- BA/JUST A241 Business Law
- BA A260 Marketing Practices
- BA A264 Personal Selling
- CIS A110 Computer Concepts in Business
- ECON A201 Principles of Macroeconomics

ACCT, BA, CIS/CIOS, CS, or ECON - 6 Credits from 100 or 200 level
ELECTIVES – 9 credits

The following changes are being proposed to this degree based on two fundamental principles that are aligned with student needs in terms of business education.

1. Students should be able to complete the AAS, General Business degree within two years, and;
2. Students should be able to use the AAS General Business degree as a step towards a Bachelor of Business Administration degree at UAA.

AAS GENERAL BUSINESS DEGREE - CURRENT PROGRAM RECOMMENDATIONS

1. Delete: *ACCT A101 Principles of Financial Accounting I* and *ACCT A102 Principles of Financial Accounting II* and ***Replace*** with *ACCT 201 Principles of Financial Accounting*.
   Rationale – The two courses, ACCT A101 and A102 were designed to show students how to manually process accounting information from the point of journal entries on through/to the point of creating financial statements. The end result is students learn how to become full-charge bookkeepers as opposed to professionals who are merely comfortable analyzing and using financial statements. It is critical to teach General Business students how to analyze/use the information generated by accountants in making informed decisions which are in the best interest of the organization. The substitution of ACCT A201 (which is required for admission to "Upper Division Status") will benefit our General Business students because they will learn the skills and techniques germane to ***consumers*** of financial information. NOTE: The ACCT 101/102 series may be used to satisfy the ACCT 201 requirement, but 3 additional credits would then be required to complete the degree.

2. Delete: *BA A264 Personal Selling*
   Rationale – The important key concepts covered in personal selling are adequately covered by other courses within the revised General Business degree, as proposed herein. Suffice it to say here that, when looking at the necessarily limited curriculum for the AAS General Business degree, the importance of this course is diminished in light of other otherwise completely ignored areas that merit coverage, if not emphasis, most especially Logistics and Supply Chain Management.

3. Add: *LOGP A110 Logistics Information Systems & Customer Service*
   Rationale – As with the addition of a Logistics-focused degree within the BBA, the addition of this course is recognition of the realities of the business environment in which Alaskans operate. Discussions between Kenai Peninsula College and the College of Business and Public Affairs at UAA have lead to the offering of one WEB section of LOGP A110 at KPC.

4. Add: *ECON A202 Principles of Microeconomics*
   Rationale – This course is required for a BBA degree and should also be required for an AAS degree. This would be an acknowledgement that students need to be exposed to micro as well as macroeconomics to receive a complete economic education. It is also recognition that if they take both courses during the two-year program, there will be some continuity in the education process. If the students take macroeconomics only for their AAS degree, then they will struggle if/when they take microeconomics when they pursue the BBA degree because of the length of time between the courses.

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

1a. School or College	1b. Department
KP KPC	Business & Industry

2. Complete Program Title/Prefix
Associate of Applied Science, General Business

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Associate of Applied Science or Graduate: CHOOSE ONE

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

4. Type of Action:

PROGRAM	PREFIX
☐ Add	☐ Add
☒ Change	☐ Change
☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: F/2013 To: /9999

6a. Coordination with Affected Units Department, School, or College: KPC

Initiator Name (typed): Steve Horn Initiator Signed Initials: _____ Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 2/1/2013

6c. Coordination with Library Liaison Date: 2/1/2013

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

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

8. Justification for Action
These changes are consistent with the recommendations made in the Academic Program Review of this degree. The details of the justification are included in the cover memo attached to this document.

Initiator (faculty only) Date	☐ Approved ☐ Disapproved Dean/Director of School/College Date
Steve Horn Initiator (TYPE NAME)	
☐ Approved ☐ Disapproved Department Chair Date	☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date
☐ Approved ☐ Disapproved College/School Curriculum Committee Chair Date	☐ Approved ☐ Disapproved Provost or Designee Date

Associate of Applied Science, General Business

Kenai Peninsula College (KPC)
156 College Road, Soldotna, Alaska, 99669, (907) 262-0300
www.kpc.alaska.edu

Kodiak College (KOC)
117 Benny Benson Drive, Kodiak, Alaska 99615, (907) 486-1210
www.koc.alaska.edu

Matanuska-Susitna College (MSC)
8295 East College Drive (P.O. Box 2889)
Palmer, Alaska 99645, (907) 745-9774
http://matsu.alaska.edu

This two-year degree program provides a solid business foundation and preparation for career advancement. Graduates will be able to practice relevant business skills, meet the diverse needs of a business to achieve organizational goals, start and manage their own small business, communicate effectively, and/or manage their business affairs with professionalism, integrity, and a spirit of inquiry.

The specific student learning outcomes that arise from the program objectives and are the most central for the assessment of the program's student learning outcomes are as follows.

1. Use critical thinking skills to solve problems and make decisions based on accepted business principles.
2. Understand the interrelationship of international and domestic business, societies, and governments.
3. Execute the four functions of management: planning, organizing, leading, controlling.
4. Apply effective communication skills in business settings.

Admission Requirements

Complete university admissions requirements for associate degrees found in Chapter 7, Academic Standards and Regulations.

General University Requirements

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter. Of the courses needed to satisfy the General Course Requirements, one must be MATH A105 or higher.

Communication and General Course Requirements

Oral Communications Courses

Select 3 credits from the following:		3
COMM A111	Fundamentals of Oral Communication (3)	
COMM A235	Small Group Communication (3)	
COMM A237	Interpersonal Communication (3)	
COMM A241	Public Speaking (3)	

Written Communication Courses

Select 6 credits from the following:		6
ENGL A111	Methods of Written Communication *(required)* (3)	
ENGL A211	Academic Writing About Literature (3)	
ENGL A212	Technical Writing (3)	
ENGL A213	Writing in the Social and Natural Sciences (3)	

CIOS A260A Business Communications (3)

Humanities* Social Sciences, Mathematics, Natural Sciences

Select 6 credits from approved General Course Requirements: 6

MATH A105 Intermediate Algebra or higher level (required) (3)

and 3 more credits from an approved course

**Note: Any English courses used to satisfy humanities General Course Requirements must be different from the written communications requirement and have a course number higher than ENGL A111.*

Major Requirement Courses

1. Complete the following required courses:

*ACCT A201	Principles of Financial Accounting	3
ACCT A202	Principles of Managerial Accounting	3
BA A151	Introduction to Business	3
BA A231	Fundamentals of Supervision	3
BA/JUST A241	Business Law I	3
BA A260	Marketing Practices	3
CIS A110	Computer Concepts in Business	3
ECON A201	Principles of Macroeconomics	3
ECON A202	Principles of Microeconomics	3
LGOP A 110	Logistics Information Systems & Customer Service	3

**The ACCT A101 Principles of Financial Accounting I and ACCT A102 Principles of Financial Accounting II sequence may be used to satisfy the ACCT A201 requirement for this degree.*

2. Major elective courses: 6 credits 6

   Advisor approved courses from the following programs:
   ACCT, BA, CIS, CS, ECON

3. Electives: 9 credits 9

4. A total of 60 credits is required for the degree.

FACULTY

Thomas Dalrymple, Assistant Professor, tdalrympkpc.alaska.edu
Kathrynn Hollis-Buchanan, Assistant Professor, khollis@kodiak.alaska.edu
Steve Horn, Assistant Professor, slhorn@kpc.alaska.edu

Holly Bell, Assistant Professor, hbell11@matsu.alaska.edu

Diedre Berberich, Assistant Professor, dberberich@matsu.alaska.edu

Associate of Applied Science, General Business

Kenai Peninsula College (KPC)
156 College Road, Soldotna, Alaska, 99669, (907) 262-0300
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Matanuska-Susitna College (MSC)
8295 East College Drive (P.O. Box 2889)
Palmer, Alaska 99645, (907) 745-9774
http://matsu.alaska.edu

~~This flexible, two-year degree provides a solid business foundation and prepares students for career advancement. It readies graduates to apply principles and skills relating to accounting, management, marketing, finance, economics, and business law to businesses of all sizes. Graduates will be able to practice relevant business skills, meet diverse business needs to achieve organizational goals, start and manage their own small businesses, communicate effectively, and conduct their business affairs with professionalism, integrity, and a spirit of inquiry.~~

This two-year degree program provides a solid business foundation and preparation for career advancement. Graduates will be able to practice relevant business skills, meet the diverse needs of a business to achieve organizational goals, start and manage their own small business, communicate effectively, and/or manage their business affairs with professionalism, integrity, and a spirit of inquiry.

The specific student learning outcomes that arise from the program objectives and are the most central for the assessment of the program's student learning outcomes are as follows.

1. Use critical thinking skills to solve problems and make decisions based on accepted business principles.
2. Understand the interrelationship of international and domestic business, societies, and governments.
3. Execute the four functions of management: planning, organizing, leading, controlling.
4. ~~1.~~ Apply effective communication skills in business settings.

Comment [PJM1]: Do these really need to be capitalized?

Admission Requirements

Complete university admissions requirements for associate degrees found in Chapter 7, Academic Standards and Regulations.

General University Requirements

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter. Of the courses needed to satisfy the General Course Requirements, one must be MATH A105 or higher.

Communication and General Course Requirements

Oral Communications Courses

Select 3 credits from the following:		3
COMM A111	Fundamentals of Oral Communication (3)	
COMM A235	Small Group Communication (3)	
COMM A237	Interpersonal Communication (3)	
COMM A241	Public Speaking (3)	

Written Communication Courses

Select 6 credits from the following:		6

ENGL A111	Methods of Written Communication *(required)* (3)	
ENGL A211	Academic Writing About Literature (3)	
ENGL A212	Technical Writing (3)	
ENGL A213	Writing in the Social and Natural Sciences (3)	
CIOS A260A	Business Communications (3)	

Humanities* Social Sciences, Mathematics, Natural Sciences

Select 6 credits from approved General Course Requirements: 6

MATH A105	Intermediate Algebra or higher level (required) (3)	

and 3 more credits from an approved course

**Note: Any English courses used to satisfy humanities General Course Requirements must be different from the written communications requirement and have a course number higher than ENGL A111.*

Major Requirement Courses

1. Complete the following required courses:

~~ACCT A101~~	~~Principles of Financial Accounting I~~	~~3~~
~~ACCT A102~~	~~Principles of Financial Accounting II~~	~~3~~
*ACCT A201	Principles of Financial Accounting	3
ACCT A202	Principles of Managerial Accounting	3
BA A151	Introduction to Business	3
BA A231	Fundamentals of Supervision	3
BA/JUST A241	Business Law I	3
BA A260	Marketing Practices	3
~~BA A264~~	~~Personal Selling~~	~~3~~
CIS A110	Computer Concepts in Business	3
ECON A201	Principles of Macroeconomics	3
ECON A202	Principles of Microeconomics	3
LGOP A 110	Logistics Information Systems & Customer Service	3

**The ACCT A101 Principles of Financial Accounting I and ACCT A102 Principles of Financial Accounting II sequence may be used to satisfy the ACCT A201 requirement for this degree.*

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2. Major elective courses: 6 credits 6

   Advisor approved courses from the following programs:
   ACCT, BA, CIS, CS, ECON

3. Electives: 9 credits 9

4. A total of 60 credits is required for the degree.

FACULTY

Thomas Dalrymple, Assistant Professor, tdalrymp~~IFTAD~~@kpc~~uaa~~.alaska.edu

Comment [PJM2]: Please update Also, What is Berberich's title?

Kathrynn Hollis-Buchanan, Assistant Professor, khollis@kodiak.alaska.edu

~~*Ray Zagorski, Associate Professor, IFRZ@uaa.alaska.edu*~~

Steve Horn, Assistant Professor, slhorn@kpc.alaska.edu

Holly Bell, Assistant Professor, hbell11@matsu.alaska.edu

Diedre Berberich, Assistant Professor, dberberich@matsu.alaska.edu

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A222	n/a	3	(2+3)

6. Complete Course Title
Adjunctive Techniques for Dental Hygienists
Adjunctive Tech for Dent Hyg
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 3

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. AAS, Dental Hygiene	01/15/13	Self--Sandra Pence
2. DH A392C	01/15/13	Self--Sandra Pence
3. DH A395C	01/15/13	Self--Sandra Pence

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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 adjunctive techniques used in dental hygiene treatment. Emphasizes skills applied in the practice of dental hygiene, such as polishing, sealant placement, fluoride application and use of mechanized debridement.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
(DA A110, DA A110L, DH A201, DH A202, and DH A204) with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
None

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

16d. Registration Restriction(s) *(non-codable)*
Departmental approval and current BLS certification.

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
The program is moving components from DH A312 into DH A222 and DH A302 because curriculum review by the program demonstrated need for ultrasonic instrumentation earlier in program, and DH A312 was basically two courses in one. Separating out the different components will focus instruction to emphasize advanced instrumentation by making it a separate course. Course description, content, credits and contact hours were changed to reflect this change. The bibliography was updated.

Initiator (faculty only)	Date	☐ Approved ☐ Disapproved	Dean/Director of School/College	Date
Sandra Pence Initiator (TYPE NAME)				
☐ Approved ☐ Disapproved	Department Chair	Date	☐ Approved ☐ Disapproved	Undergraduate/Graduate Academic Board Chair	Date
☐ Approved ☐ Disapproved	College/School Curriculum Committee Chair	Date	☐ Approved ☐ Disapproved	Provost or Designee	Date

Course Content Guide

College of Health
Dental Hygiene Program January 2013
DH A222
Adjunctive Techniques for Dental Hygienists
3 Credits

I. **Course Description**

Introduces adjunctive techniques used in dental hygiene treatment. Emphasizes skills applied in the practice of dental hygiene, such as polishing, sealant placement, fluoride application and use of mechanized debridement.

II. **Course Design**

A. Designed as a preclinical course for second semester dental hygiene students.
B. Credits: 3; Contact hours: 2+3
C. Total student involvement time:
   1. Lecture: 30 hours
   2. Lab: 45 hours
   3. Outside: 60 hours
D. DH A222 Adjunctive Techniques for Dental Hygienists is required for an Associate of Applied Science degree in Dental Hygiene.
E. This course has fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a revised course.
H. This course is coordinated with extended sites and UAA list serve.
I. This course is a 200-level course because it expands and applies the knowledge and skills obtained in previous coursework.

III. **Course Activities**

This course will primarily be conducted through lecture, laboratory activities, and class participation. Guest speakers may be used when appropriate. Major activities in the laboratory sessions consist of demonstration and practice on mannequins and lab partners.

IV. **Course Prerequisites and Registration Restrictions**

A. Course Prerequisites: (DA A110, DA A110L, DH A201, DH A202, and DH A204) with a minimum grade of C.
B. Registration Restrictions: Departmental approval and current BLS certification.

V. **Course Evaluation**--Grades will be A-F.
Student evaluation will be based on examinations, quizzes, class attendance and participation, task analyses, assignments, activities, projects, and/or hands-on exercises.

VI. **Course Curriculum**

1.0 Safety
- 1.1 Campus and classroom safety
- 1.2 Infection control procedures
- 1.3 Use of equipment
- 1.4 Use of chemicals
- 1.5 Personal safety regulations

2.0 Adjunctive Therapy, Techniques and Related Dental Materials
- 2.1 Cleansing and polishing the dentition
- 2.2 Fluoride therapies
- 2.3 Desensitizing hypersensitive teeth
- 2.4 Cleaning removable appliances
- 2.5 Occlusal sealants
- 2.6 Rubber dam and matrix band application
- 2.7 Amalgam polishing and margination
- 2.8 Gingival irrigation
- 2.9 Implant maintenance
- 2.10 Intraoral camera

3.0 Instrument Sharpening Review
- 3.1 Introduction
- 3.2 Materials
- 3.3 Technique
- 3.4 Evaluation

4.0 Power Scalers
- 4.1 Theory and application
- 4.2 Technique
  - 4.2.1 Magnetostrictive
  - 4.2.2 Piezo
  - 4.2.3 Sonic

5.0 Bleaching
- 5.1 Background
- 5.2 Stains
- 5.3 Techniques
- 5.4 Applications

6.0 Temporomandibular Evaluations
- 6.1 Introduction
- 6.2 Screening for temporomandibular disorders

VII. **Suggested Texts**

Hatrick, C. D., Eakle, W. S., & Bird, W. F. (2011). *Dental materials: Clinical applications for dental assistants and dental hygienists* (11th ed.). Philadelphia, PA: Saunders.

Nield-Gehrig, J. S. (2013). *Fundamentals of periodontal instrumentation and advanced root instrumentation* (7th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.

Wilkins, E. M. (2013). *Clinical practice of the dental hygienist* (11th ed.). Philedelphia, PA: Lippincott Williams & Wilkins.

VIII. **Bibliography**

Darby, M. L., & Walsh, M. M. (2010). *Dental hygiene: Theory and practice* (3rd ed.). Philadelphia, PA: Saunders.

Daniel, S. J., & Harfst, S. A. (2007). *Mosby's dental hygiene: Concepts, cases, and competencies* (2nd ed.). Philadelphia, PA: Mosby.

IX. **Instructional Goal, Student Learning Outcomes, and Assessment Measures:**

A. Instructional Goal: Prepare students with knowledge and skills for adjunctive dental hygiene techniques.

B. Student Learning Outcomes/Assessment Measures

Student Learning Outcomes *After successful completion of this course, students will be able to:*	**Assessment Measures** *One or more of the following will be used:*
1. Demonstrate safety procedures as it pertains to laboratory activities.	Laboratory participation
2. Apply instrument sharpening concepts.	Examination
3. Demonstrate knowledge of properties of materials used in adjunctive techniques.	Task analysis Examination
4. Demonstrate appropriate adjunctive techniques to appropriate competency level.	Examination Task analysis
5. Apply knowledge of power scaler indications/contraindications and techniques.	Examination
6. Achieve clinical competency in power scaler techniques, applying knowledge of indications and contraindications.	Task analysis
7. Discuss types of bleaching systems and clinical indications/contraindications.	Examination Classroom activities
8. Demonstrate to lab competency knowledge and techniques for gingival irrigation and implant maintenance.	Task analysis Examination
9. Distinguish normal vs non-normal temporomandibular and occlusal function.	Examination Task analysis
10. Compare and contrast the benefits and risks of water fluoridation.	Written report Oral report

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A292D	n/a	1	(0+3)

6. Complete Course Title
Clinical Seminar I

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 1

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. AAS Dental Hygiene	01/15/13	Self--Sandra Pence
2. DH A295D	01/15/13	Self--Sandra Pence
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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 procedural instruction and general support for Clinical Practicum I. Emphasis is placed on review of treatment and case presentations.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
DH A202 with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
DH A295D

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

16d. 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
The pass/no pass grading basis allowed students to be complacent in the quality of student performance. In the past the grading basis had been A-F and the program curriculum committee recommended returning to this grading basis.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chair Date

☐ Approved
☐ Disapproved College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved Provost or Designee Date

Course Content Guide

College of Health
Dental Hygiene Program January 2013
DH A292D Clinical Seminar I
1 Credit

I. Course Description

Provides procedural instruction and general support for Clinical Practicum I. Emphasis is placed on review of treatment and case presentations.

II. Course Design

A. Designed for first year, second semester dental hygiene students.
B. Credits: 1; Contact hours: 0+3
C. Total student involvement time:
   1. Seminar: 3 hours per week for 15 weeks (45 hours)
   2. Outside work expected: 15 hours
D. DH A292D is required for an Associate of Applied Science degree in Dental Hygiene.
E. This course has fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a revised course.
H. This course is coordinated with extended sites and UAA list serve.
I. This course is a 200-level course because it builds on and applies information that has been introduced in prerequisite courses.

III. Course Activities

This course will be conducted in a seminar setting.

IV. Course Prerequisites and Registration Restrictions

A. Course Prerequisite: DH A202 with a minimum grade of C.
B. Course Co-requisite: DH A295D.
C. Registration Restrictions: Departmental approval.

V. Course Evaluation

A. Grades will be A-F.
B. Grades are based on course assignments, activities, and participation.

VI. Course Curriculum

1.0 Safety
- 1.1 University safety
- 1.2 Clinic and building safety

2.0 Written and Computerized Chart Entries
- 2.1 Subjective
- 2.2 Objective
- 2.3 Assessment
- 2.4 Plan
- 2.5 Risk management
- 2.6 HIPAA (Health Insurance Portability and Accountability Act)
- 2.7 Quality assurance

3.0 Clinical Computer Applications
- 3.1 Insurance coding
- 3.2 New patient accounts
- 3.3 Scheduling
- 3.4 Check out procedures

4.0 Radiographic Evaluation
- 4.1 Technique
- 4.2 Interpretation

5.0 Nutritional Counseling
- 5.1 Dietary adequacy
- 5.2 Caries prevention and management

6.0 Specialty Observations
- 6.1 General dentistry
- 6.2 Dental hygiene
- 6.3 Pediatrics

7.0 Clinical Experiences
- 7.1 Patient management
- 7.2 Clinical procedures
- 7.3 Computer applications
- 7.4 Instrumentation
- 7.5 Radiographic findings
- 7.6 Adjuncts
- 7.7 Clinical evaluations
- 7.8 Clinical rotations
- 7.9 Ethics
- 7.10 Professionalism

8.0 Case Presentations
- 8.1 Student presentations
- 8.2 Group discussion

9.0 Special needs patient management
- 9.1 Oral cancer
- 9.2 Visual and audio impairment
- 9.3 Diabetes
- 9.4 Cardiovascular disease
- 9.5 Cleft lip and palate
- 9.6 Blood disorders
- 9.7 Physical abuse

VII. Suggested Texts

Wilkins, E. M. (2013). *Clinical practice of the dental hygienist* (11th ed.). Baltimore, MD: Lippincott Williams & Wilkins.

VIII. Bibliography

Luethge, S. (2012). *UAA dental hygiene clinic manual* (2012 ed.). Anchorage, AK: University of Alaska Anchorage Dental Hygiene Program.

Darby, M. L. (2011). *Mosby's comprehensive review of dental hygiene* (7th ed.). St. Louis, MO: Mosby Elsevier.

IX. Instructional Goal, Student Learning Outcomes, and Assessment Measures

A. Instructional Goal: Provide students with procedural knowledge and skills that will be applied in DH A295D Clinical Practicum I.

B. Student Learning Outcomes/Assessment Measures

Student Learning Outcomes: *After successful completion of this course, students will be able to:*	**Assessment Measures** *One or more of the following will be used:*
1. Generate Subjective/Objective/Assessment/Plan (SOAP) notes based on clinical experiences.	Discussion Chart note review
2. Participate in office observations.	Reflection paper Discussion Essay
3. Discuss clinical experiences.	Classroom participation
4. Discuss patient management techniques for patients with special needs.	Written report Oral presentation
5. Develop and present a clinical case through the treatment planning stage.	Case presentation

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A302	n/a	1	(0+2)

6. Complete Course Title
Advanced Instrumentation for Dental Hygienists
Adv Instrument for Dent Hyg
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 1

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Springl/2014 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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. n/a	n/a	n/a
2.		
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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 instruction in advanced instrumentation techniques and root planing used in dental hygiene therapeutic treatment. Explores root anatomy through drawings and carvings.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
(DH A222 and A295D) with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
None

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

16d. Registration Restriction(s) *(non-codable)*
Departmental approval and current BLS certification.

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
The program is moving components from DH A312 into DH A222 and DH A302 because curriculum review by the program demonstrated need for ultrasonic instrumentation earlier in program, and DH A312 was basically two courses in one. Separating out the different components will focus instruction to emphasize advanced instrumentation by making it a separate course. Course description, content, credits and contact hours were changed to reflect this change. DH A312 is deleted.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

Course Content Guide

College of Health
Dental Hygiene Program January 2013
DH A302
Advanced Instrumentation
1 Credit

I. **Course Description**

Provides instruction in advanced instrumentation techniques and root planing used in dental hygiene therapeutic treatment. Explores root anatomy through drawings and carvings.

II. **Course Design**

A. Designed as a preclinical course for second year dental hygiene students.
B. Credit: 1; Contact hours: 0+2
C. Total student involvement time:
   1. Lecture: 0 hours
   2. Lab: 30 hours
   3. Outside: 15 hours
D. DH A302 Advanced Instrumentation is required for an Associate of Applied Science degree in Dental Hygiene.
E. This course has fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a new course.
H. This course is coordinated with extended sites and list serve.
I. This course is a 300-level course because it expands and applies knowledge obtained in previous coursework.

III. **Course Activities**

This course will primarily be conducted through lecture, laboratory activities, and class participation. Major activities in the laboratory sessions consist of instructor demonstration and student practice on mannequins.

IV. **Course Prerequisites and Registration Restrictions**

A. Course Prerequisites: (DH A222 and A295D) with a minimum grade of C
B. Registration Restrictions: Departmental approval and current BLS certification.

V. **Course Evaluation**--Grades will be A-F.

Student evaluation will be based on examinations, quizzes, class attendance and participation, task analyses, assignments, activities, projects,and/or hands-on exercises.

VI. **Course Curriculum**

1.0 Safety
- 1.1 Campus and classroom safety
- 1.2 Infection control procedures
- 1.3 Use of equipment
- 1.4 Use of chemicals
- 1.5 Personal safety regulations

2.0 Dental Anatomy—Root emphasis

3.0 Periodontal Instrumentation
- 3.1 Root planing
- 3.2 Soft tissue curettage
- 3.3 Skill self-evaluation
- 3.4 Advanced fulcrums
- 3.5 Specialized curets
- 3.6 Files

4.0 Chemotherapeutics
- 4.1 Systemic
- 4.2 Local
- 4.3 Placement of local chemotherapeutics

5.0 Additional Theory and Techniques
- 5.1 Suture removal
- 5.2 Periodontal dressings
- 5.3 Gingival curettage

VII. **Suggested Texts**

Nield-Gehrig, J. S. (2007). *Fundamentals of periodontal instrumentation and advanced root instrumentation* (6th ed.). Philadelphia: Lippincott Williams & Wilkins.

Wilkins, E. M. (2008). *Clinical practice of the dental hygienist* (10th ed.). Philedelphia: Lippincott Williams & Wilkins.

VIII. **Bibliography**

Darby, M. L., & Walsh, M. M. (2010). *Dental hygiene: Theory and practice* (3rd ed.). Philadelphia, PA: Saunders.

Daniel, S. J., & Harfst, S. A. (2007). *Mosby's dental hygiene: Concepts, cases, and competencies* (2nd ed.). Philadelphia, PA: Mosby.

Pattison, A. M., & Pattison, G. L. (1992). *Periodontal instrumentation* (2nd ed.). Norwalk, CT: Appleton & Lange.

IX. **Instructional Goal, Student Learning Outcomes, and Assessment Measures**:

A. Instructional Goal: Prepare students with knowledge and skills for advanced dental hygiene instrumentation techniques.

B. Student Learning Outcomes/Assessment Measures

Student Learning Outcomes *After successful completion of this course, students will be able to:*	**Assessment Measures** *One or more of the following will be used:*
1. Demonstrate safety procedures as they pertain to laboratory activities.	Laboratory participation
2. Correlate instrumentation concepts with practical application.	Examination Skills demonstration
3. Achieve clinical competency in advanced periodontal instrumentation techniques.	Task analysis
4. Evaluate various forms of dental root anatomy and relate to periodontal treatment and disease.	Tooth carving assignments Examination
5. Place one or more local chemotherapeutics to lab competency level.	Skills demonstration
6. Demonstrate to lab competency knowledge and techniques for suture removal and gingival curettage,	Task analysis Examination

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A312	n/a	3	(1+4)

6. Complete Course Title
Advanced Techniques for Dental Hygienists
Adv Tech for Dent Hyg
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 1

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

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

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. n/a	n/a	n/a
2.		
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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 instruction in advanced procedures used in dental hygiene treatment, including root planing, ultrasonic scaling, and local chemotherapeutics.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
DH A311 with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
None

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

16d. Registration Restriction(s) *(non-codable)*
Departmental approval and current BLS certification.

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
The program is moving components from DH A312 into DH A222 and DH A302 because curriculum review by the program demonstrated need for ultrasonic instrumentation earlier in program, and DH A312 was basically two courses in one. Separating out the different components will focus instruction to emphasize advanced instrumentation by making it a separate course. Course description, content, credits and contact hours were changed to reflect this change. DH A312 is deleted.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved Department Chair Date

☐ Approved ☐ Disapproved College/School Curriculum Committee Chair Date

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

☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☐ Approved ☐ Disapproved Provost or Designee Date

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A350	n/a	3 cr	(1+6)

6. Complete Course Title
Basic Restorative Techniques

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status choose one # of Repeats n/a Max Credits n/a

10. Grading Basis ☐ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. n/a		
2.		
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/13/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Builds on previous coursework to introduce restorative skills for allied dental personnel. Provides supervised laboratory instruction on typodonts, with emphasis on Class I and Class II restorations.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
None

16b. Co-requisite(s) *(concurrent enrollment required)*
none

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

16d. Registration Restriction(s) *(non-codable)*
Second year dental hygiene student, licensed dental hygienist, or certified dental assistant; departmental approval.

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
We are combining the three courses (DH A350, DH A450, DH A495C) into one course (DH A360). This course has never been offered as is. We have offered the new course as a selected topics twice and are making it permanent.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chair Date

☐ Approved
☐ Disapproved College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved Provost or Designee Date

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A360	n/a	5 cr	(1+12)

6. Complete Course Title
Restorative Techniques for Dental Auxillaries
Restorative Tech for Dent Aux
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 5

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. UAA Dental Assisting	2/8/13	Stephanie Olson
2.		
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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)*
Builds on previous coursework to introduce restorative skills for allied dental personnel. Provides supervised laboratory instruction on typodonts, with initial emphasis on Class I and Class II restorations. Emphasizes Class III and IV and multiple-surface posterior restorations towards the end of the course. Applies restorative function skills in the clinical situation under direct supervision of clinical faculty.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
[DA A110 and (DA A150 or DH A204)] with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
None

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

16d. Registration Restriction(s) *(non-codable)*
Second year dental hygiene student, licensed dental hygienist, or certified dental assistant; departmental approval.

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
This course has been successfully offered as a selected topics course for two years and should become a permanent course. This will replace three previous courses already approved, but never offered (DH A350, DH A450, DH A495C), which will be deleted.

Initiator (faculty only) Date

Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chair Date

☐ Approved
☐ Disapproved College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved Provost or Designee Date

Course Content Guide

College of Health
Dental Hygiene Program January 2013
DH A360 Restorative Techniques for Dental Auxillaries
5 Credits

I. Course Description

Builds on previous coursework to introduce restorative skills for allied dental personnel. Provides supervised laboratory instruction on typodonts, with initial emphasis on Class I and Class II restorations. Emphasizes Class III and IV and multiple-surface posterior restorations towards the end of the course. Applies restorative function skills in the clinical situation under direct supervision of clinical faculty.

II. Course Design

A. Designed for second year dental hygiene students, licensed dental hygienists, or certified dental assistants interested in restorative functions.
B. Credits: 5; Contact hours: 1+12
C. Total student involvement time: 225 hours
    1. Lecture: 15 hours
    2. Lab: 135 hours
    3. Clinic: 45 hours
    3. Outside work expected: 30 hours
D. DH A360 is a selective course for the BS in Dental Hygiene.
E. This course has fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a new course.
H. This course is coordinated with list serve and the UAA Dental Assisting Program.
I. This course is a 300-level course because it requires students to integrate previous knowledge with complex new skills.

III. Course Activities

This course will be conducted in classroom, laboratory, and clinical settings.

IV. Course Prerequisites and Registration Restrictions

A. Course Prerequisites: [DA A110 and (DA A150 or DH A204)] with a minimum grade of C.
B. Registration Restrictions: Second year dental hygiene student, licensed dental hygienist, or certified dental assistant; departmental approval.

V. Course Evaluation

Grades will be A-F.

VI. Course Curriculum

1.0 Safety
- 1.1 University safety
- 1.2 Laboratory safety
  - 1.2.1 Standard precautions
  - 1.2.2 Hazardous equipment and chemicals
  - 1.2.3 Mercury hygiene

2.0 Dental Materials Review
- 2.1 Amalgam
  - 2.1.1 Physical, chemical, and biological considerations
  - 2.1.2 Limitations and uses
- 2.2 Composite
  - 2.2.1 Physical, chemical, and biological considerations
  - 2.2.2 Limitations and uses
- 2.3 Preparatory Materials
  - 2.3.1 Bases
  - 2.3.2 Dentinal bonding agents
  - 2.3.3 Cements
  - 2.3.4 Liners

3.0 Dental Anatomy Review—Occlusal Emphasis
- 3.1 Incisors
- 3.2 Cuspids
- 3.3 Premolars
- 3.4 Molars

4.0 Occlusion Review
- 4.1 Angle’s classification
- 4.2 Centric relation and centric occlusion
- 4.3 Crossbite, overjet, overbite
- 4.4 Centric stops

5.0 Treatment Planning
- 5.1 Informed consent
- 5.2 Treatment alternatives
- 5.3 Post-treatment considerations

6.0 Matrix Bands
- 6.1 Metal band systems
- 6.2 Sectional systems
- 6.3 Other

7.0 Laboratory Class I, II, and Multi-Surface Amalgam Restorations
- 7.1 Placement
  - 7.1.1 Titration
  - 7.1.2 Condensing
- 7.2 Carving
- 7.3 Polishing

8.0 Laboratory Single and Multi-Surface Composite Restorations
- 8.1 Placement
- 8.2 Finishing

9.0 Temporary Restoration Placement

10.0 Clinical Restorative Procedures
- 10.1 Initial patient preparation
  - 10.1.1 Medical history review
  - 10.1.2 Treatment options
  - 10.1.3 Informed consent
- 10.2 Treatment preparation
  - 10.2.1 Armamentarium
  - 10.2.2 Oral pain control
  - 10.2.3 Rubber dam
  - 10.2.4 Matrix band
- 10.3 Restoration preparation
  - 10.3.1 Liners, varnishes, and bases
  - 10.3.2 Dentin bonding agents
- 10.4 Placement
- 10.5 Carving amalgams
- 10.6 Finishing
- 10.7 Occlusion adjustment
- 10.8 Post-operative considerations

VII. Suggested Texts

Bath-Balogh, M., & Fehrenback, M. (2011). *Illustrated dental embryology, histology, and anatomy* (3rd ed.). St. Louis, MO: Elsevier Saunders.

VIII. Bibliography

Anusavice, K. J. (2012). *Phillips' science of dental materials* (12th ed.). St. Louis, MO: Saunders.

Hatrick, C. D., Eakle, W. S., & Bird, W. F. (2011). *Dental materials: Clinical applications for dental assistants and dental hygienists* (2nd ed.). Philadelphia, PA: Saunders.

Phinney, D. J. & Halstead, J. H. (2012). *Delmar's dental assisting: A comprehensive approach* (4th ed.). Clifton Park, NY: Delmar Learning.

Roberson, T., Heymann, H., & Swift, E., Jr. (2012). *Sturdevant's art and science of operative dentistry* (6th ed.). St Louis, MO: Mosby Elsevier.

State of Alaska, Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing. (latest). *Statutes and regulations: Dentists and dental hygienists*. Juneau, AK: Author.

IX. Instructional Goal, Student Learning Outcomes, and Assessment Measures

A. Instructional Goal: Allow students to develop expanded-duties restorative skills in laboratory and clinical situations.

B. Student Learning Outcomes/Assessment Measures:

Student Learning Outcomes: *On completion of this course, the student will be able to:*	**Assessment Measures** *One or more of the following will be used:*
1. Demonstrate safety procedures as they pertain to laboratory and clinical activities.	Laboratory participation
2. Demonstrate knowledge of amalgam and composite characteristics.	Examination or assignment
3. Demonstrate competence in rubber dam placement.	Task analysis
4. Demonstrate competence in matrix band placement.	Task analysis
5. Demonstrate competence in mixing liners and bases.	Task analysis
6. Select and apply appropriate liners, bases, dental bonding agents, and/or varnishes when necessary.	Skills assessment
7. Select appropriate restorative materials for each clinical situation.	Skills assessment
8. Place and finish single and multi-surface composite restorations to laboratory and clinical competence.	Task analysis
9. Place, carve, and polish Class I, II, and multi-surface amalgam restorations to laboratory and clinical competence.	Task analysis
10. Reproduce dental anatomy using amalgam and composite materials.	Task analysis
11. Evaluate and adjust occlusion.	Task analysis
12. Document restorative procedures in patient chart.	Chart entries
13. Develop post-operative recommendations for patient care.	Skill analysis

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A392C	n/a	1	(0+3)

6. Complete Course Title
Clinical Seminar II

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 1

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. AAS Dental Hygiene	01/15/13	Self--Sandra Pence
2. DH A316	01/15/13	Self--Sandra Pence
3. DH A395C	01/15/13	Self--Sandra Pence

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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 discussion and evaluation of clinical experiences in Clinical Practicum II. Emphasizes review of treatment and case presentations.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
(DH A222, DH A295D,and DH A311) with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
DH A395C

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

16d. 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
The pass/no pass grading basis allowed students to be complacent in the quality of student performance. In the past the grading basis had been A-F and the program curriculum committee recommended returning to this grading basis.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

Course Content Guide

College of Health
Dental Hygiene Program January 2013
DH A392C Clinical Seminar II
1 Credit

I. Course Description

Provides discussion and evaluation of clinical experiences in Clinical Practicum II. Emphasizes review of treatment and case presentations.

II. Course Design

A. Designed for second year, first semester dental hygiene students.
B. Credits: 1; Contact time: 0+3
C. Total student involvement time:
   1. Seminar: 3 hours per week for 15 weeks (45 hours)
   2. Outside work expected: 15 hours
D. DH A392C is required for an Associate of Applied Science degree in Dental Hygiene.
E. This course has fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a revised course.
H. This course is coordinated with extended sites and UAA list serve.
I. This course is a 300-level course because it requires knowledge and experience in dental hygiene.

III. Course Activities

This course will be conducted in a seminar setting.

IV. Course Prerequisites and Registration Restrictions

A. Course Prerequisites: (DH A222, DH A295D, and DH A311) with a minimum grade of C.
B. Course Co-requisite: DH A395C.
C. Registration Restrictions: Departmental approval.

V. Course Evaluation

A. Grades will be A-F.
B. Grades are based on course assignments, activities, and participation.

VI. Course Curriculum

1.0 Safety
- 1.1 University safety
- 1.2 Clinic and building safety

2.0 Treatment Planning and Implementation for Patients with Mild to Moderate Periodontal Disease
- 2.1 Evaluation of individual plans
- 2.2 Evaluation of recommended treatment

3.0 Specialty Observations
- 3.1 Periodontal office
- 3.2 Oral surgery
- 3.3 Special auxiliary sites

4.0 Clinical Experiences
- 4.1 Patient management
- 4.2 Clinical procedures
- 4.3 Computer applications
- 4.4 Instrumentation
- 4.5 Radiographic findings
- 4.6 Adjuncts
- 4.7 Clinical evaluations
- 4.8 Clinical rotations
- 4.9 Ethics
- 4.10 Professionalism

5.0 Case Presentations—Mild to Moderate Periodontal Disease
- 5.1 Student presentations
- 5.2 Group discussion

6.0 Special Needs
- 6.1 Alcohol dependency and abuse
- 6.2 Non-alcohol dependency and abuse
- 6.3 Geriatric conditions and illnesses
- 6.4 Cerebral palsy
- 6.5 Myasthenia gravis
- 6.6 Neurological disorders/learning disorders
- 6.7 AIDs/HIV
- 6.8 Other immune/autoimmune diseases and immuno-suppression
- 6.9 Spinal cord injury/spina bifida
- 6.10 Multiple sclerosis/muscular dystrophy
- 6.11 Eating disorders
- 6.12 Seizures

7.0 Current Topics in Dental Hygiene Care

8.0 Cultural Diversity in Healthcare

VII. Suggested Texts

Wilkins, E. M. (2013). *Clinical practice of the dental hygienist* (11th ed.). Baltimore: Lippincott Williams & Wilkins.

VIII. Bibliography

Luethge, S. (2012). *UAA dental hygiene clinic manual* (2012 ed.). Anchorage, AK: University of Alaska Anchorage Dental Hygiene Program.

Darby, M. L. (2011). *Mosby's comprehensive review of dental hygiene* (7th ed.). St. Louis, MO: Mosby Elsevier.

IX. Instructional Goal, Student Learning Outcomes, and Assessment Measures

A. Instructional Goal: Support students with knowledge and critical thinking skills applied in DH A395C Clinical Practicum II.

B. Student Learning Outcomes/Assessment Measures

Student Learning Outcomes: *On completion of this course, the student will:*	**Assessment Measures** *One or more of the following will be used:*
1. Critique dental specialty practices.	Reflection papers Discussion Essay
2. Analyze clinical experiences.	Classroom participation
3. Develop and present a clinical case of a patient with mild to moderate periodontitis.	Case presentation
4. Discuss current topics in dental hygiene care and cultural diversity in healthcare.	Classroom participation
5. Summarize patient management techniques for patients with special needs.	Class participation Class assignments

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A392D	n/a	1	(0+3)

6. Complete Course Title
Clinical Seminar III

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status No # of Repeats 0 Max Credits 1

10. Grading Basis ☒ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. AAS Dental Hygiene	01/15/13	Self--Sandra Pence
2. DH A395D	01/15/13	Self--Sandra Pence
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/28/13

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 discussion and evaluation of clinical experiences in Clinical Practicum III. Emphasizes review of treatment and case presentations of patients exhibiting moderate to advanced periodontal disease.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
(DH A321 and DH A395C) with a minimum grade of C.

16b. Co-requisite(s) *(concurrent enrollment required)*
DH A395D

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

16d. 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
The pass/no pass grading basis allowed students to be complacent in the quality of student performance. In the past the grading basis had been A-F and the program curriculum committee recommended returning to this grading basis.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

Course Content Guide

College of Health
Dental Hygiene Program January 2013
DH A392D Clinical Seminar III
1 Credit

I. Course Description

Provides discussion and evaluation of clinical experiences in Clinical Practicum III. Emphasizes review of treatment and case presentations of patients exhibiting moderate to advanced periodontal disease.

II. Course Design

A. Designed for second year, second semester dental hygiene students.
B. Credits: 1; Contact hours: 0+3
C. Total student involvement time:
    1. Seminar: 3 hours per week for 15 weeks (45 hours)
    2. Outside work expected: 15 hours
D. DH A392D is required for an Associate of Applied Science degree in Dental Hygiene.
E. This course has fees.
F. This course may be taught in any time frame, but not less than 1 week per credit.
G. This is a revised course.
H. This course is coordinated with extended sites and listserve.
I. This course is a 300-level course because it requires advanced knowledge and experience in dental hygiene.

III. Course Activities

This course will be conducted in a seminar setting.

IV. Course Prerequisites and Registration Restrictions

A. Course Prerequisite: (DH A321 and DH A395C) with a minimum grade of C.
B. Course Co-requisite: DH A395D
C. Registration Restriction: Departmental approval.

V. Course Evaluation

A. Grades will be A-F.
B. Grades are based on course assignments, activities, and participation.

VI. Course Curriculum

1.0 Safety
- 1.1 University safety
- 1.2 Clinic and building safety

2.0 Treatment Planning and Implementation for Patients with Moderate to Advanced Periodontal Disease
- 2.1 Evaluation of individual plans
- 2.2 Evaluation of recommended treatment

3.0 Specialty Observations
- 3.1 Endodontics
- 3.2 Orthodontics
- 3.3 Prosthodontics

4.0 Clinical Experiences
- 4.1 Patient management
- 4.2 Clinical procedures
- 4.3 Computer applications
- 4.4 Instrumentation
- 4.5 Radiographic findings
- 4.6 Adjuncts
- 4.7 Clinical evaluations
- 4.8 Clinical rotations
- 4.9 Ethics
- 4.10 Professionalism

5.0 Case Presentations—Moderate to Advanced Periodontal Disease
- 5.1 Student presentations
- 5.2 Group discussion

6.0 Board Preparation
- 6.1 Subject reviews
- 6.2 Mock National Board

VII. Suggested Texts

Wilkins, E. M. (2013). *Clinical practice of the dental hygienist* (11th ed.). Baltimore, MD: Lippincott Williams & Wilkins.

VIII. Bibliography

Luethge, S. (2012). *UAA dental hygiene clinic manual* (2012 ed.). Anchorage, AK: University of Alaska Anchorage Dental Hygiene Program.

Darby, M. L. (2011). *Mosby's comprehensive review of dental hygiene* (7th ed.). St. Louis, MO: Mosby Elsevier.

IX. Instructional Goal, Student Learning Outcomes, and Assessment Measures

A. Instructional Goal: Prepare second year students to practice dental hygiene in the employment setting.

B. Student Learning Outcomes/Assessment Measures:

Student Learning Outcomes: On completion of this course, the student will:	**Assessment Measures** *One or more of the following will be used:*
1. Critique dental specialty practices.	Reflection paper Discussion Essay
2. Analyze clinical experiences.	Classroom participation
3. Demonstrate readiness to take the Dental Hygiene National Board.	Mock National Board
4. Develop and present a clinical case of a patient with moderate to advanced periodontal disease.	Case presentation

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A450	n/a	1 cr	(0+3)

6. Complete Course Title
Advanced Restorative Techniques
Adv Restorative Techniques
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status choose one # of Repeats n/a Max Credits n/a

10. Grading Basis ☐ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. n/a		
2.		
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/13/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Expands skills in restorative functions. Provides supervised laboratory instruction on typodonts, with emphasis on anterior and multiple-surface posterior restorations.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
DH A350

16b. Co-requisite(s) *(concurrent enrollment required)*
none

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

16d. 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
We are combining the three courses (DH A350, DH A450, DH A495C) into one course (DH A360). This course has never been offered as is. We have offered the new course as a selected topics twice and are making it permanent.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

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

1a. School or College	1b. Division	1c. Department
CH College of Health	AHLS Division of Health Safety	Dental Programs

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
DH	A495C	n/a	1 cr	(0+3)

6. Complete Course Title
Restorative Clinical Practicum

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status choose one # of Repeats n/a Max Credits n/a

10. Grading Basis ☐ A-F ☐ P/NP ☐ NG

11. Implementation Date semester/year
From: Fall/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.

Impacted Program/Course	*Date of Coordination*	*Chair/Coordinator Contacted*
1. n/a		
2.		
3.		

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 1/28/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 1/13/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Applies restorative function skills in the clinical situation under direct supervision of clinical faculty.

16a. Course Prerequisite(s) *(list prefix and number or test code and score)*
DH A450 with a minimum grade of C

16b. Co-requisite(s) *(concurrent enrollment required)*
none

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

16d. Registration Restriction(s) *(non-codable)*
Departmental approval; current cardiopulmonary resuscitation certification

17. ☒ Mark if course has fees

18. ☐ Mark if course is a selected topic course

19. Justification for Action
We are combining the three courses (DH A350, DH A450, DH A495C) into one course (DH A360). This course has never been offered as is. We have offered the new course as a selected topics twice and are making it permanent.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

1/22/13

Curriculum Reviewers,

The UAA Dental Hygiene Program proposes some minor changes to its catalog copy and select courses. We add language to inform students that background checks are required for Alaska licensure and that drug testing may occur in the workplace. We have always required a mandatory advising session for application to our AAS program, but for some reason have not had that included in the catalog, so that is also added.

DH A312 Advanced Techniques for Dental Hygienists (3 credits) includes two different content areas; that course is being separated. Part of the course content is added to DH A222 Adjunctive Techniques for Dental Hygienists (changing from 1.5 credits to 3 credits) and DH A302 Advanced Instrumentation for Dental Hygienists (1 credit) is created and DH A312 is deleted.

In our last curriculum revision all our seminars' grading was changed from A-F to pass/no pass. We now realize that students will not perform their best unless they are earning a letter grade, so the grading basis in those courses is being changed back to A-F.

We have started offering restorative instruction because of changes in the state statute. Initially we planned to offer a series of 3 courses for a total of 5 credits. We had the courses ready before the statutory regulations were written, and by the time the regulations were written, we decided that one five-credit course would be a better fit for the regulations than three courses. We have offered this as a selected topics course twice and are now making it a permanent course. We will be deleting the three-course sequence.

Finally, we have added to the menu of courses that satisfy the 10 credits of dental hygiene or related coursework to reduce the number of petitions we write. We have been approving several of these courses via petition or advisor approval; the only new courses are the HS/SOC A370 Medical Sociology and PHIL A305 Professional Ethics. These are appropriate for the field and are ones we have just 'discovered.' We are now recommending these to our students as selectives for the BSDH.

Thank you for your time and suggestions,

Sandra Pence
UAA Dental Hygiene Program Director

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

1a. School or College	1b. Department
CH College of Health	Dental Programs

2. Complete Program Title/Prefix
Associate of Applied Science, Dental Hygiene

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Associate of Applied Science or Graduate: CHOOSE ONE

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

4. Type of Action:

PROGRAM	PREFIX
☐ Add	☐ Add
☒ Change	☐ Change
☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: Fall/2013 To: /9999

6a. Coordination with Affected Units Department, School, or College: UAF Dental Hygiene Program

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____
Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 1/28/13

6c. Coordination with Library Liaison Date: 1/28/13

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

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

8. Justification for Action
Clarifies need for a mandatory advising appointment for application. Add other recent informational items. Revises course listings to align with curricular changes submitted in this packet.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved Department Chair Date

☐ Approved ☐ Disapproved College/School Curriculum Committee Chair Date

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

☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date

☐ Approved ☐ Disapproved Provost or Designee Date

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

1a. School or College	1b. Department
CH College of Health	Dental Programs

2. Complete Program Title/Prefix
Bachelor of Science, Dental Hygiene

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Bachelor of Science or Graduate: CHOOSE ONE

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

4. Type of Action:

	PROGRAM	**PREFIX**
	☐ Add	☐ Add
	☒ Change	☐ Change
	☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: Fall/2013 To: /9999

6a. Coordination with Affected Units Department, School, or College: ENGL, HS, PHIL, UAF DH

Initiator Name (typed): Sandra Pence Initiator Signed Initials: _____
Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 1/28/13

6c. Coordination with Library Liaison Date: 1/28/13

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

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

8. Justification for Action
To add courses regularly accepted as selectives for the BSDH to reduce the need for petitions.

Initiator (faculty only) Date
Sandra Pence
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chair Date

☐ Approved
☐ Disapproved
College/School Curriculum Committee Chair Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chair Date

☐ Approved
☐ Disapproved
Provost or Designee Date

DENTAL HYGIENE

Allied Health Sciences Building (AHS), Room 160, (907) 786-6929
www.uaa.alaska.edu/alliedhealth

The registered dental hygienist is a licensed oral health educator and clinical operator who, as part of the dental team, uses preventive, educational, and therapeutic methods which aid individuals and groups to attain and maintain optimum oral health. Dental hygienists can work as clinicians, educators, researchers, administrators, managers, preventive program developers, consumer advocates, sales and marketing managers, editors, and consultants. Clinical dental hygienists may work in a variety of health care settings such as private dental offices, schools, public health clinics, hospitals, managed care organizations, correctional institutions, or nursing homes.

The Dental Hygiene Associate of Applied Science program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Associate of Applied Science degree is a three-year program comprising one year of science and general education courses and two years of coursework in dental hygiene. The program prepares graduates clinically and academically to take the National and Western Regional Examining Boards (WREB) for licensure. Once enrolled as an AAS dental hygiene student, the student can anticipate a four-semester, 40-hour-per-week endeavor. Some evening classes and clinics are scheduled.

Clinical dental hygiene requires the ability to sit for long periods of time, good to excellent eye-hand coordination, and excellent fine hand motor skills. Dental hygienists are exposed to bacteria and viruses. Use of protective glasses, face masks and surgical type gloves is required. A professional appearance must be maintained during preclinical and clinical sessions.

The Bachelor of Science Dental Hygiene program articulates with the UAA Dental Hygiene AAS degree. It provides hygienists advanced education in restorative dental hygiene and/or educational methodology. Students earning a BSDH degree may be eligible for a commission in the US Public Health Service and for teaching opportunities. The BSDH also prepares students for entry to graduate programs in dental hygiene and public health.

Transfer of credits may be possible for graduates of an American Dental Association (ADA) accredited dental assisting program. Contact the Dental Hygiene program advisor for details.

Some expenses beyond tuition generally include activity fees, instruments, uniforms, lab fees, student organization membership, graduation pin, immunizations, cardiopulmonary resuscitation (CPR) class, board exam fees, licensure fees, student health insurance, and malpractice insurance for the Western Regional Examining Boards and professional liability insurance. Please refer to the dental hygiene program website for expense estimates.

Special Considerations

Due to the nature of the work, dental hygiene students are not permitted to work in the classroom, laboratory, or clinic when under the influence of intoxicants, drugs, or medication affecting psychomotor responses. Guidelines for Infection Control in Dental-Health Care Settings from the Centers for Disease Control and Prevention will be followed for students with, or exposed to, infectious diseases. As a condition of participation in the Dental Hygiene program students must abide by the university's Student Code of Conduct, the Dental Hygiene program's Policies and Procedures, and the American Dental Hygienists' Association Code of Ethics for Dental Hygienists.

Application for obtaining an Alaska dental hygiene license or restorative certification requires a background check and disclosure of information concerning illegal activity, crimes, hospitalization history regarding emotional or mental illness, drug addiction, alcoholism, and contagious diseases. If a student has a history with any of the aforementioned, it is highly recommended the applicant contact the Alaska Department of Occupational Licensing or a similar government agency in any state in which the applicant wants to practice. Employability may be affected by results of background checks and/or drug testing. The UAA Dental program application requires information concerning disciplinary actions taken at any university or college.

Preclinical and Clinical Requirements

Once admitted to the Dental Hygiene program, students are required to provide the following:

1. A signed application form indicating the understanding and acceptance of the Dental Hygiene program requirements regarding health screening, and immunizations.
2. Current Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) certification in CPR/AED for infants, children, and adults. First-year students must present proof of certification by the first day of class. Certification must be kept current until graduation.
3. Professional liability insurance that must be maintained throughout the duration of the student's enrollment in Dental Hygiene courses. Specific information regarding acceptable professional liability insurance policies may be obtained directly from the program.

Students enrolled in the Dental Hygiene program must provide their own transportation to all off-campus assignments. The program assumes no responsibility for illnesses and injuries experienced by the student while enrolled in the Dental Hygiene program. Students are responsible for all costs incurred due to illness or injury experienced by the student while enrolled in the Dental Hygiene program. It is required that students maintain personal medical insurance while enrolled in the program.

Students are responsible for providing their own patients to satisfy clinical requirements.

Associate of Applied Science, Dental Hygiene

Description and Student Learning Outcomes

This degree program prepares students to sit for the ADA National Board Dental Hygiene Examination (written examination) and the WREB Dental Hygiene Examination (clinical examination), and the WREB Anesthesia Examination (written and clinical) so that they are able to work in the dental hygiene field. At the completion of the program, students are able to:

1. Provide dental hygiene care in a legal and ethical manner.
2. Exhibit professional behavior, including time management, risk management, and respect of patients and co-workers.
3. Evaluate scientific literature relevant to dental hygiene.
4. Collect, analyze, and record data on the general and oral health status of patients.
5. Use critical decision making skills to develop a dental hygiene diagnosis, which will provide a basis for interventions that are within the scope of dental hygiene practice and determine the need for referral to appropriate health professions as needed.
6. Formulate dental hygiene care plans, including a planned sequence of educational, preventive, and therapeutic services based on the dental hygiene diagnosis in collaboration with the patient and other health care providers.
7. Deliver preventive and therapeutic care to achieve and maintain oral health utilizing established infection control procedures, pain control measures, and ergonomic practices.
8. Evaluate the effectiveness of the implemented services, and modify as needed.
9. Promote the profession of dental hygiene through service and affiliations with professional organizations.
10. Provide community oral health services.

Admission Requirements

1. Satisfy Requirements for Admission to Associate's Degrees found in Chapter 7 of this catalog.
2. Special admission requirements and application procedures are required. Selection criteria change periodically. Applicants must contact the department for the selection criteria for the year they wish to apply. Completion of the admission requirements does not guarantee selection into the Dental Hygiene program. Applicants transferring credit from another institution should apply to UAA no later than November 1 prior to spring application to Dental Hygiene program to allow sufficient time for application processing and transcript evaluation by application deadline. Spring enrollment in another institution may postpone transcript evaluation and therefore affect program application acceptance.
    a. Applicants must meet with the UAA Dental Hygiene program advisor regarding application and program admission requirements prior to application deadline.

b. Graduation from high school or equivalent.

c. Documentation from official transcripts showing successful completion of the following courses with a minimum grade of C:

BIOL A111/L	Human Anatomy and Physiology I with Laboratory	4
BIOL A112/L	Human Anatomy and Physiology II with Laboratory	4
BIOL A240	Introductory Microbiology for Health Sciences (4)*	3-4
	or	
BIOL A241	Lectures in Introductory Microbiology for Health Sciences (3)*	
CHEM A103	Survey of Chemistry (3)*	3
	or	
CHEM A105	General Chemistry I (3)*	
CHEM A104	Introduction to Organic Chemistry and Biochemistry*	3

** Note: Applicants who plan to apply to the Bachelor of Science in Dental Hygiene program will need to take BIOL A240 and lab courses CHEM A103L or CHEM A105L, and CHEM A104L.*

COMM A111	Fundamentals of Oral Communication (3)	3
	or	
COMM A235	Small Group Communication (3)	
	or	
COMM A237	Interpersonal Communication (3)	
	or	
COMM A241	Public Speaking (3)	
ENGL A111	Methods of Written Communication	3
PSY A111	General Psychology (3)	3
	or	
PSY A150	Lifespan Development (3)	
	or	
HS A220	Core Concepts in the Health Sciences(3)	
HUMS/		
PSY A153	Human Relations (3)	
SOC A101	Introduction to Sociology (3)	3
	or	
SOC A201	Social Problems and Solutions (3)	
	or	
SOC A307	Demography (3)	
	or	
SOC A309	Urban Sociology (3)	

Courses must be completed by the application deadline.

d. International students must contact the Office of Admissions regarding equivalency evaluation of transcripts.

Application Procedure

To be considered for fall admission into the Associate of Applied Science program, the application process must be completed by the deadline date posted on the program's website.

1. Complete the AAS Dental Hygiene program application and submit to the address below.
2. Provide proof of admittance into the University of Alaska Anchorage as an AAS premajor dental hygiene student.
3. Submit official transcripts (non-UA) or request transcript credit evaluation (for UAF and UAS transcripts) to UAA Enrollment Management. Transcript credit evaluation of courses listed under Admissions Requirement 2 must be completed by the application deadline.
4. Three letters of recommendation sent to the Dental Hygiene program on the provided forms.
5. Submission of current Health Occupations Basic Entrance Test (HOBET) scores to the UAA Dental Hygiene program no later than the application deadline posted on the program's website. Contact the Advising and Testing Center (786-4500) for information about HOBET administration.
6. Mandatory pre-major advising session with designated advisor.

Information and applications can be obtained by contacting:

UAA Dental Hygiene Program
Allied Health Sciences Building, Room 160
3211 Providence Drive
Anchorage, AK 99508-8371
(907) 786-6929
www.uaa.alaska.edu/alliedhealth/academics/dental/hygiene

Advising

Students should contact the Dental Hygiene program advisor for details.

Academic Progress

Students must earn at least 75 percent or higher in each dental hygiene course to progress within the program and graduate.

Degree Requirements

1. Complete the General University Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements located at the beginning of this chapter (ENGL A212 is recommended).
3. Complete the Major Requirements listed below.

Major Requirements

1. Complete the following required courses with a minimum grade of C:

Fall Semester 1st year

DA A110	Dental Radiography	3
DA A110L	Dental Radiography Laboratory	1
DH A201	Oral Histology and Embryology	2
DH A202	Basic Techniques for Dental Hygienists	7
DH A204	Anatomy of the Orofacial Structures	2
*DN A101	Principles of Nutrition (3)	3
	or	
*DN A203	Nutrition for Health Sciences (3)	

**Due to a heavy credit load, it is recommended that the nutrition course be taken prior to formal admission into the Dental Hygiene program.*

Spring Semester 1st year

DA A160	Materials in Dentistry	3
DH A222	Adjunctive Techniques for Dental Hygienists	3
DH A292D	Clinical Seminar I	1
DH A295D	Clinical Practicum I	4
DH A311	Periodontics	2
DH A365	Pharmacology for Dental Hygienists	2

Fall Semester 2nd year

DH A302	Advanced Instrumentation for Dental Hygienists	1
DH A310	Oral Pain Control	3
DH A314	Pathology of Oral Tissues	2
DH A321	Current Periodontal Therapies	2
DH A392C	Clinical Seminar II	1
DH A395C	Clinical Practicum II	5

Spring Semester 2nd year

DH A316	Professional Dental Hygiene Practice	1.5
DH A324	Community Dental Health I	2
DH A392D	Clinical Seminar III	1
DH A395D	Clinical Practicum III	6

2. A total of 72.5 credits is required for the degree.

Bachelor of Science, Dental Hygiene

Description and Student Learning Outcomes

The BSDH is designed to allow graduates of the UAA AAS, Dental Hygiene program an opportunity to increase their education to the baccalaureate level. The program offers students a broader background in community oral health as well as training in an advanced area of dental hygiene practice. At the completion of the program, students are able to:

1. Critically evaluate research relevant to dental hygiene.
2. Assess, plan, implement, and evaluate complex community oral health projects to diverse populations.
3. Perform advanced dental hygiene skills beyond the associate degree level, e.g. restorative functions and/or clinical instruction.

Admission Requirements

Students who apply to the Bachelor of Science, Dental Hygiene major are admitted in a pre-major status. The process for advancement to major status is:

1. Apply to UAA as a Bachelor of Science, Dental Hygiene pre-major.
2. Complete an advising session with a dental hygiene advisor regarding application, program admission, and development of a program of study. (See contact information below)
3. Complete an AAS, Dental Hygiene degree.
4. Complete laboratory classes for chemistry (CHEM A103L or CHEM A105L, and CHEM A104L) with a minimum grade of C.
5. Complete BIOL A240 with a minimum grade of C.
6. Complete the University Admission Requirements for Baccalaureate Programs in Chapter 7 of this catalog.
7. Submit a departmental application for admission to the Bachelor of Science, Dental Hygiene degree program.
8. Complete a Change of Major form from pre-major to major status, signed by a DH faculty advisor.

Advising

Students are encouraged to meet with the academic advisor each semester to review their academic progress and plan future courses. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

Degree Requirements

1. Complete the General University Requirements for Baccalaureate Degrees located at the beginning of this chapter.
2. Complete the General Education Requirements for Baccalaureate Degrees located at the beginning of this chapter. Required support courses may satisfy some General Education Requirements.
3. Complete the Major Requirements listed below.

Required Support Courses

Complete the following courses with a minimum grade of C:

BIOL A240	Introductory Microbiology for Health Sciences	4
CHEM A103L	Survey of Chemistry Laboratory (1)	1
	or	
CHEM A105L	General Chemistry I Laboratory (1)	
CHEM A104L	Introduction to Organic Chemistry and Biochemistry Laboratory	1
ENGL A212	Technical Writing	3
STAT A252	Elementary Statistics (3)	3-4
	or	
STAT A253	Applied Statistics for the Sciences (4)	

Major Requirements

1. Complete the requirements for an AAS in Dental Hygiene degree (see previous)
2. Complete a minimum of 10 credits (with a minimum grade of C) from the following courses:

CTE A411	Historical and Philosophical Foundations of Career and Technical Education	3
CTE A490	Selected Topics in Career and Technical Education	1-6
DH A360	Restorative Techniques for Dental Auxiliaries	5
DH A390	Selected Topics in Dental Hygiene	1-6
DH A395E	Community Practicum in Dental Hygiene	1-3
DH A460	Instructional Concepts in Dental Hygiene	1
DH A495B	Instructional Practicum in Dental Hygiene	1-4
DH A495E	Rural Practicum in Dental Hygiene	1-3
ENGL A312	Advanced Technical Writing (3)	3
	or	
ENGL A313	Professional Writing (3)	
	or	
ENGL A414	Research Writing (3)	
HS/SOC A370	Medical Sociology	3
PHIL A302	Biomedical Ethics (3)	3
	or	
PHIL A305	Professional Ethics (3)	
Other courses approved by a dental hygiene advisor		1-6

Note: No more than three credits total of DH A395E and DH A495E can be counted towards this requirement.

Note: Courses applied towards a minor in another discipline cannot be counted towards this requirement.

Note: No more than six credits of DH A390 Selected Topics in Dental Hygiene may be applied toward this degree.

3. Complete with a minimum grade of C:

DH A424	Community Dental Health II *(GER integrative capstone course)*	3

4. Complete 10 elective credits.
5. A total of 120 credits is required for the degree.
6. AAS degree-seeking students may take BSDH courses, provided prerequisite requirements are fulfilled.

FACULTY

Elizabeth Barnett, Assistant Professor, barnett@uaa.alaska.edu

Sandra Pence, Associate Professor, pence@uaa.alaska.edu

Carri Shamburger, Term Assistant Professor, cashamburger@uaa.alaska.edu

DENTAL HYGIENE

Allied Health Sciences Building (AHS), Room 160, (907) 786-6929
www.uaa.alaska.edu/alliedhealth

The registered dental hygienist is a licensed oral health educator and clinical operator who, as part of the dental team, uses preventive, educational, and therapeutic methods which aid individuals and groups to attain and maintain optimum oral health. Dental hygienists can work as clinicians, educators, researchers, administrators, managers, preventive program developers, consumer advocates, sales and marketing managers, editors, and consultants. Clinical dental hygienists may work in a variety of health care settings such as private dental offices, schools, public health clinics, hospitals, managed care organizations, correctional institutions, or nursing homes.

The Dental Hygiene Associate of Applied Science program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Associate of Applied Science degree is a three-year program comprising one year of science and general education courses and two years of coursework in dental hygiene. The program prepares graduates clinically and academically to take the National and Western Regional Examining Boards (WREB) for licensure. Once enrolled as an AAS dental hygiene student, the student can anticipate a four-semester, 40-hour-per-week endeavor. Some evening classes and clinics are scheduled.

Clinical dental hygiene requires the ability to sit for long periods of time, good to excellent eye-hand coordination, and excellent fine hand motor skills. Dental hygienists are exposed to bacteria and viruses. Use of protective glasses, face masks and surgical type gloves is required. A professional appearance must be maintained during preclinical and clinical sessions.

The Bachelor of Science Dental Hygiene program articulates with the UAA Dental Hygiene AAS degree. It provides hygienists advanced education in restorative dental hygiene and/or educational methodology. Students earning a BSDH degree may be eligible for a commission in the US Public Health Service and for teaching opportunities. The BSDH also prepares students for entry to graduate programs in dental hygiene and public health.

Transfer of credits may be possible for graduates of an American Dental Association (ADA) accredited dental assisting program. Contact the Dental Hygiene program advisor for details.

Some expenses beyond tuition generally include activity fees, instruments, uniforms, lab fees, student organization membership, graduation pin, immunizations, cardiopulmonary resuscitation (CPR) class, board exam fees, licensure fees, student health insurance, and malpractice insurance for the Western Regional Examining Boards and professional liability insurance. Please refer to the dental hygiene program website for expense estimates.

Special Considerations

Due to the nature of the work, dental hygiene students are not permitted to work in the classroom, laboratory, or clinic when under the influence of intoxicants, drugs, or medication affecting psychomotor responses. Guidelines for Infection Control in Dental-Health Care Settings from the Centers for Disease Control and Prevention will be followed for students with, or exposed to, infectious diseases. As a condition of participation in the Dental Hygiene program students must abide by the university's Student Code of Conduct, the Dental Hygiene program's Policies and Procedures, and the American Dental Hygienists' Association Code of Ethics for Dental Hygienists.

Application for obtaining an Alaska dental hygiene license or restorative certification requires a background check and disclosure of information concerning illegal activity, crimes, hospitalization history regarding emotional or mental illness, drug addiction, alcoholism, and contagious diseases. If a student has a history with any of the aforementioned, it is highly recommended the applicant contact the Alaska Department of Occupational Licensing or a similar government agency in any state in which the applicant wants to practice. Employability may be affected by results of background checks and/or drug testing. The UAA Dental program application requires information concerning disciplinary actions taken at any university or college.

Preclinical and Clinical Requirements

Once admitted to the Dental Hygiene program, students are required to provide the following:

1. A signed application form indicating the understanding and acceptance of the Dental Hygiene program requirements regarding health screening, and immunizations.
2. Current Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) certification in CPR/AED for infants, children, and adults. First-year students must present proof of certification by the first day of class. Certification must be kept current until graduation.
3. Professional liability insurance that must be maintained throughout the duration of the student's enrollment in Dental Hygiene courses. Specific information regarding acceptable professional liability insurance policies may be obtained directly from the program.

Students enrolled in the Dental Hygiene program must provide their own transportation to all off-campus assignments. The program assumes no responsibility for illnesses and injuries experienced by the student while enrolled in the Dental Hygiene program. Students are responsible for all costs incurred due to illness or injury experienced by the student while enrolled in the Dental Hygiene program. It is required that students maintain personal medical insurance while enrolled in the program.

Students are responsible for providing their own patients to satisfy clinical requirements.

Associate of Applied Science, Dental Hygiene

Description and Student Learning Outcomes

This degree program prepares students to sit for the ADA National Board Dental Hygiene Examination (written examination) and the WREB Dental Hygiene Examination (clinical examination), and the WREB Anesthesia Examination (written and clinical) so that they are able to work in the dental hygiene field. At the completion of the program, students are able to:

1. Provide dental hygiene care in a legal and ethical manner.
2. Exhibit professional behavior, including time management, risk management, and respect of patients and co-workers.
3. Evaluate scientific literature relevant to dental hygiene.
4. Collect, analyze, and record data on the general and oral health status of patients.
5. Use critical decision making skills to develop a dental hygiene diagnosis, which will provide a basis for interventions that are within the scope of dental hygiene practice and determine the need for referral to appropriate health professions as needed.
6. Formulate dental hygiene care plans, including a planned sequence of educational, preventive, and therapeutic services based on the dental hygiene diagnosis in collaboration with the patient and other health care providers.
7. Deliver preventive and therapeutic care to achieve and maintain oral health utilizing established infection control procedures, pain control measures, and ergonomic practices.
8. Evaluate the effectiveness of the implemented services, and modify as needed.
9. Promote the profession of dental hygiene through service and affiliations with professional organizations.
10. Provide community oral health services.

Admission Requirements

1. Satisfy Requirements for Admission to Associate's Degrees found in Chapter 7 of this catalog.
2. Special admission requirements and application procedures are required. Selection criteria change periodically. Applicants must contact the department for the selection criteria for the year they wish to apply. Completion of the admission requirements does not guarantee selection into the Dental Hygiene program. Applicants transferring credit from another institution should apply to UAA no later than November 1 prior to spring application to Dental Hygiene program to allow sufficient time for application processing and transcript evaluation by application deadline. Spring enrollment in another institution may postpone transcript evaluation and therefore affect program application acceptance.
    a. Applicants must meet with the UAA Dental Hygiene program advisor regarding application and program admission requirements prior to application deadline.

b. Graduation from high school or equivalent.

c. Documentation from official transcripts showing successful completion of the following courses with a minimum grade of C:

BIOL A111/L	Human Anatomy and Physiology I with Laboratory	4
BIOL A112/L	Human Anatomy and Physiology II with Laboratory	4
BIOL A240	Introductory Microbiology for Health Sciences (4)*	3-4
	or	
BIOL A241	Lectures in Introductory Microbiology for Health Sciences (3)*	
CHEM A103	Survey of Chemistry (3)*	3
	or	
CHEM A105	General Chemistry I (3)*	
CHEM A104	Introduction to Organic Chemistry and Biochemistry*	3

** Note: Applicants who plan to apply to the Bachelor of Science in Dental Hygiene program will need to take BIOL A240 and lab courses CHEM A103L or CHEM A105L, and CHEM A104L.*

COMM A111	Fundamentals of Oral Communication (3)	3
	or	
COMM A235	Small Group Communication (3)	
	or	
COMM A237	Interpersonal Communication (3)	
	or	
COMM A241	Public Speaking (3)	
ENGL A111	Methods of Written Communication	3
PSY A111	General Psychology (3)	3
	or	
PSY A150	Lifespan Development (3)	
	or	
HS A220	Core Concepts in the Health Sciences(3)	
HUMS/		
PSY A153	Human Relations (3)	
SOC A101	Introduction to Sociology (3)	3
	or	
SOC A201	Social Problems and Solutions (3)	
	or	
SOC A307	Demography (3)	
	or	
SOC A309	Urban Sociology (3)	
	~~or~~	

Courses must be completed by the application deadline.

d. International students must contact the Office of Admissions regarding equivalency evaluation of transcripts.

Application Procedure

To be considered for fall admission into the Associate of Applied Science program, the application process must be completed by the deadline date posted on the program's website.

1. Complete the AAS Dental Hygiene program application and submit to the address below.
2. Provide proof of admittance into the University of Alaska Anchorage as an AAS premajor dental hygiene student.
3. Submit official transcripts (non-UA) or request transcript credit evaluation (for UAF and UAS transcripts) to UAA Enrollment Management. Transcript credit evaluation of courses listed under Admissions Requirement 2 must be completed by the application deadline.
4. Three letters of recommendation sent to the Dental Hygiene program on the provided forms.
5. Submission of current Health Occupations Basic Entrance Test (HOBET) scores to the UAA Dental Hygiene program no later than the application deadline posted on the program's website. Contact the Advising and Testing Center (786-4500) for information about HOBET administration.
6. Mandatory pre-major advising session with designated advisor.

Information and applications can be obtained by contacting:

UAA Dental Hygiene Program
Allied Health Sciences Building, Room 160
3211 Providence Drive
Anchorage, AK 99508-8371
(907) 786-6929
www.uaa.alaska.edu/alliedhealth/academics/dental/hygiene

Advising

Students should contact the Dental Hygiene program advisor for details.

Academic Progress

Students must earn at least 75 percent or higher in each dental hygiene course to progress within the program and graduate.

Degree Requirements

1. Complete the General University Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements located at the beginning of this chapter (ENGL A212 is recommended).
3. Complete the Major Requirements listed below.

Major Requirements

1. Complete the following required courses with a minimum grade of C:

Fall Semester 1st year

DA A110	Dental Radiography	3
DA A110L	Dental Radiography Laboratory	1
DH A201	Oral Histology and Embryology	2
DH A202	Basic Techniques for Dental Hygienists	7
DH A204	Anatomy of the Orofacial Structures	2
*DN A101	Principles of Nutrition (3)	3
	or	
*DN A203	Nutrition for Health Sciences (3)	

**Due to a heavy credit load, it is recommended that the nutrition course be taken prior to formal admission into the Dental Hygiene program.*

Spring Semester 1st year

DA A160	Materials in Dentistry	3
DH A222	Adjunctive Techniques for Dental Hygienists	~~1.5~~3
DH A292D	Clinical Seminar I	1
DH A295D	Clinical Practicum I	4
DH A311	Periodontics	2
DH A365	Pharmacology for Dental Hygienists	2

Fall Semester 2nd year

DH A302	Advanced Instrumentation for Dental Hygienists	1
DH A310	Oral Pain Control	3
~~DH A312~~	~~Advanced Techniques for Dental Hygienists~~	~~3~~
DH A314	Pathology of Oral Tissues	2
DH A321	Current Periodontal Therapies	2
DH A392C	Clinical Seminar II	1
DH A395C	Clinical Practicum II	5

Spring Semester 2nd year

DH A316	Professional Dental Hygiene Practice	1.5
DH A324	Community Dental Health I	2
DH A392D	Clinical Seminar III	1
DH A395D	Clinical Practicum III	6

2. A total of 7~~3~~2.5 credits is required for the degree.

Bachelor of Science, Dental Hygiene

Description and Student Learning Outcomes

The BSDH is designed to allow graduates of the UAA AAS, Dental Hygiene program an opportunity to increase their education to the baccalaureate level. The program offers students a broader background in community oral health as well as training in an advanced area of dental hygiene practice. At the completion of the program, students are able to:

1. Critically evaluate research relevant to dental hygiene.
2. Assess, plan, implement, and evaluate complex community oral health projects to diverse populations.
3. Perform advanced dental hygiene skills beyond the associate degree level, e.g. restorative functions and/or clinical instruction.

Admission Requirements

Students who apply to the Bachelor of Science, Dental Hygiene major are admitted in a pre-major status. The process for advancement to major status is:

1. Apply to UAA as a Bachelor of Science, Dental Hygiene pre-major.
2. Complete an advising session with a dental hygiene advisor regarding application, program admission, and development of a program of study. (See contact information below)
3. Complete an AAS, Dental Hygiene degree.
4. Complete laboratory classes for chemistry (CHEM A103L or CHEM A105L, and CHEM A104L) with a minimum grade of C.
5. Complete BIOL A240 with a minimum grade of C.
6. Complete the University Admission Requirements for Baccalaureate Programs in Chapter 7 of this catalog.
7. Submit a departmental application for admission to the Bachelor of Science, Dental Hygiene degree program.
8. Complete a Change of Major form from pre-major to major status, signed by a DH faculty advisor.

Advising

Students are encouraged to meet with the academic advisor each semester to review their academic progress and plan future courses. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

Degree Requirements

1. Complete the General University Requirements for Baccalaureate Degrees located at the beginning of this chapter.
2. Complete the General Education Requirements for Baccalaureate Degrees located at the beginning of this chapter. Required support courses may satisfy some General Education Requirements.
3. Complete the Major Requirements listed below.

Required Support Courses

Complete the following courses with a minimum grade of C:

BIOL A240	Introductory Microbiology for Health Sciences	4
CHEM A103L	Survey of Chemistry Laboratory (1)	1
	or	
CHEM A105L	General Chemistry I Laboratory (1)	
CHEM A104L	Introduction to Organic Chemistry and Biochemistry Laboratory	1
ENGL A212	Technical Writing	3
STAT A252	Elementary Statistics (3)	3~~-4~~
	or	
STAT A253	Applied Statistics for the Sciences (~~3~~4)	

Major Requirements

1. Complete the requirements for an AAS in Dental Hygiene degree (see previous)
2. Complete a minimum of 10 credits (with a minimum grade of C) from the following courses:

~~*NOTE: DH A350, DH A450, and DH A495C must all be completed to take clinical boards and to fulfill the requirements for restorative certification (State of Alaska Statute 12 ACC 28.770).*~~

~~DH A350~~	~~Basic Restorative Techniques~~	~~3~~
~~DH A450~~	~~Advanced Restorative Techniques~~	~~1~~
~~DH A495C~~	~~Restorative Clinical Practicum~~	~~1~~
CTE A411	Historical and Philosophical Foundations of Career and Technical Education	3
CTE A490	Selected Topics in Career and Technical Education	1-6
DH A360	Restorative Techniques for Dental Auxiliaries	5
DH A390	Selected Topics in Dental Hygiene	1-6
DH A395E	Community Practicum in Dental Hygiene	1-3
DH A460	Instructional Concepts in Dental Hygiene	1
DH A495B	Instructional Practicum in Dental Hygiene	1-4
DH A495E	Rural Practicum in Dental Hygiene	1-3
ENGL A312	Advanced Technical Writing (3)	3
	or	
ENGL A313	Professional Writing (3)	
	or	

ENGL A414	Research Writing (3)	
HS/SOC A370	Medical Sociology	3
PHIL A302	Biomedical Ethics (3)	3
	or	
PHIL A305	Professional Ethics (3)	
Other courses approved by a dental hygiene advisor		1-6

Note: No more than three credits total of DH A395E and DH A495E can be counted towards this requirement.

Note: Courses applied towards a minor in another discipline cannot be counted towards this requirement.

Note: No more than six credits of DH A390 Selected Topics in Dental Hygiene may be applied toward this degree.

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3. Complete with a minimum grade of C:

DH A424	Community Dental Health II	3
	(GER integrative capstone course)	

4. Complete ~~9~~10 elective credits.
5. A total of 120 credits is required for the degree. ~~NOTE:~~

~~No more than six credits of DH A390 Selected Topics in Dental Hygiene may be applied toward this degree.~~

6. AAS degree-seeking students may take BSDH courses, provided prerequisite requirements are fulfilled.

FACULTY

Elizabeth Barnett, Assistant Professor, barnett@uaa.alaska.edu

Sandra Pence, Associate Professor, pence@uaa.alaska.edu

Carri Shamburger, Term Assistant Professor~~Term Instructor~~, cashamburger@uaa.alaska.edu

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A215	N/A	3	(3+0)

6. Complete Course Title
Introduction to Property Management
Intro to Property Management
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Management, BBA	Courtesy Coordination	02/13/2013	Ed Forrest
2.			
3.			

Initiator Name (typed): Clayton Trotter Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/15/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/15/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Introduces property management topics including career opportunities; residential, commercial, and industrial management; property management finance; marketing; risk management; Landlord-Tenant law; and Fair Housing.

16a. Course Prerequisite(s) *(list prefix and number)*
(MATH A105 or MATH A107 or MATH A172 or MATH A200 or MATH A272) with 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)*
UAA-approved mathematics placement test scores may be used in lieu of prerequisites.

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

18. ☐ Mark if course is a selected topic course

19. Justification for Action
New course added to keep CBPP's curriculum up-to-date with current market trends in the property management and real estate industry.

Initiator (faculty only) Date
Clayton Trotter
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chairperson Date

☐ Approved
☐ Disapproved Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated March 5, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: BBA, Management: Property Management and Real Estate Concentration
Course Title: Introduction to Property Management
Course Number: BA A215
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: Introduces property management topics including career opportunities; residential, commercial, and industrial management; property management finance; marketing; risk management; Landlord-Tenant law; and Fair Housing.
Course Prerequisites: (MATH A105 or MATH A107 or MATH A172 or MATH A200 or MATH A272) with minimum grade of C.
Registration Restrictions: UAA-approved mathematics placement test scores may be used in lieu of prerequisites.
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Lectures
B. Guest speakers
C. Resume development
D. Student presentations

IV. Course Level Justification

Builds upon 100-level courses and connects foundation courses with advanced work. Students will engage in secondary research.

V. Outline

A. Industry and Career Opportunities
   1. Evolution of professional property management
   2. Industry segments and submarkets
   3. Career positions and opportunities
   4. Industry organizations and associations

B. Leasing and Marketing
   1. Leasing presentation
   2. Promotion and advertising

C. Law and Property Management
   1. Evolution of real estate and fair housing law
   2. Lease types and definitions
   3. Leasing/marketing and fair housing

D. Operations and Tenant Relations
   1. Budget management
   2. Staffing and management
   3. Lease renewals and evictions

E. Industry Economics and Finance
   1. Business cycles
   2. Business plans
   3. Operating budgets
   4. Financial forecasts
   5. Market analysis

F. Residential Property Management
   1. Housing types and definitions
   2. Housing segments and submarkets
   3. Ownership vs. fee-management

G. Commercial Property Management
   1. Office property management
   2. Retail property management

H. Industrial Property Management

VI. Suggested Text

Kyle, Robert, Marie Spodek, and Floyd Baird. *Property Management*. 8th ed. Chicago: Dearborn Real Estate Education, 2010. Print.

VII. Bibliography

Alexander, Alan, and Richard Muhlebach. *Managing and Leasing Commercial Properties*. Chicago: Institute of Real Estate Management, 2007. Print.

Kelly, Edward. *Practical Apartment Management*. 6th ed. Chicago: Institute of Real Estate Management, 2009. Print.

Muhlebach, Richard, and Alan Alexander. *The Leasing Process: Landlord and Tenant Perspectives*. Chicago: Institute of Real Estate Management, 2008. Print.

O'Connor, Tulie, and Nadia Geagea Pupa. *Principles of Real Estate Management*. 16th ed. Chicago: Institute of Real Estate Management, 2011. Print.

Journals:
Journal of Property Management
Journal of Real Estate Literature
Journal or Real Estate Research
Real Estate Economics

National Organizations:
Housing and Urban Development (HUD)
Housing Education and Research Association (HERA)
Institute of Real Estate Management (IREM)
National Apartment Association (NAA)
National Apartment Association Education Institute (NAAEI)
National Multi Housing Council (NMHC)

VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Present principles of property management
2. Present academic and media publications for review and discussion of current trends and issues
3. Discuss resume building and design

B. Student Learning Outcomes. **Students will be able to:**	**Assessment Method**
1. Explain key property management terms and discuss industry markets and market opportunities	Assignments Exams Presentation
2. Produce a professional resume highlighting education, experience, and strengths	Assignments
3. Calculate cash flow	Assignments Exams
4. Conduct secondary research and draft a multiple-source topic paper	Research paper
5. Present research paper findings	Presentation

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A225	N/A	3	(3+0)

6. Complete Course Title
Leasing in Property Management

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Management, BBA	Courtesy Coordination	02/13/2013	Ed Forrest
2.			
3.			

Initiator Name (typed): Clayton Trotter Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/15/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/15/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Examines the tools needed to produce telephone presentations, prospect interviews, demonstrations, and Internet leasing. Also includes, rental procedures, resident relations and leasing laws. Successful completion enables students to sit for a national leasing designation exam.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
(MATH A105 or MATH A107 or MATH A172 or MATH A200 or MATH A272) with minimum grade of C	n/a	n/a

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

16e. Registration Restriction(s) *(non-codable)*
UAA-approved mathematics placement test scores may be used in lieu of prerequisites.

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

18. ☐ Mark if course is a selected topic course

19. Justification for Action
New course added to keep CBPP's curriculum up-to-date with current market trends in the property management and real estate industry.

Initiator (faculty only) Date
Clayton Trotter
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chairperson Date

☐ Approved
☐ Disapproved Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated March 5, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: BBA, Management: Property Management and Real Estate Concentration
Course Title: Leasing in Property Management
Course Number: BA A225
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: Examines the tools needed to produce telephone presentations, prospect interviews, demonstrations, and Internet leasing. Also includes, rental procedures, resident relations and leasing laws. Successful completion enables students to sit for a national leasing designation exam.
Course Prerequisites: (MATH A105 or MATH A107 or MATH A172 or MATH A200 or MATH A272) with minimum grade of C.
Registration Restrictions: UAA-approved mathematics placement test scores may be used in lieu of prerequisites.
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Lectures
B. Guest speakers
C. Field research
D. Personality tests
E. Student presentations

IV. Course Level Justification

Builds upon 100-level courses and connects foundation courses with advanced work. Students will engage in primary research.

V. Outline

A. Industry and Leasing Introduction
   1. Industry career positions and opportunities
   2. Personality traits, behaviors, and team dynamics
   3. Position responsibilities
   4. Market and product knowledge

B. Telephone Presentation
   1. Active listening and identifying needs
   2. Qualifying prospects
   3. Follow-up procedures
   4. Legal obligations and fair housing

C. Internet and Technology
   1. Online marketing
   2. Electronic leasing
   3. Email etiquette

D. Property Presentation
   1. Curb appeal
   2. Vacant, model, and mini-model apartments
   3. Leasing/marketing trail

E. Leasing Interview
   1. Understanding the prospect's wants and needs
   2. Preparation
   3. The leasing notebook

F. Leasing Demonstration
   1. Product knowledge
   2. Sales strategies
   3. Safety
   4. Fair housing implications
   5. Closing techniques
   6. Follow-up

G. Rental Procedures
   1. Application process
   2. Lease preparation and signing
   3. Move-in procedures

H. Resident Relations
   1. Service requests and customer service
   2. Conflict management
   3. Resident functions
   4. Renewal lease process

I. Leasing and the Law
   1. Fair Housing Act
   2. Americans with Disabilities Act (ADA)
   3. Credit checks
   4. Asbestos and lead-based paint
   5. Emergency situations

VI. Suggested Text

National Apartment Leasing Professional Reference Guide. Arlington: National Apartment Association, 2009. Print.

VII. Bibliography

Alexander, Alan, and Richard Muhlebach. *Managing and Leasing Commercial Properties*. Chicago: Institute of Real Estate Management, 2007. Print.

Kelly, Edward. *Practical Apartment Management*. 6th ed. Chicago: Institute of Real Estate Management, 2009. Print.

Muhlebach, Richard, and Alan Alexander. *The Leasing Process: Landlord and Tenant Perspectives*. Chicago: Institute of Real Estate Management, 2008. Print.

O'Connor, Tulie, and Nadia Geagea Pupa. *Principles of Real Estate Management.* 16th ed. Chicago: Institute of Real Estate Management, 2011. Print.

Journals:
Journal of Property Management
Journal of Real Estate Literature
Journal or Real Estate Research
Real Estate Economics

National Organizations:
Housing and Urban Development (HUD)
Housing Education and Research Association (HERA)
Institute of Real Estate Management (IREM)
National Apartment Association (NAA)
National Apartment Association Education Institute (NAAEI)
National Multi Housing Council (NMHC)

VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Present material required by the National Apartment Association (NAA) to prepare students for the National Apartment Leasing Professional (NALP) exam to earn their NALP designation
2. Present academic and media publications for review and discussion of current issues
3. Discuss personality traits, behaviors, and team dynamics

B. Student Learning Outcomes. **Students will be able to:**	**Assessment Method**
1. Take the NALP designation exam	NALP exam administered by NAA
2. Explain successful leasing procedures, techniques, and responsibilities	Assignments Exams Presentation
3. Explain Fair Housing law as it pertains to leasing practices	Assignments Exams Presentation
4. Evaluate and critique professional performance of leasing consultants	Assignments
5. Create and deliver a project presentation	Presentation
6. Reflect on one's own personality in regard to behaviors, traits, and tendencies	Myers-Briggs or comparable personality assessment

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A302	N/A	3	(3+0)

6. Complete Course Title
Maintenance in Property Management
Maint in Property Management
Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Management, BBA	Courtesy Coordination	02/13/2013	Ed Forrest
2.			
3.			

Initiator Name (typed): Clayton Trotter Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/15/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/15/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Presents numerous elements of property maintenance and the role managers play in operating properties. Topics include hiring practices, contractors and vendor management, inventory management, preventative maintenance, and customer service. Students shadow property maintenance technicians to gain exposure to the industry's pace and demand.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
(BA A215 and BA A225) with a minimum grade of C	n/a	n/a

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

16e. Registration Restriction(s) *(non-codable)*
College of Business & 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
New course added to keep CBPP's curriculum up-to-date with current market trends in the property management and real estate industry.

Initiator (faculty only) Date
Clayton Trotter
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved Department Chairperson Date

☐ Approved ☐ Disapproved Curriculum Committee Chairperson Date

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

☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved ☐ Disapproved Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated March 5, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: BBA, Management: Property Management and Real Estate Concentration
Course Title: Maintenance in Property Management
Course Number: BA A302
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: Presents numerous elements of property maintenance and the role managers play in operating properties. Topics include hiring practices, contractors and vendor management, inventory management, preventative maintenance, and customer service. Students shadow property maintenance technicians to gain exposure to the industry's pace and demand.
Course Prerequisites: (BA A215 and BA A225) 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

A. Lectures
B. Guest speakers
C. Performance reviews
D. Position shadowing

IV. Course Level Justification

Builds upon the broader property management knowledge of its prerequisites by providing depth in maintenance understanding. Prerequisites are required.

V. Outline

A. Defining Property Maintenance
   1. Industry career positions and opportunities
   2. Position responsibilities

B. An Overview of the Manager's Roles in Maintenance
   1. Human resources
   2. Asset management
   3. Unit turnover and leasing
   4. Service requests and customer service
   5. Vendor management and contractor bids
   6. Quality control

C. Human Resources
   1. Job descriptions and expectations
   2. Interviews and hiring
   3. Training and development
   4. Evaluations and performance reviews

D. Asset Management
   1. Financial preservation of the owner's investment
   2. Preventative maintenance program
   3. Warranty and certification management
   4. Curb appeal and grounds
   5. Capital improvements
   6. Emergency maintenance and preparedness

E. Unit Turnover and Leasing
   1. Inspections and resource planning
   2. Inventory management
   3. Move-out inspection and damage assessment
   4. Scheduling
   5. Turn skill standards
   6. Key management
   7. Quality control
   8. Financial performance

F. Service Requests and Customer Service
   1. The service request process
   2. The link between service requests and customer service

G. Vendor Management and Contractor Bids
   1. Suppliers
   2. Service providers
   3. The bid process

H. Quality Control
   1. Inspect what you expect
   2. Resident/client reviews and feedback

VI. Suggested Text

Certified Apartment Manager Participant Guide. Arlington: National Apartment Association, 2009. Print.

VII. Bibliography

Alexander, Alan, and Richard Muhlebach. *Managing and Leasing Commercial Properties*. Chicago: Institute of Real Estate Management, 2007. Print.

Barber, Stephen, and Vickie Gaskill. *Community Associations: A Guide to Successful Management*. Chicago: Institute of Real Estate Management, 2008. Print.

Kelly, Edward. *Practical Apartment Management*. 6th ed. Chicago: Institute of Real Estate Management, 2009. Print.

Kyle, Robert, and Floyd Baird. *Property Management and Managing Risk*. 4th ed. Chicago: Dearborn Real Estate Education, 2012. Print.

Kyle, Robert, Marie Spodek, and Floyd Baird. *Property Management*. 8th ed. Chicago: Dearborn Real Estate Education, 2010. Print.

Muhlebach, Richard, and Alan Alexander. *The Leasing Process: Landlord and Tenant Perspectives*. Chicago: Institute of Real Estate Management, 2008. Print.

O'Connor, Tulie, and Nadia Geagea Pupa. *Principles of Real Estate Management*. 16th ed. Chicago: Institute of Real Estate Management, 2011. Print.

Journals:
Journal of Property Management
Journal of Real Estate Literature
Journal or Real Estate Research
Real Estate Economics

National Organizations:
Housing and Urban Development (HUD)
Housing Education and Research Association (HERA)
Institute of Real Estate Management (IREM)
National Apartment Association (NAA)
National Apartment Association Education Institute (NAAEI)
National Multi Housing Council (NMHC)

VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Present material required by the National Apartment Association (NAA) to prepare students for the Certified Apartment Manager (CAM) exam to earn their CAM designation
2. Present material related to industry skills and standards for maintenance to include managers' responsibilities
3. Review performance evaluations of students upon completion of a shadowing experience of local industry maintenance professionals

B. Student Learning Outcomes. **Students will be able to:**	**Assessment Method**
1. Discuss successful maintenance positions, practices, and skills	Assignments Exams Performance reviews
2. Describe maintenance processes, contribution to properties, and responsibilities related to these functions	Assignments Exams Performance reviews
3. Explain the manager's role in regard to maintenance and its effect on asset preservation, financial success, and customer service	Assignments Exams Performance reviews
4. Demonstrate intellectual growth, professionalism, and a strong work ethic through on-site, hands-on learning with industry professionals	Performance reviews

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A303	N/A	3	(3+0)

6. Complete Course Title
Property Management Finance

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Management, BBA	Courtesy Coordination	02/13/2013	Ed Forrest
2.			
3.			

Initiator Name (typed): Clayton Trotter Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/15/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/15/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Examines the basics of finance as it applies to asset management. Topics include real estate investment, budgets, performance measures, and property valuations. Provides students with the tools to calculate revenue and expense management figures such as return on investment (ROI), turnover, net operating income (NOI), and cash flow.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
(BA A215 and BA A225) with a minimum grade of C	N/A	N/A

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

16e. Registration Restriction(s) *(non-codable)*
College of Business & 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
New course added to keep CBPP's curriculum up-to-date with current market trends in the property management and real estate industry.

Initiator (faculty only) Date
Clayton Trotter
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chairperson Date

☐ Approved
☐ Disapproved Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated March 5, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: BBA, Management: Property Management and Real Estate Concentration
Course Title: Property Management Finance
Course Number: BA A303
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: Examines the basics of finance as it applies to asset management. Topics include real estate investment, budgets, performance measures, and property valuations. Provides students with the tools to calculate revenue and expense management figures such as return on investment (ROI), turnover, net operating income (NOI), and cash flow.
Course Prerequisites: (BA A215 and BA A225) 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

A. Lectures
B. Guest speakers
C. Computer-based workshops

IV. Course Level Justification

Builds upon previous course work and requires familiarity with concepts, methods, and vocabulary of property management. Prerequisites are required to make a strong connection to the topics presented.

V. Outline

A. Real Estate Management as an Investment
   1. Risk and reward
   2. Performance measurements
   3. Investor types, advantages, and disadvantages
   4. Leveraged funds and mortgages

B. Budgets
   1. Introduction to budgets as a tool
   2. Budget types and purposes
   3. Budget development process

C. The Manager's Role in Financial Performance
   1. Understanding the market
   2. Comparable properties
   3. Setting market rent
   4. Concessions and incentives
   5. Market conditions – supply and demand
   6. Managing vacancy loss
   7. Managing occupancy
   8. Revenue generation
   9. Expense management
   10. Collections
   11. Budget monitoring

D. Indicators and Ratios
   1. Understanding cash flow calculations
   2. Financial performance ratios
   3. Performance and market indicators

E. Property Valuations
   1. Cost approach
   2. Sales/market approach
   3. Income capitalization approach
   4. Direct capitalization approach

VI. Suggested Text

Certified Apartment Manager Participant Guide. Arlington: National Apartment Association, 2009. Print.

VII. Bibliography

Alexander, Alan, and Richard Muhlebach. *Managing and Leasing Commercial Properties*. Chicago: Institute of Real Estate Management, 2007. Print.

Barber, Stephen, and Vickie Gaskill. *Community Associations: A Guide to Successful Management*. Chicago: Institute of Real Estate Management, 2008. Print.

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Muhlebach, Richard, and Alan Alexander. *The Leasing Process: Landlord and Tenant Perspectives*. Chicago: Institute of Real Estate Management, 2008. Print.

O'Connor, Tulie, and Nadia Geagea Pupa. *Principles of Real Estate Management*. 16th ed. Chicago: Institute of Real Estate Management, 2011. Print.

Journals:
Journal of Property Management
Journal of Real Estate Literature
Journal or Real Estate Research
Real Estate Economics

National Organizations:
Housing and Urban Development (HUD)
Housing Education and Research Association (HERA)
Institute of Real Estate Management (IREM)
National Apartment Association (NAA)
National Apartment Association Education Institute (NAAEI)
National Multi Housing Council (NMHC)

VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Present material required by the National Apartment Association (NAA) to prepare students for the Certified Apartment Manager (CAM) exam to earn their CAM designation
2. Present material related to industry skills and standards for real estate management finance.
3. Provide computer-based workshops regarding budgets, cash flow statements, and pro forma statements

B. Student Learning Outcomes. **Students will be able to:**	**Assessment Method**
1. Discuss real estate management as an investment option	Assignments Workshops Exams
2. Produce and amend an operating budget	Assignments Workshops Exams
3. Create a cash flow statement	Assignments Workshops Exams
4. Explain a manager's role in shaping a property's financial success	Assignments Workshops Exams
5. Calculate a number of industry indicators and ratios used to measure and compare success	Assignments Workshops Exams
6. Determine an asset's value using multiple methods including direct capitalization	Assignments Workshops Exams

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A395	N/A	3	(0+6)

6. Complete Course Title
Property Management Internship

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

9. Repeat Status Yes # of Repeats 1 Max Credits 6

10. Grading Basis ☐ A-F ☒ P/NP ☐ NG

11. Implementation Date semester/year
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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Management, BBA	140	2/07/13	Ed Forrest
2. Minor in Real Estate, BBA	141	2/07/13	Ed Forrest
3.			

Initiator Name (typed): Jeri Rubin Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/15/13
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/15/13

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)*
Integrates classroom knowledge with supervised work experience in property management and related real estate environment. Special Note: May be repeated, but only BBA Management majors with a concentration in Property Management and Real Estate may apply 6 credits to meeting degree requirements.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
(BA A215 and BA A225) with a minimum grade of C	N/A	N/A

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

16e. Registration Restriction(s) *(non-codable)*
Must be admitted to the BBA Program; Must be admitted to upper-division standing. Permission of the College of Business and Public Policy Faculty Internship Coordinator; Cumulative GPA of 2.75 or higher; 3.0 GPA in major.

17. ☒ Mark if course has fees Standard CBPP computer lab fee and Career Services Center administrative fee.

18. ☐ Mark if course is a selected topic course

19. Justification for Action
Update CCG: repeat status, course description, course prerequisites and registration restrictions

Initiator (faculty only)	Date	☐ Approved ☐ Disapproved	Dean/Director of School/College	Date
Jeri Rubin Initiator (TYPE NAME)				
☐ Approved ☐ Disapproved	Department Chairperson	Date	☐ Approved ☐ Disapproved	Undergraduate/Graduate Academic Board Chairperson	Date
☐ Approved ☐ Disapproved	Curriculum Committee Chairperson	Date	☐ Approved ☐ Disapproved	Provost or Designee	Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated February 7, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: Bachelor of Business Administration in Management: Property Management and Real Estate Concentration; Bachelor of Business Administration, Minor in Real Estate
Course Title: Property Management Internship
Course Number: BA A395
Credits: 3
Contact Hours: 15-20 hours on the job per week x 15 weeks = 225 hours
Grading Basis: Pass/No Pass

Course Description: Integrates classroom knowledge with supervised work experience in property management and related real estate environment. Special Note: May be repeated, but only BBA Management majors with a concentration in Property Management and Real Estate may apply 6 credits to meeting degree requirements.
Course Prerequisites: (BA A215 and BA A225) with a minimum grade of C
Registration Restrictions: Must be admitted to the BBA Program; Must be admitted to upper-division standing. Permission of the College of Business and Public Policy Faculty Internship Coordinator; Cumulative GPA of 2.75 or higher; 3.0 GPA in major.
Fees: Standard CBPP computer lab fee and Career Services Center administrative fee.

III. Course Activities

A. Work experience in an approved position with supervision and training in various phases of business
B. Specific activities are developed and approved by employer, faculty, student, and the Career Services Center
C. Each internship must include a Learning Agreement which includes:
    1. Learning objectives to be accomplished
    2. How objectives will be accomplished
    3. How achievement of objectives will be evaluated

IV. Course Level Justification

BA A395 requires students apply the skills, vocabulary, and concepts that they gained in their lower-division courses to a work environment.

V. Outline

A. Overview of the Internship Program
   1. Clarify student's occupational interests
   2. Develop updated resume
   3. Meet with the BA Faculty Internship Coordinator and a Career Services Center (CSC) representative
   4. Attend program orientation

B. Interview Process and Selection
   5. Review proper interviewing technique
   6. Interview with the potential employer

C. Training Goals and Learning Objectives
   7. Develop learning objectives with help of the CSC and Internship Coordinator
   8. Meet with faculty advisor to review learning objectives for approval

VI. Suggested Texts N/A

VII. Bibliography N/A

VIII. Instructional Learning Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Meet with students and help them explore occupational interests and offer insight into various CSC program positions and job requirements
2. Help students develop an updated resume
3. Help the student prepare for the Student/Employer Interview
4. With the CSC representative and employer, develop the learning objectives that include specific academic content
5. Support the student during the internship and help the student develop attitudes and work habits pertinent to successful job performance
6. Meet (either in person or via teleconference) with the CSC representative, employer, and student to discuss the student's job performance

B. Student Learning Outcomes. Students will be able to:	**Assessment Method**
1. Perform job tasks effectively	Mid-way evaluation. final evaluation, and completion of the required hours on the job
2. Complete assigned tasks	Mid-way evaluation and final evaluation
3. Accept responsibility to work independently and cooperatively in teams	Mid-way evaluation and final evaluation
4. Demonstrate effective written communication skills	Technical report
5. Practice good work ethic	Mid-way evaluation and final evaluation

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A421	N/A	3	(3+0)

6. Complete Course Title
Property Management Capstone

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Management, BBA	Courtesy Coordination	02/13/2013	Ed Forrest
2.			
3.			

Initiator Name (typed): Clayton Trotter Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/15/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/15/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Students will complete an in-depth evaluation of an income property to include a property description, regional and neighborhood analysis, market analysis, financial data, suggested alternatives, and final conclusions. Prepares students to sit for a national property management designation exam.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
(BA A215, BA A225, BA A302, and BA A303) with a minimum grade of C	N/A	N/A

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

16e. Registration Restriction(s) *(non-codable)*
College of Business & 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
New course added to keep CBPP's curriculum up-to-date with current market trends in the property management and real estate industry.

Initiator (faculty only) Date
Clayton Trotter
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved Department Chairperson Date

☐ Approved
☐ Disapproved Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated March 5, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: BBA, Management: Property Management and Real Estate Concentration
Course Title: Property Management Capstone
Course Number: BA A421
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: Students will complete an in-depth evaluation of an income property to include a property description, regional and neighborhood analysis, market analysis, financial data, suggested alternatives, and final conclusions. Prepares students to sit for a national property management designation exam.
Course Prerequisites: (BA A215, BA A225, BA A302, and BA A303) 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

A. Lectures
B. Field research
C. Capstone project
D. Student presentations

IV. Course Level Justification

This is the Property Management and Real Estate concentration's capstone course. Course prerequisites are required for successful completion of the course.

V. Outline

A. Project Guidelines
B. Description of the Property
C. Regional and Neighborhood Analysis
D. Market Analysis
E. Financial Data
F. Economic Benefits through Alternatives
G. Final Conclusions and Recommendations

VI. Suggested Text

Certified Apartment Manager Participant Guide. Arlington: National Apartment Association, 2009. Print.

VII. Bibliography

Alexander, Alan, and Richard Muhlebach. *Managing and Leasing Commercial Properties*. Chicago: Institute of Real Estate Management, 2007. Print.

Barber, Stephen, and Vickie Gaskill. *Community Associations: A Guide to Successful Management*. Chicago: Institute of Real Estate Management, 2008. Print.

Kelly, Edward. *Practical Apartment Management*. 6th ed. Chicago: Institute of Real Estate Management, 2009. Print.

Kyle, Robert, and Floyd Baird. *Property Management and Managing Risk*. 4th ed. Chicago: Dearborn Real Estate Education, 2012. Print.

Kyle, Robert, Marie Spodek, and Floyd Baird. *Property Management*. 8th ed. Chicago: Dearborn Real Estate Education, 2010. Print.

Muhlebach, Richard, and Alan Alexander. *The Leasing Process: Landlord and Tenant Perspectives*. Chicago: Institute of Real Estate Management, 2008. Print.

O'Connor, Tulie, and Nadia Geagea Pupa. *Principles of Real Estate Management*. 16th ed. Chicago: Institute of Real Estate Management, 2011. Print.

Journals:
Journal of Property Management
Journal of Real Estate Literature
Journal or Real Estate Research
Real Estate Economics

National Organizations:
Housing and Urban Development (HUD)
Housing Education and Research Association (HERA)
Institute of Real Estate Management (IREM)
National Apartment Association (NAA)
National Apartment Association Education Institute (NAAEI)
National Multi Housing Council (NMHC)

VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Present material required by the National Apartment Association (NAA) to prepare students for the Certified Apartment Manager (CAM) exam to earn their CAM designation
2. Provide support and direction for students during their research and drafting of a comprehensive project

B. Student Learning Outcomes. **Students will be able to:**	**Assessment Method**
1. Take the CAM exam upon completion of the course	CAM exam administered by NAA
2. Describe a property using industry relevant characteristics	Project and presentation
3. Analyze a regional and neighborhood market	Project and presentation
4. Create a market survey, comparing like properties using industry measures	Project and presentation
5. Evaluate property financials, describe variances, and compare to industry standards	Project and presentation
6. Suggest recommendations for economic improvements for performance of a property	Project and presentation
7. Create a detailed, comprehensive, and professional report	Project
8. Create and deliver a professional presentation summarizing report findings and recommendations	Presentation

TO: OAA

FROM: Clayton Trotter

SUBJECT: Program Action Request – BBA Management: Property Management and Real Estate Concentration

DATE: 2/22/2013

CC: Rashmi Prasad; Ed Forrest

Purpose Statement:

The purpose of this Program Action Request (PAR) is to 1) reposition the *Real Estate and Property Management* concentration from a BBA-Finance degree to a BBA-Management degree and 2) restructure the program requirements to ensure curriculum that best aligns with current market demands and affords students the opportunity to earn competitive industry designations upon graduation.

Justification:

2010 Census data indicates that 40% of Anchorage homes are rented versus just 34% nationwide. Coupled with strict lending practices, high home values, increasing density, and high occupancy rates confirm the strength of the property management industry's demand. Several players can be found in this highly fragmented sector including large private owners and management companies, full-service real estate firms, Native organizations, government organizations, housing authorities, and small-business/individual owners and managers.

As the property management industry has matured over the last 30 years, the need for higher educated professionals has grown nationwide. Managers are often tasked with maintaining multi-million dollar assets; managing multi-million dollar budgets; and are required to have the aptitude to minimize liability risk and navigate the legal realms of Landlord/Tenant law and Fair Housing practices. State and National organizations, including the National Apartment Association (NAA) and the Institute of Real Estate Management (IREM), have developed educational material and professional designations to identify industry skill standards and help distinguish those individuals with extended education, experience, and demonstrated ability.

To date, only a handful of collegiate-level programs are in place that allow students to earn a degree or concentration in this field of study. The need for such a program at the University of Alaska Anchorage was substantiated by a large private monetary contribution.

The ongoing vision of the program is to ensure that the curriculum offered best aligns with the market's demands. In recognition of this vision, the program needs to be repositioned from a finance concentration to a more appropriate management emphasis. Additionally, an offering of new property management courses[1] have been designed and structured into the program to cover the industry skill standards required to sit for two nationally recognized designations – *National Apartment Leasing Professional* and *Certified Apartment Manager*[2] – providing students with a competitive advantage in the marketplace immediately upon graduation.

[1] BA A215 Introduction to Property Management; BA A225 Leasing in Property Management; BA A302 Property Management Maintenance; BA A303 Property Management Finance; and BA A421 Property Management Capstone.

[2] For more information on the National Apartment Leasing Professional and Certified Apartment Management designations, visit www.naahq.org/education.

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

1a. School or College	1b. Department
CB CBPP	BA

2. Complete Program Title/Prefix
BBA Management: Property Management and Real Estate Concentration

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Bachelor of Business Administration or Graduate: CHOOSE ONE

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

4. Type of Action:

PROGRAM	PREFIX
☐ Add	☐ Add
☒ Change	☐ Change
☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: Fall/2013 To: /9999

6a. Coordination with Affected Units Department, School, or College: CBPP

Initiator Name (typed): Clayton Trotter Initiator Signed Initials: _____
Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 02/22/2013

6c. Coordination with Library Liaison Date: 02/22/2013

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

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

8. Justification for Action
The purpose of this Program Action Request is to 1) reposition the Real Estate and Property Management concentration from a BBA Finance degree to a BBA Management degree and 2) restructure the program requirements to ensure curriculum that best aligns with current market demands and affords students the opportunity to earn competitive industry designations upon graduation.

Initiator (faculty only) Date	☐ Approved ☐ Disapproved Dean/Director of School/College Date
Clayton Trotter Initiator (TYPE NAME)	
☐ Approved ☐ Disapproved Department Chair Date	☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date
☐ Approved ☐ Disapproved College/School Curriculum Committee Chair Date	☐ Approved ☐ Disapproved Provost or Designee Date

Bachelor of Business Administration

Major areas: Economics
Finance
Global Logistics and Supply Chain Management
Management
Marketing

The Bachelor of Business Administration (BBA) is a professional degree offered through the College of Business and Public Policy. The curriculum for the BBA degree is management-oriented, rather than highly specialized. It emphasizes concepts relevant to small and large firms and both public and private sector organizations. The five majors -- Economics, Finance, Global Logistics and Supply Chain Management, Management. and Marketing -- prepare students to pursue meaningful and rewarding careers in management. Local, state, national, and international firms, as well as not-for-profit organizations, provide a ready market for graduates in each of the five major areas of concentration.

Admission Requirements

Complete the Admission to Baccalaureate Programs Requirements in Chapter 7, Academic Standards and Regulations.

Admission Requirements to Upper Division Courses

1. Completion of at least 39-40 credits with a cumulative GPA of 2.25 or higher.
2. Completion of each of the following courses with a grade of C or better:

ACCT A201	Principles of Financial Accounting	3	
ACCT A202	Principles of Managerial Accounting	3	
BA A273	Introduction to Statistics for Business and Economics	3	
CIS A110	Computer Concepts in Business	3	
CIS A280	Managerial Communications	3	
ECON A201	Principles of Macroeconomics	3	
ECON A202	Principles of Microeconomics	3	
ENGL A111	Methods of Written Communication	3	
ENGL A212	Technical Writing	3	
MATH A107	College Algebra (4)	3-4	or
MATH A172	Applied Finite Mathematics (3)		
Oral Communication Skills GER		3	
COMM A111	Fundamentals of Oral Communication (3)		
	or		
COMM A241	Public Speaking (3)		

3. Completion of any combination of at least 9 credits in the following General Education disciplinary areas: 9

   Fine Arts
   Humanities
   Natural Sciences

Admission to Upper Division Status

BBA students in Economics, Finance, Global Logistics and Supply Chain Management, Management, and Marketing who do not meet the above standards may not take upper division courses in ACCT, BA, CIS, or LOG.

Other students who meet course prerequisites may take up to 15 upper division ACCT, BA, CIS, and LOG credits without being formally admitted to a BBA program. All students must apply for admission to a BBA program before accumulating more than 15 such credits. Please contact the Student Advising Center for assistance in applying for admission to upper division standing within the College of Business and Public Policy.

Conditional Admission to Upper Division Status

A student classified as being conditionally admitted to upper division status may take upper division ACCT, BA, CIS, and LOG courses for one semester only, while completing lower division requirements.

Graduation Requirements

Students must complete the following graduation requirements:

A. General University Requirements

Complete the General University Requirements for All Baccalaureate Degrees listed at the beginning of this chapter.

B. General Education Requirements

Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter.

C. College of Business and Public Policy Requirements

Economics, Finance, Management, Global Logistics and Supply Chain Management and Marketing Majors

Students earning a BBA degree must complete at least 50 percent of their required business credits at the University of Alaska Anchorage. All ACCT, BA, CIS, ECON, LGOP and LOG courses are considered business credits for the purpose of this requirement.

1. Complete the Business core requirements. The following courses must be completed with a C or better:

ACCT A201*	Principles of Financial Accounting	3
ACCT A202	Principles of Managerial Accounting	3
BA/JUST A241	Business Law I	3
BA A273	Introduction to Statistics for Business and Economics	3
CIS A110	Computer Concepts in Business	3
CIS A280	Managerial Communications	3
ECON A201	Principles of Macroeconomics	3
ECON A202	Principles of Microeconomics	3
ENGL A212	Technical Writing	3
MATH A107	College Algebra (4)	3-4
	or	
MATH A172	Applied Finite Mathematics (3)	
MATH A200	Calculus I (4)	3-4
	or	
MATH A272	Applied Calculus (3)	

**The ACCT A101 Principles of Financial Accounting I and ACCT A102 Principles of Financial Accounting II sequence may be used to satisfy the ACCT A201 requirement for this degree.*

Note: Students who plan to attend graduate school are encouraged to take MATH A107 and MATH A200 instead of MATH A172 and MATH A272. MATH A108 Trigonometry is a prerequisite for MATH A200.

2. Complete these upper division core courses. The following courses must be completed with a C or better prior to graduating:

BA A300	Organizational Theory and Behavior	3
BA A325	Corporate Finance	3
BA A343	Principles of Marketing	3
BA A377	Operations Management	3
BA A462	Strategic Management	3
CIS A376	Management Information Systems *(GER Integrative Capstone)*	3

C. Major Requirements

Economics Major

1. Complete the following requirements. The following courses must be completed with a C or better prior to graduating:

ECON A312	Econometrics for Business and Economics	3
ECON A321	Intermediate Microeconomics	3
ECON A324	Intermediate Macroeconomics	3
ECON A492	Seminar in Economic Research	3
Upper division Economics electives*		12

**Note: No more than a total of 6 credits earned in an independent study, or ECON A454 Economics Internship, may be used to satisfy requirements for the major (6 credits of independent study or 3 credits of independent study and 3 credits of ECON A454).*

2. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Finance Major

All courses must be completed with a C or better prior to graduating.

Investment Concentration (30 credits)

1. Complete the following:

BA/JUST A242	Business Law II	3
BA A375	Statistics for Business and Economics (3)	3
	or	
ECON A312	Econometrics for Business and Economics (3)	
	or	
ECON A429	Business Forecasting (3)	
BA A380	Investment Management	3
BA A385	Advanced Corporate Finance	3

2. Complete 12 credits from the following: 12

BA A426	Financial Institutions (3)
BA A427	International Finance (3)
BA A451	Advanced Investment Strategies (3)
BA A452	Financial Derivatives (3)
BA A453	Bond Market Analysis (3)
BA A491A	Student Managed Portfolio (3)

3.Complete 6 credits of upper division electives in ACCT, BA, CIS, ECON, or LOG. 6

4. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Global Logistics and Supply Chain Management Major

1. Complete the following requirements. The following courses must be completed with a grade of C or better prior to graduating:

LOG A378	Foundations of Logistics and Supply Chain Management	3
LOG A379	Transportation Management	3
LOG A415	Purchasing Management	3
LOG A416	International Logistics and Transportation Management	3
LOG A417	Materials Management	3

2. Complete LOG A495 Internship in Global Logistics and Supply Chain Management* 3

   **The internship is intended to be in logistics and/or supply chain management. This requirement may be waived if the major advisor determines that the student already has significant logistics work experience. If waived, the student will need to select 3 additional upper division credits to total 45.*

3. Complete 9 credits of upper division program electives approved by the student's advisor with a grade of C or better. These may include, but are not limited to the following: 9

ACCT A342	Managerial Cost Accounting (3)
ATP A332	Transport Aircraft Systems (3)
BA A375	Statistics for Business and Economics (3)
BA A420	Marketing Research (3)
BA A447	International Marketing (3)
BA A487	International Management (3)
CIS A310	Analysis of Business Systems (3)
CIS A330	Database Management Systems (3)
CIS A410	Project Management (3)
CIS A489	Systems Design, Development and Implementation (3)
ECON A312	Econometrics for Business and Economics (3)
ECON A363	International Economics (3)
ECON A429	Business Forecasting (3)

4. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Management Major

All courses must be completed with a C or better prior to graduating.

1. **Management (27 credits)**

   a. Complete the following requirements.

BA A361	Human Resource Management	3
BA A461	Negotiations and Conflict Management	3
BA A481	Applications in Management	3
BA A488	Environment of Business	3

BA A489	Entrepreneurship and New Business Planning	3

b. Upper division electives in ACCT, BA, CIS, ECON, or LOG 12

2. Management: Property Management and Real Estate Concentration (33 credits)

a. Complete the following requirements.

BA A215	Introduction to Property Management	3
BA A225	Leasing in Property Management	3
BA A302	Maintenance in Property Management	3
BA A303	Property Management Finance	3
BA A361	Human Resource Management	3
BA A461	Negotiation and Conflict Management	3
BA A421	Property Management Capstone	3
BA A432	Real Estate Law	3

b. Complete 9 credits from the following:

BA A306 Real Estate Principles (3)
BA A320 Real Estate Finance (3)
BA A395 Property Management Internship (3-6)
BA A431 Real Estate Appraisal (3)
BA A489 Entrepreneurship and New Business Planning (3)

2. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Bachelor of Business Administration

Major areas: Economics
Finance
Global Logistics and Supply Chain Management
Management
Marketing

The Bachelor of Business Administration (BBA) is a professional degree offered through the College of Business and Public Policy. The curriculum for the BBA degree is management-oriented, rather than highly specialized. It emphasizes concepts relevant to small and large firms and both public and private sector organizations. The five majors -- Economics, Finance, Global Logistics and Supply Chain Management, Management. and Marketing -- prepare students to pursue meaningful and rewarding careers in management. Local, state, national, and international firms, as well as not-for-profit organizations, provide a ready market for graduates in each of the five major areas of concentration.

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Admission Requirements to Upper Division Courses

1. Completion of at least 39-40 credits with a cumulative GPA of 2.25 or higher.
2. Completion of each of the following courses with a grade of C or better:

ACCT A201	Principles of Financial Accounting	3	
ACCT A202	Principles of Managerial Accounting	3	
BA A273	Introduction to Statistics for Business and Economics	3	
CIS A110	Computer Concepts in Business	3	
CIS A280	Managerial Communications	3	
ECON A201	Principles of Macroeconomics	3	
ECON A202	Principles of Microeconomics	3	
ENGL A111	Methods of Written Communication	3	
ENGL A212	Technical Writing	3	
MATH A107	College Algebra (4)	3-4	or
MATH A172	Applied Finite Mathematics (3)		
Oral Communication Skills GER		3	
COMM A111	Fundamentals of Oral Communication (3)		
	or		
COMM A241	Public Speaking (3)		

3. Completion of any combination of at least 9 credits in the following General Education disciplinary areas: 9

   Fine Arts
   Humanities
   Natural Sciences

Admission to Upper Division Status

BBA students in Economics, Finance, Global Logistics and Supply Chain Management, Management, and Marketing who do not meet the above standards may not take upper division courses in ACCT, BA, CIS, or LOG.

Other students who meet course prerequisites may take up to 15 upper division ACCT, BA, CIS, and LOG credits without being formally admitted to a BBA program. All students must apply for admission to a BBA program before accumulating more than 15 such credits. Please contact the Student Advising Center ~~Information Office~~ for assistance in applying for admission to upper division standing within the College of Business and Public Policy.

Conditional Admission to Upper Division Status

A student classified as being conditionally admitted to upper division status may take upper division ACCT, BA, CIS, and LOG courses for one semester only, while completing lower division requirements.

Graduation Requirements

Students must complete the following graduation requirements:

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Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter.

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Economics, Finance, Management, Global Logistics and Supply Chain Management and Marketing Majors

Students earning a BBA degree must complete at least 50 percent of their required business credits at the University of Alaska Anchorage. All ACCT, BA, CIS, ECON, LGOP and LOG courses are considered business credits for the purpose of this requirement.

1. Complete the Business core requirements. The following courses must be completed with a C or better:

ACCT A201*	Principles of Financial Accounting	3
ACCT A202	Principles of Managerial Accounting	3
BA/JUST A241	Business Law I	3
BA A273	Introduction to Statistics for Business and Economics	3
CIS A110	Computer Concepts in Business	3
CIS A280	Managerial Communications	3
ECON A201	Principles of Macroeconomics	3
ECON A202	Principles of Microeconomics	3
ENGL A212	Technical Writing	3
MATH A107	College Algebra (4)	3-4
	or	
MATH A172	Applied Finite Mathematics (3)	
MATH A200	Calculus I (4)	3-4
	or	
MATH A272	Applied Calculus (3)	

**The ACCT A101 Principles of Financial Accounting I and ACCT A102 Principles of Financial Accounting II sequence may be used to satisfy the ACCT A201 requirement for this degree.*

Note: Students who plan to attend graduate school are encouraged to take MATH A107 and MATH A200 instead of MATH A172 and MATH A272. MATH A108 Trigonometry is a prerequisite for MATH A200.

2. Complete these upper division core courses. The following courses must be completed with a C or better prior to graduating:

BA A300	Organizational Theory and Behavior	3
BA A325	Corporate Finance	3
BA A343	Principles of Marketing	3
BA A377	Operations Management	3
BA A462	Strategic Management	3
CIS A376	Management Information Systems *(GER Integrative Capstone)*	3

C. Major Requirements

Economics Major

1. Complete the following requirements. The following courses must be completed with a C or better prior to graduating:

ECON A312	Econometrics for Business and Economics	3
ECON A321	Intermediate Microeconomics	3
ECON A324	Intermediate Macroeconomics	3
ECON A492	Seminar in Economic Research	3
Upper division Economics electives*		12

**Note: No more than a total of 6 credits earned in an independent study, or ECON A454 Economics Internship, may be used to satisfy requirements for the major (6 credits of independent study or 3 credits of independent study and 3 credits of ECON A454).*

2. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Finance Major

All courses must be completed with a C or better prior to graduating.

~~1.~~ **Investment Concentration (30 credits)**

1.~~a~~ Complete the following:

BA/JUST A242	Business Law II	3
BA A375	Statistics for Business and Economics (3)	3
	or	
ECON A312	Econometrics for Business and Economics (3)	
	or	
ECON A429	Business Forecasting (3)	
BA A380	Investment Management	3
BA A385	Advanced Corporate Finance	3

2. ~~b.~~ Complete ~~at least~~ 12 credits from the following: 12~~18~~

BA A426	Financial Institutions (3)
BA A427	International Finance (3)
BA A451	Advanced Investment Strategies (3)
BA A452	Financial Derivatives (3)
BA A453	Bond Market Analysis (3)
BA A491A	Student Managed Portfolio (3)

3. c. Complete 0 to 6 credits of upper division electives in ACCT, BA, CIS, ECON, or LOG business electives. 0 6

2. Real Estate and Property Management Concentration (30 credits)

a. Complete the following:

BA A131	Personal Finance	3
BA/JUST A242	Business Law II	3
BA A306	Real Estate Principles	3
BA A315	Property Management and Marketing	3
BA A320	Real Estate Finance	3

b. Complete at least 9 credits from the following: 9 15

BA A385	Advanced Corporate Finance (3)
BA A395	Property Management Internship (3)
BA A426	Financial Institutions (3)
BA A431	Real Estate Appraisal (3)
BA A432	Real Estate Law (3)

c. Complete 0 to 6 credits upper division business electives 0 6

43. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Global Logistics and Supply Chain Management Major

1. Complete the following requirements. The following courses must be completed with a grade of C or better prior to graduating:

LOG A378	Foundations of Logistics and Supply Chain Management	3
LOG A379	Transportation Management	3
LOG A415	Purchasing Management	3
LOG A416	International Logistics and Transportation Management	3
LOG A417	Materials Management	3

2. Complete LOG A495 Internship in Global Logistics and Supply Chain Management* 3

   **The internship is intended to be in logistics and/or supply chain management. This requirement may be waived if the major advisor determines that the student already has significant logistics work experience. If waived, the student will need to select 3 additional upper division credits to total 45.*

3. Complete 9 credits of upper division program electives approved by the student's advisor with a grade of C or better. These may include, but are not limited to the following: 9

ACCT A342	Managerial Cost Accounting (3)
ATP A332	Transport Aircraft Systems (3)
BA A375	Statistics for Business and Economics (3)
BA A420	Marketing Research (3)
BA A447	International Marketing (3)
BA A487	International Management (3)

CIS A310	Analysis of Business Systems (3)	
CIS A330	Database Management Systems (3)	
CIS A410	Project Management (3)	
CIS A489	Systems Design, Development and Implementation (3)	
ECON A312	Econometrics for Business and Economics (3)	
ECON A363	International Economics (3)	
ECON A429	Business Forecasting (3)	

4. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

Management Major

All courses must be completed with a C or better prior to graduating.

1. **Management ~~(without declared concentration)~~ (27 credits)**

   a. Complete the following requirements. ~~The following courses must be completed with a C or better prior to graduating:~~

BA A361	Human Resource Management	3
BA A461	Negotiations and Conflict Management	3
BA A481	Applications in Management	3
BA A488	Environment of Business	3
BA A489	Entrepreneurship and New Business Planning	3

   b. Upper division electives in ACCT, BA, CIS, ECON, or LOG 12

2. Management: Property Management and Real Estate Concentration (33 credits)

   a. Complete the following requirements. ~~The following courses must be completed with a C or better prior to graduating:~~

BA A215	Introduction to Property Management	3
BA A225	Leasing in Property Management	3
BA A302	Maintenance in Property Management	3
BA A303	Property Management Finance	3
BA A361	Human Resource Management	3
BA A461	Negotiation~~s~~ and Conflict Management	3
BA A421	Property Management Capstone	3
BA A432	Real Estate Law	3

   b. Complete ~~at least~~ 9 credits from the following:

BA A306 Real Estate Principles (3)
BA A320 Real Estate Finance (3)
BA A395 Property Management Internship (3-6)
BA A431 Real Estate Appraisal (3)
BA A489 Entrepreneurship and New Business Planning (3)

2. A total of 120 credits is required for the degree, of which a minimum of 45 credits must be upper division.

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A131	N/A	3	(3+0)

6. Complete Course Title
Personal Finance

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

- ☐ Prefix
- ☐ Credits
- ☐ Title
- ☐ Grading Basis
- ☐ Course Description
- ☐ Test Score Prerequisites
- ☐ Other Restrictions
  - ☐ Class ☐ Level
  - ☐ College ☐ Major
- ☐ Course Number
- ☐ Contact Hours
- ☐ Repeat Status
- ☐ Cross-Listed/Stacked
- ☐ Course Prerequisites
- ☐ Co-requisites
- ☐ Registration Restrictions
- ☒ 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: 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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. See attachment			
2.			
3.			

Initiator Name (typed): Suresh Srivastava Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/22/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/22/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Introduction to consumer finance. Surveys topics such as family budgeting, income tax fundamentals, consumer credit, home buying and financing, auto financing, insurance, investment fundamentals, estate planning, and retirement planning.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
N/A	N/A	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
To update the course outline, textbook, bibliography, and student learning outcomes

Initiator (faculty only) Date

Suresh Srivastava
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chairperson Date

☐ Approved
☐ Disapproved
Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved
Provost or Designee Date

13a. Impacted courses or programs BA A131

Impacted program/course	**Date of coordination**	**Chair/ Coordinator contacted**
Small Business Administration, AAS	02/11/13	Ed Forrest
Finance, Real Estate and Property Management Concentration, BBA	02/11/13	Ed Forrest
Real Estate Minor, BBA	02/11/13	Ed Forrest
BA A306	02/11/13	Ed Forrest

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated February 11, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: Associate of Applied Science, Small Business Administration
Bachelor of Business Administration, Finance, Real Estate and Property Management Concentration
Bachelor of Business Administration, Minor in Real Estate
Course Title: Personal Finance
Course Number: BA A131
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: Introduction to consumer finance. Surveys topics such as family budgeting, income tax fundamentals, consumer credit, home buying and financing, auto financing, insurance, investment fundamentals, estate planning, and retirement planning.
Course Prerequisites: N/A
Registration Restrictions: N/A
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Lectures
B. Discussions
C. Guest lectures
D. Personal planning workbook

IV. Course Level Justification

This course is an introduction to the field of consumer finance. It surveys various aspects of career planning, spending and investment choices, and retirement planning.

V. Outline

A. Introduction to Consumer Finance
B. Household Budget
C. Basic Tools for Consumer Finance
D. Income Tax Fundamentals
E. Consumer Credit
F. Home and Auto Buying and Financing
G. Insurance Needs and Products
H. Investment Choices
I. Estate and Retirement Planning

VI. Suggested Text

Kapoor, Jack. R., Les R. Dlabay and Robert J. Hughes, Personal Finance, 10th Edition. New York: McGraw-Hill, 2012.

VII. Bibliography

Textbooks are supplemented by readings from current professional publications available in UAA consortium library and Loussac Library. Useful information on finance is available on following websites.

http://www.bloomberg.com
http://www.businessweek.com
http://www.consumercredit.com
http://www.consumerlaw.org
http://www.forbes.com
http://www.irs.gov
http://www.kiplinger.com
http://www.marketwatch.com
http://www.moneycentral.msn.com
http://www.mortgage-nat.com
http://www.quicken.com

VIII. Instructional Goals and Student Learning Outcomes

A. Instructional Goals **The instructor will:**
1. Present an overview of consumer finance
2. Discuss various aspects of household budgeting including tax planning
3. Introduce students to the basic tools of consumer finance
4. Discuss home and auto buying and financing options
5. Discuss different types of consumer credit, costs, and related laws
6. Discuss insurance needs and buying options
7. Explain the investment options available
8. Discuss retirement and estate planning

B. Student Learning Outcomes **Students will be able to:**	**Assessment Method**
1. Explain financial management	Exam or quiz
2. Prepare hypothetical household budgets and discuss tax liabilities	Workbook
3. Use the tools of consumer finance	Quiz
4. Consider how to make house and auto buying decisions	Workbook or quiz
5. Explain the costs/benefits of using credit cards and bank loans	Exam or quiz
6. Describe the role and cost of insurance in risk management	Exam or quiz
7. Explain investment options	Exam or quiz
8. Produce an estate and retirement plan	Workbook

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A233	N/A	3	(3+0)

6. Complete Course Title
Survey of Finance

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Small Business Administration, AAS	139	02/11/2013	Ed Forrest
2.			
3.			

Initiator Name (typed): Suresh Srivastava Initiator Signed Initials: _____ Date: _____

13b. Coordination Email Date: 02/22/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/22/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Surveys the discipline of finance. Topics covered are: financial markets, financial institutions, financial statements analysis, time value of money, capital budgeting, and methods of short-term and long-term financing.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
[ACCT A101 or ACCT A201] and MATH A105	N/A	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
To update the instructional goals

Initiator (faculty only) Date

Suresh Srivastava
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chairperson Date

☐ Approved
☐ Disapproved
Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved
Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated February 11, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: Associate of Applied Science, Small Business Administration
Course Title: Survey of Finance
Course Number: BA A233
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: Surveys the discipline of finance. Topics covered are: financial markets, financial institutions, financial statement analysis, time value of money, capital budgeting, and methods of short-term and long-term financing.
Course Prerequisites: [ACCT A101 or ACCT A201] and MATH A105
Registration Restrictions: N/A
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Lectures
B. Mini-case analyses
C. Multimedia presentations

IV. Course Level Justification

This is a 200-level class that surveys the discipline of finance. Prior knowledge of introductory accounting and algebra is essential for understanding the concepts presented in class.

V. Outline

A. Introduction to Financial Management
B. Financial Markets
C. Financial Institutions
D. Financial Statements Analysis
E. Time Value of Money
F. Capital Budgeting
G. Short-term Financing
H. Long-term Financing

VI. Suggested Text

Melicher, Ronald W. and Edgar A. Norton. *Wiley Pathways Finance*. 1st ed. John-Wiley: Hoboken, 2007.

VII. Bibliography

Textbooks are supplemented by readings from current professional publications available in UAA consortium library and Loussac Library. Useful information on finance is available on following websites.

http://news.ft.com/home/us
http://online.barrons.com/public/us
http://online.wsj.com/public/us
http://www.amex.com
http://www.businessweek.com
http://www.cbt.com
http://www.federalreserve.gov
http://www.forbes.com
http://www.fortune.com/fortune
http://www.nasdaq.com
http://www.nyse.com
http://www.sec.gov

VIII. Instructional Goals and Student Outcomes

A. Instructional Goals **The instructor will:**
1. Present an overview of financial management.
2. Discuss the workings of the financial markets.
3. Survey the role of various financial institutions.
4. Present an analysis of financial statements.
5. Discuss the time value of money and use it to value securities.
6. Survey capital budgeting methods.
7. Survey short-term financing sources.
8. Survey long-term financing sources.

B. Student Learning Outcomes **Students will be able to:**	**Assessment Method**
1. Demonstrate an understating of financial management.	Quizzes, homework, or exams
2. Evaluate financial statements as they relate to business profitability.	Quizzes, homework, or exams
3. Demonstrate an understanding of financial markets and institutions.	Quizzes, homework, or exams
4. Determine the time value of money and the value of stocks and bonds.	Quizzes, homework, or exams
5. Evaluate capital projects.	Quizzes, homework, or exams
6. Demonstrate an understanding of various sources of financing.	Quizzes, homework, or exams

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A343	N/A	3	(3+0)

6. Complete Course Title
Principles of Marketing

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

- ☐ Prefix
- ☐ Credits
- ☐ Title
- ☐ Grading Basis
- ☐ Course Description
- ☐ Test Score Prerequisites
- ☐ Other Restrictions
  - ☐ Class ☐ Level
  - ☐ College ☐ Major
- ☐ Course Number
- ☐ Contact Hours
- ☐ Repeat Status
- ☐ Cross-Listed/Stacked
- ☐ Course Prerequisites
- ☐ Co-requisites
- ☐ Registration Restrictions
- ☒ 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: 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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. See Attached			
2.			
3.			

Initiator Name (typed): Mei Rose Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/22/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/22/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Examines the present role and evolving scope of marketing in organizations and the global economy. Provides a comprehensive delineation of the key marketing terms, concepts, and decision paradigms; offers an overview of the requisite steps, strategic considerations, and essential elements involved in planning, implementing, and evaluating marketing activities and campaigns.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
N/A	N/A	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
To update the outline, textbook, and bibliography

Initiator (faculty only) Date
Mei Rose
Initiator (TYPE NAME)

☐ Approved ☐ Disapproved Department Chairperson Date

☐ Approved ☐ Disapproved Curriculum Committee Chairperson Date

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

☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved ☐ Disapproved Provost or Designee Date

13a. Impacted courses or programs BA A343

Impacted program/course	**Date of coordination**	**Chair/ Coordinator contacted**
Accounting, BBA	01/23/2013	C. Patrick Fort
Economics, BBA	01/23/2013	Paul Johnson
Finance, BBA	01/23/2013	Ed Forrest
Global Logistics and Supply Chain Management, BBA	01/23/2013	Ed Forrest
Management, BBA	01/23/2013	Ed Forrest
Marketing, BBA	01/23/2013	Ed Forrest
Management Information Systems, BBA	01/23/2013	Minnie Yen
Aviation Technology, BS, Aviation Management Emphasis	01/23/2013	Rocky Capozzi
Hospitality and Restaurant Management, BA, Business Core	01/23/2013	Tim Doebler
BA A381	01/23/2013	Ed Forrest
BA A420	01/23/2013	Ed Forrest
BA A447	01/23/2013	Ed Forrest
BA A460	01/23/2013	Ed Forrest
BA A462	01/23/2013	Ed Forrest
BA A463	01/23/2013	Ed Forrest

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated January 23, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: Bachelor of Business Administration: Economics, Finance, Management, Global Logistics and Supply Chain Management, Marketing
Bachelor of Business Administration, Accounting
Bachelor of Business Administration, Management Information Systems
Bachelor of Science, Aviation Technology Aviation Management Emphasis
Bachelor of Arts, Hospitality and Restaurant Management, Business Core
Course Title: Principles of Marketing
Course Number: BA A343
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 hours to 135 hours
Grading Basis: A -F
Course Description: Examines the present role and evolving scope of marketing in organizations and the global economy. Provides a comprehensive delineation of the key marketing terms, concepts, and decision paradigms; offers an overview of the requisite steps, strategic considerations, and essential elements involved in planning, implementing, and evaluating marketing activities and campaigns
Course Prerequisites: N/A
Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing
Fees: Standard CBPP computer lab fee

III. Course Activities

A. Lectures
B. Discussion
C. Study assigned articles and handouts
D. Audio-visual presentations
E. Research paper

IV. Course Level Justification

This course requires an upper-division standing. Students build upon previous course work that requires familiarity with business concepts and methods.

V. Outline

A. Course Overview: The Field of Marketing

B. Market Analysis: The Marketing Environment and Information Systems

C. Market Analysis: Consumer Behavior and Segmentation

D. Strategic Planning: Corporate, Business, and Functional Strategies

E. Strategic Planning: Positioning Strategies

F. The Marketing Mix: Product Concepts and Pricing

G. The Marketing Mix: Distribution and Promotion

H. The "New" Economy and Customer Relationship Management

I. The "New" Economy and Service Marketing

J. The "New" Economy and International Marketing

K. The "New" Economy and Internet Marketing

L. Marketing in the Future: 2020

VI. Suggested Text

Boone, Louis E. and Kurtz, David L., *Contemporary Marketing*, Stamford: Thompson –Southwestern, 2014.

VIII. Bibliography

Advertising Age. http://www.advertising-age.com.

Dijulius III, John. *Secret Service: Hidden Systems That Deliver Unforgettable Customer Service.* New York: American Management Association, 2003.

Gladwell, Malcolm. *The Tipping Point.* Boston: Little, Brown and Company, 2002.

Marketing News. Publishing Group of the American Marketing Association, Chicago.

Reis, Al, and Jack Trout. *Positioning: How to be Seen and Heard in the Overcrowded Marketplace*. New York: McGraw-Hill, Inc., 2001.

Safko, Lon. *The Social Media Bible.* Hoboken, NJ: John Wiley & Sons, Inc., 2012.

Solis, Brian. *Engage! The Complete Guide for Brands and Businesses to Build, Cultivate, and Measure Success in the New Web.* Hoboken, NJ: John Wiley & Sons, Inc., 2011.

IX. Instructional Goals and Student Learning Outcomes

A. Instructional Goals. **The instructor will:**
1. Overview the field of marketing: delineate the role, functions, process, applications and impacts of marketing in organizations and society
2. Describe the purpose, domains and methods of market research, environmental scanning, market structure, and competition and SWOT (Strengths, Weaknesses, Opportunities, and Threats) analyses
3. Discuss corporate business and functional level strategic planning
4. Delineate the essential elements of the marketing mix
5. Describe the relationship between the emergence of the "new economy" and the importance of the specialty-application areas of service marketing, customer relationship management, Internet marketing, and international marketing

B. Student Learning Outcomes. **Students will be able to:**	**Assessment Method**
1. Define marketing, the marketing mix and marketing strategy. Articulate the value of the marketing concept and the major stages of the marketing planning process	Exams
2. Evaluate a local business's marketing program	Research project
3. Analyze the sociological and psychological variables that influence consumer behavior and decision making	Exams
4. Differentiate between marketing strategies for physical products vs. services	Exams
5. Apply the concept of value-driven marketing and recognize factors that influence pricing strategies and tactics, price demand elasticity, and break even analysis	Exams

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Course Prefix	3. Course Number	4. Previous Course Prefix & Number	5a. Credits/CEUs	5b. Contact Hours (Lecture + Lab)
BA	A426	N/A	3	(3+0)

6. Complete Course Title
Financial Institutions

Abbreviated Title for Transcript (30 character)

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

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

If a change, mark appropriate boxes:

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

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: /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.

Impacted Program/Course	*Catalog Page(s) Impacted*	*Date of Coordination*	*Chair/Coordinator Contacted*
1. Finance: Investment Concentration, BBA	140	02/11/2013	Ed Forrest
2. Real Estate and Property Management Concentration, BBA Finance	140	02/11/2013	Ed Forrest
3. Minor in Real Estate, BBA Finance	143	02/11/2013	Ed Forrest

Initiator Name (typed): Suresh Srivastave Initiator Signed Initials: _____ Date:_____

13b. Coordination Email Date: 02/22/2013
submitted to Faculty Listserv: (uaa-faculty@lists.uaa.alaska.edu)

13c. Coordination with Library Liaison Date: 02/22/2013

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

15. Course Description *(suggested length 20 to 50 words)*
Study of the functions, structures, delivery systems, efficiencies, risk managements, and performances of financial institutions including banks, savings and loan associations, credit unions, investment companies, pension funds, mutual funds, and endowments.

16a. Course Prerequisite(s) *(list prefix and number)*	16b. Test Score(s)	16c. Co-requisite(s) *(concurrent enrollment required)*
BA A325 with a minimum grade of C	N/A	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
To update textbook, instructional goals, and student learning outcomes

Initiator (faculty only) Date
Suresh Srivastava
Initiator (TYPE NAME)

☐ Approved
☐ Disapproved
Department Chairperson Date

☐ Approved
☐ Disapproved
Curriculum Committee Chairperson Date

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

☐ Approved
☐ Disapproved
Undergraduate/Graduate Academic Board Chairperson Date

☐ Approved
☐ Disapproved
Provost or Designee Date

COURSE CONTENT GUIDE
UNIVERSITY OF ALASKA ANCHORAGE
COLLEGE OF BUSINESS AND PUBLIC POLICY

I. Date Initiated February 11, 2013

II. Course Information

College/School: College of Business and Public Policy
Department: Business Administration
Program: Bachelor of Business Administration in Finance: Investment Concentration
Bachelor of Business Administration in Finance: Real Estate and Property Management Concentration
Bachelor of Business Administration, Minor in Real Estate
Course Title: Financial Institutions
Course Number: BA A426
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 the functions, structures, delivery systems, efficiencies, risk managements, and performances of financial institutions including banks, savings and loan associations, credit unions, investment companies, pension funds, mutual funds, and endowments.
Prerequisites: BA A325 with a minimum grade of C
Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.
Fees: Standard College of Business and Public Policy computer lab fee

III. Course Activities

A. Lectures
B. Discussions
C. Guest lecturers
D. Multimedia presentations

IV. Course Level Justification

This is an advanced survey of financial institutions that requires integration of knowledge acquired in 200-level accounting and economics courses and in the introductory course in corporate finance.

V. Outline

E. Financial Institutions and Interest Rates
F. Depository Institutions
G. Nonbank Financial Institutions
H. Interest Rate Risk Management
I. Credit Risk Management
J. Liquidity Risk Management
K. Capital Adequacy
L. Securitization

VI. Suggested Text

Mishkin, Frederic S. and Stanley Eakins. *Financial Markets and Institutions*, 7th edition, Upper Saddle River, New Jersey, Prentice Hall, 2012.

VII. Bibliography

Textbooks are supplemented by readings from current professional publications available in UAA consortium library and Loussac Library. Useful information on financial institutions is available on following websites.

http://news.ft.com/home/us
http://online.barrons.com/public/us
http://online.wsj.com/public/us
http://www.amex.com
http://www.businessweek.com
http://www.cbt.com
http://www.federalreserve.gov
http://www.forbes.com
http://www.fortune.com/fortune
http://www.nasdaq.com
http://www.nyse.com
http://www.sec.gov

IX. Instructional Goals and Student Learning Outcomes

A. Instructional Goals **The instructor will:**
1. Discuss the level and determinants of interest rates
2. Discuss the role of depository institutions
3. Discuss the role of non-bank institutions
4. Explain interest rate risks
5. Explain how to analyze credit risks
6. Examine and discuss liquidity risks
7. Analyze capital adequacy requirements
8. Describe securitization of financial assets

B. Student Learning Outcomes **Students will be able to:**	**Assessment Method**
1. Forecast interest rates	Exams, homework, or quizzes
2. Measure the performance of depository institutions	Exams or homework
3. Measure the performance of non-bank institutions	Exams, homework, or quizzes
4. Demonstrate an understanding of interest rate risk	Exams, homework, or quizzes
5. Demonstrate an understanding of credit risk	Exams, homework, or quizzes
6. Demonstrate an understanding of liquidity risk	Exams or homework
7. Analyze capital adequacy requirements	Exams, homework, or quizzes
8. Analyze a securitized asset	Exams, homework, or quizzes

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

1a. School or College	1b. Division	1c. Department
CB CBPP	ADBP Division of Business Programs	BA

2. Complete Program Title/Prefix
Associate of Applied Science, Small Business Administration

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Associate of Applied Science or Graduate: CHOOSE ONE

4. Type of Action:

	PROGRAM	**PREFIX**
	☐ Add	☐ Add
	☒ Change	☐ Change
	☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: Fall/2013 To: /9999

6a. Coordination with Affected Units
Department, School, or College:
Initiator Name (typed): Jeri Rubin
Initiator Signed Initials: _____ Date:_____

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 02/22/2013

6c. Coordination with Library Liaison Date: 02/22/2013

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

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

8. Justification for Action
To add another selective to the options offered

Initiator (faculty only) Date		☐ Approved ☐ Disapproved	Dean/Director of School/College Date
Jeri Rubin Initiator (TYPE NAME)			
☐ Approved ☐ Disapproved	Department Chairperson Date	☐ Approved ☐ Disapproved	Undergraduate/Graduate Academic Board Chairperson Date
☐ Approved ☐ Disapproved	Curriculum Committee Chairperson Date	☐ Approved ☐ Disapproved	Provost or Designee Date

BUSINESS ADMINISTRATION

Edward & Cathryn Rasmuson Hall (RH), Room 203, (907) 786-4100
www.uaa.alaska.edu/cbpp

The Department of Business Administration offers a Bachelor of Business Administration (BBA) degree in Economics, Finance, Global Logistics and Supply Chain Management, Management. and Marketing on the Anchorage campus. A Business Administration minor is also available on the Anchorage campus. Associate and certificate degree programs are offered through the Anchorage campus, as well as UAA's Kenai, Kodiak, and Mat-Su campuses. Those offerings include, an associate of applied science (AAS) degree in small business administration at the Anchorage, Kenai, and Mat- Su campuses; an AAS degree in general business at the Kenai and Kodiak campuses; and a certificate in small business management at the Kenai campus. These professional programs prepare students to meet the challenges of a dynamic and changing business environment. Graduates find job opportunities in Alaska, throughout the United States, and in many foreign countries.

The BBA in Management prepares students for entry-level, general management jobs in corporations, nonprofit organizations, and government; personnel and benefits management; recruitment and career planning services; conflict resolution and arbitration; and management consulting to small business. Furthermore, it prepares students for graduate studies in management.

Students gain knowledge in concepts of organizational theory, design and development in a global context; study of human behaviors and interactions within an organization; the management of human resources of an organization; negotiations, conflict resolutions and arbitrations; strategy formulation for managing the total organization in an ever-changing environment; and the value of ethics and social responsibility.

The BBA in Marketing prepares students for entry-level marketing jobs in corporations and retail organizations, promotion and advertising, purchasing and distribution, market research and sales forecasting, and marketing consulting to small businesses. Furthermore, it prepares students for graduate studies in marketing.

Students gain knowledge in principles of marketing and its essential role in business and society. They learn the process of planning and concept execution; pricing, promotion, and distribution of ideas, goods, and services in local, national and global markets; and designing, executing and analyzing marketing research for sales forecasting. Students learn marketing using focused studies in consumer behavior, international marketing, retail, promotion, and marketing management.

The BBA in Finance prepares students for entry-level financial management jobs in corporations, nonprofit organizations, and financial institutions; financial analysis with brokerage and money management firms; financial planning services; real estate; and financial consulting to small business. Furthermore, it prepares students for graduate studies in finance.

Students gain knowledge about concepts of financial planning, analysis and management in a global context; functions, structures. delivery systems, efficiency and performance of financial markets and institutions; concepts. techniques and strategies of investment in financial and real assets; creation of values for the stockbrokers, stakeholders and society; and the value of financial securities and the enterprise.

Undergraduate Certificate, Small Business Management

Kenai Peninsula College (KPC)
156 College Road, Soldotna, Alaska 99669, (907) 262-0300
www.kpc.alaska.edu

The Small Business Management Certificate program is offered only at Kenai Peninsula College. Advising for this program is only available from the Business faculty at Kenai Peninsula College. Please call (907) 262-0344 for more information.

Graduates of the UAA Small Business Management program will have the ability to:

1. Explain basic accounting reports, cash flow, and budgets;
2. Demonstrate basic supervision skills and identify important human behavioral traits;

3. Describe fundamental marketing functions and strategy, basic selling principles, and necessary interpersonal skills for customer relations;
4. List and explain economics terms and concepts from a macro and micro perspective;
5. Use computers for word processing and spreadsheets for data analysis;
6. Communicate ideas in a variety of modes; and
7. Identify the impact of business from ethical, legal, and social responsibility points of view.

Admission Requirements

Complete university admissions requirements for certificates found in Chapter 7, Academic Standards and Regulations.

General University Requirements

Complete the General University Requirements for Undergraduate Certificates located at the beginning of this chapter.

1. Complete the following communication requirements:

ENGL A111	Methods of Written Communication	3
Select 3 credits from the following:		3
ENGL A211	Academic Writing About Literature (3)	
*ENGL A212	Technical Writing (Recommended) (3)	
ENGL A213	Writing in the Social and Natural Sciences (3)	
ENGL A214	Persuasive Writing (3)	
CIOS A260A	Business Communications (3)	

**Note: ENGL A212 is required for a UAA four-year degree in Business.*

2. Complete the following major requirements:

BA A166	Small Business Management	3
BA A231	Fundamentals of Supervision	3
**ACCT A101	Principles of Financial Accounting I (3)	3
	or	
ACCT A120	Bookkeeping for Business I *(Not offered at KPC)* (3)	
	or	
**ACCT A201	Principles of Financial Accounting *(Not offered at KPC)* (3)	
**ACCT A102	Principles of Financial Accounting II (3)	3
	or	
ACCT A202	Principles of Managerial Accounting (3)	
	or	
ACCT A222	Introduction to Computerized Accounting (3)	

***Students taking ACCT A101 and ACCT A102 cannot use ACCT A201 for credit toward certificate.*

3. Complete 9 credits from the following departments: 9

   ACCT, BA, CIOS, CIS, ECON

   The following are recommended:

   ECON A201 Principles of Macroeconomics (3)

   ECON A202 Principles of Microeconomics (3)

   CIOS A101 (A, B or C) Keyboarding (1-3)
4. Complete 3 elective credits. 3
5. A total of 30 credits is required for the certificate.

FACULTY

Holly Bell, Assistant Professor, hbell@matsu.alaska.edu
Thomas Dalrymple, Assistant Professor, IFTAD@uaa.alaska.edu
Ray Zagorski, Associate Professor, IFRZ@uaa.alaska.edu

Associate of Applied Science, General Business

Kenai Peninsula College (KPC)
156 College Road, Soldotna, Alaska, 99669, (907) 262-0300
www.kpc.alaska.edu

Kodiak College (KOC)
117 Benny Benson Drive, Kodiak, Alaska 99615, (907) 486-1210
www.koc.alaska.edu

Matanuska-Susitna College (MSC)
8295 East College Drive (P.O. Box 2889)
Palmer, Alaska 99645, (907) 745-9774
http://matsu.alaska.edu

This flexible, two-year degree provides a solid business foundation and prepares students for career advancement. It readies graduates to apply principles and skills relating to accounting, management, marketing, finance, economics, and business law to businesses of all sizes. Graduates will be able to practice relevant business skills, meet diverse business needs to achieve organizational goals, start and manage their own small businesses, communicate effectively, and conduct their business affairs with professionalism, integrity, and a spirit of inquiry.

The graduates of the UAA General Business program will have the ability to:

1. Apply the principles and skills relating to accounting, management, and marketing, finance, economics and business law to businesses of all sizes;
2. Practice the business skills relevant to the specific company or industry of their present or future employment;
3. Manage or supervise specialists with consideration for all aspects of business;
4. Integrate the diverse needs of a business to achieve organizational goals;
5. Start and manage their own small businesses;
6. Communicate effectively orally and in writing;
7. Effectively deal with subordinates, superiors, customers, and other stakeholders in professional matters; and
8. Manage their business affairs with professionalism, integrity, and a spirit of inquiry.

Admission Requirements

Complete university admissions requirements for associate degrees found in Chapter 7, Academic Standards and Regulations.

General University Requirements

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter. Of the courses needed to satisfy the General Course Requirements, one must be MATH A105 or higher.

Communication and General Course Requirements

Oral Communications Courses

Select 3 credits from the following:		3
COMM A111	Fundamentals of Oral Communication (3)	
COMM A235	Small Group Communication (3)	
COMM A237	Interpersonal Communication (3)	
COMM A241	Public Speaking (3)	

Written Communication Courses

Select 6 credits from the following:		6
ENGL A111	Methods of Written Communication *(required)* (3)	
ENGL A211	Academic Writing About Literature (3)	
ENGL A212	Technical Writing (3)	
ENGL A213	Writing in the Social and Natural Sciences (3)	
CIOS A260A	Business Communications (3)	

Humanities* Social Sciences, Mathematics, Natural Sciences

Select 6 credits from approved General Course Requirements:		6
MATH A105	Intermediate Algebra or higher level (required) (3)	

and 3 more credits from an approved course

**Note: Any English courses used to satisfy humanities General Course Requirements must be different from the written communications requirement and have a course number higher than ENGL A111.*

Major Requirement Courses

1. Complete the following required courses:

ACCT A101	Principles of Financial Accounting I	3
ACCT A102	Principles of Financial Accounting II	3
ACCT A202	Principles of Managerial Accounting	3
BA A151	Introduction to Business	3
BA A231	Fundamentals of Supervision	3
BA/JUST A241	Business Law I	3
BA A260	Marketing Practices	3
BA A264	Personal Selling	3
CIS A110	Computer Concepts in Business	3
ECON A201	Principles of Macroeconomics	3

2. Major elective courses: 6 credits 6

   Advisor approved courses from the following programs: ACCT, BA, CIS, CS, ECON

3. Electives: 9 credits 9

4. A total of 60 credits is required for the degree.

FACULTY

Thomas Dalrymple, Assistant Professor, IFTAD@uaa.alaska.edu
Kathrynn Hollis-Buchanan, Assistant Professor, khollis@kodiak.alaska.edu
Ray Zagorski, Associate Professor, IFRZ@uaa.alaska.edu
Holly Bell, Assistant Professor, hbell11@matsu.alaska.edu

Associate of Applied Science, Small Business Administration

Admission Requirements

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

General University Requirements

1. Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter. To provide maximum transferability, it is recommended that students consider the Bachelor of Business Administration General Education Requirements and business core requirements when selecting courses to fulfill the Associate of Applied Science General Course Requirements.

Major Requirements

1. Complete the required support courses:

ACCT A101	Principles of Financial Accounting I (3)	3-6
	and	
ACCT A102	Principles of Financial Accounting II (3)	
	or	
ACCT A201	Principles of Financial Accounting (3)	
ACCT A202	Principles of Managerial Accounting	3
CIS A110	Computer Concepts in Business	3
MATH A105	Intermediate Algebra (3)	3-4
	or	
MATH A107	College Algebra (4)	
	or	
MATH A172	Applied Finite Mathematics (3)	

Note: MATH A105 will not satisfy the quantitative skills General Education Requirement for the baccalaureate degree.

2. Complete the required BA core courses:

BA A151	Introduction to Business	3
BA A166	Small Business Management	3
BA A231	Fundamentals of Supervision	3
BA A233	Survey of Finance	3
BA/JUST A241	Business Law I	3
BA A260	Marketing Practices	3
BA A264	Personal Selling	3

3. Complete 9-12 credits of electives from the following: 9-12

BA A131	Personal Finance (3)
BA/JUST A242	Business Law II (3)
BA A266	Retailing Management (3)
BA A273	Introduction to Statistics for Business and Economics (3)
LGOP A110	Logistics, Information Systems and Customer Service (3)
LGOP A120	Warehouse and Inventory Control Operations (3)
LGOP A160	Purchasing and Supply Management (3)

or any 300-level business course provided the prerequisites have been met. All ACCT, BA, CIS, ECON, LGOP, and LOG are considered business courses.*

*Students who may decide to pursue a Bachelor of Business Administration degree can maximize transferability of their credits by taking MATH A107 or MATH A172, BA A273, and any 300-level business course as long as prerequisites have been completed.

4. Students must complete 6 credits selected from Humanities, Mathematics and Natural Sciences, or Social Sciences from the AAS General Course Requirement Classification List, other than BA A151 and MATH A105, or MATH A107/MATH A172.
5. A total of 60 credits is required for the degree.

Note: Students planning to go on to a BBA degree must have a grade of C or better in all business courses.

BUSINESS ADMINISTRATION

Edward & Cathryn Rasmuson Hall (RH), Room 203, (907) 786-4100
www.uaa.alaska.edu/cbpp

The Department of Business Administration offers a Bachelor of Business Administration (BBA) degree in Economics, Finance, Global Logistics and Supply Chain Management, Management. and Marketing on the Anchorage campus. A Business Administration minor is also available on the Anchorage campus. Associate and certificate degree programs are offered through the Anchorage campus, as well as UAA's Kenai, Kodiak, and Mat-Su campuses. Those offerings include, an associate of applied science (AAS) degree in small business administration at the Anchorage, Kenai, and Mat- Su campuses; an AAS degree in general business at the Kenai and Kodiak campuses; and a certificate in small business management at the Kenai campus. These professional programs prepare students to meet the challenges of a dynamic and changing business environment. Graduates find job opportunities in Alaska, throughout the United States, and in many foreign countries.

The BBA in Management prepares students for entry-level, general management jobs in corporations, nonprofit organizations, and government; personnel and benefits management; recruitment and career planning services; conflict resolution and arbitration; and management consulting to small business. Furthermore, it prepares students for graduate studies in management.

Students gain knowledge in concepts of organizational theory, design and development in a global context; study of human behaviors and interactions within an organization; the management of human resources of an organization; negotiations, conflict resolutions and arbitrations; strategy formulation for managing the total organization in an ever-changing environment; and the value of ethics and social responsibility.

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Students gain knowledge in principles of marketing and its essential role in business and society. They learn the process of planning and concept execution; pricing, promotion, and distribution of ideas, goods, and services in local, national and global markets; and designing, executing and analyzing marketing research for sales forecasting. Students learn marketing using focused studies in consumer behavior, international marketing, retail, promotion, and marketing management.

The BBA in Finance prepares students for entry-level financial management jobs in corporations, nonprofit organizations, and financial institutions; financial analysis with brokerage and money management firms; financial planning services; real estate; and financial consulting to small business. Furthermore, it prepares students for graduate studies in finance.

Students gain knowledge about concepts of financial planning, analysis and management in a global context; functions, structures. delivery systems, efficiency and performance of financial markets and institutions; concepts. techniques and strategies of investment in financial and real assets; creation of values for the stockbrokers, stakeholders and society; and the value of financial securities and the enterprise.

Undergraduate Certificate, Small Business Management

Kenai Peninsula College (KPC)
156 College Road, Soldotna, Alaska 99669, (907) 262-0300
www.kpc.alaska.edu

The Small Business Management Certificate program is offered only at Kenai Peninsula College. Advising for this program is only available from the Business faculty at Kenai Peninsula College. Please call (907) 262-0344 for more information.

Graduates of the UAA Small Business Management program will have the ability to:

1. Explain basic accounting reports, cash flow, and budgets;
2. Demonstrate basic supervision skills and identify important human behavioral traits;

3. Describe fundamental marketing functions and strategy, basic selling principles, and necessary interpersonal skills for customer relations;
4. List and explain economics terms and concepts from a macro and micro perspective;
5. Use computers for word processing and spreadsheets for data analysis;
6. Communicate ideas in a variety of modes; and
7. Identify the impact of business from ethical, legal, and social responsibility points of view.

Admission Requirements

Complete university admissions requirements for certificates found in Chapter 7, Academic Standards and Regulations.

General University Requirements

Complete the General University Requirements for Undergraduate Certificates located at the beginning of this chapter.

1. Complete the following communication requirements:

ENGL A111	Methods of Written Communication	3
Select 3 credits from the following:		3
ENGL A211	Academic Writing About Literature (3)	
*ENGL A212	Technical Writing (Recommended) (3)	
ENGL A213	Writing in the Social and Natural Sciences (3)	
ENGL A214	Persuasive Writing (3)	
CIOS A260A	Business Communications (3)	

**Note: ENGL A212 is required for a UAA four-year degree in Business.*

2. Complete the following major requirements:

BA A166	Small Business Management	3
BA A231	Fundamentals of Supervision	3
**ACCT A101	Principles of Financial Accounting I (3)	3
	or	
ACCT A120	Bookkeeping for Business I *(Not offered at KPC)* (3)	
	or	
**ACCT A201	Principles of Financial Accounting *(Not offered at KPC)* (3)	
**ACCT A102	Principles of Financial Accounting II (3)	3
	or	
ACCT A202	Principles of Managerial Accounting (3)	
	or	
ACCT A222	Introduction to Computerized Accounting (3)	

***Students taking ACCT A101 and ACCT A102 cannot use ACCT A201 for credit toward certificate.*

3. Complete 9 credits from the following departments: 9

ACCT, BA, CIOS, CIS, ECON

The following are recommended:

ECON A201	Principles of Macroeconomics (3)
ECON A202	Principles of Microeconomics (3)

CIOS A101 (A, B or C) Keyboarding (1-3)

4. Complete 3 elective credits. 3
5. A total of 30 credits is required for the certificate.

FACULTY

Holly Bell, Assistant Professor, hbell@matsu.alaska.edu
Thomas Dalrymple, Assistant Professor, IFTAD@uaa.alaska.edu
Ray Zagorski, Associate Professor, IFRZ@uaa.alaska.edu

Associate of Applied Science, General Business

Kenai Peninsula College (KPC)
156 College Road, Soldotna, Alaska, 99669, (907) 262-0300
www.kpc.alaska.edu

Kodiak College (KOC)
117 Benny Benson Drive, Kodiak, Alaska 99615, (907) 486-1210
www.koc.alaska.edu

Matanuska-Susitna College (MSC)
8295 East College Drive (P.O. Box 2889)
Palmer, Alaska 99645, (907) 745-9774
http://matsu.alaska.edu

This flexible, two-year degree provides a solid business foundation and prepares students for career advancement. It readies graduates to apply principles and skills relating to accounting, management, marketing, finance, economics, and business law to businesses of all sizes. Graduates will be able to practice relevant business skills, meet diverse business needs to achieve organizational goals, start and manage their own small businesses, communicate effectively, and conduct their business affairs with professionalism, integrity, and a spirit of inquiry.

The graduates of the UAA General Business program will have the ability to:

1. Apply the principles and skills relating to accounting, management, and marketing, finance, economics and business law to businesses of all sizes;
2. Practice the business skills relevant to the specific company or industry of their present or future employment;
3. Manage or supervise specialists with consideration for all aspects of business;
4. Integrate the diverse needs of a business to achieve organizational goals;
5. Start and manage their own small businesses;
6. Communicate effectively orally and in writing;
7. Effectively deal with subordinates, superiors, customers, and other stakeholders in professional matters; and
8. Manage their business affairs with professionalism, integrity, and a spirit of inquiry.

Admission Requirements

Complete university admissions requirements for associate degrees found in Chapter 7, Academic Standards and Regulations.

General University Requirements

1. Complete the General University and the General Course Requirements for Associate of Applied Science Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter. Of the courses needed to satisfy the General Course Requirements, one must be MATH A105 or higher.

Communication and General Course Requirements

Oral Communications Courses

Select 3 credits from the following: 3

COMM A111 Fundamentals of Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A237 Interpersonal Communication (3)
COMM A241 Public Speaking (3)

Written Communication Courses

Select 6 credits from the following:		6
ENGL A111	Methods of Written Communication *(required)* (3)	
ENGL A211	Academic Writing About Literature (3)	
ENGL A212	Technical Writing (3)	
ENGL A213	Writing in the Social and Natural Sciences (3)	
CIOS A260A	Business Communications (3)	

Humanities* Social Sciences, Mathematics, Natural Sciences

Select 6 credits from approved General Course Requirements:		6
MATH A105	Intermediate Algebra or higher level (required) (3)	

and 3 more credits from an approved course

**Note: Any English courses used to satisfy humanities General Course Requirements must be different from the written communications requirement and have a course number higher than ENGL A111.*

Major Requirement Courses

1. Complete the following required courses:

ACCT A101	Principles of Financial Accounting I	3
ACCT A102	Principles of Financial Accounting II	3
ACCT A202	Principles of Managerial Accounting	3
BA A151	Introduction to Business	3
BA A231	Fundamentals of Supervision	3
BA/JUST A241	Business Law I	3
BA A260	Marketing Practices	3
BA A264	Personal Selling	3
CIS A110	Computer Concepts in Business	3
ECON A201	Principles of Macroeconomics	3

2. Major elective courses: 6 credits 6

   Advisor approved courses from the following programs:
   ACCT, BA, CIS, CS, ECON

3. Electives: 9 credits 9

4. A total of 60 credits is required for the degree.

FACULTY

Thomas Dalrymple, Assistant Professor, IFTAD@uaa.alaska.edu
Kathrynn Hollis-Buchanan, Assistant Professor, khollis@kodiak.alaska.edu
Ray Zagorski, Associate Professor, IFRZ@uaa.alaska.edu
Holly Bell, Assistant Professor, hbell11@matsu.alaska.edu

Associate of Applied Science, Small Business Administration

Admission Requirements

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

General University Requirements

1. Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Course Requirements (15 credits) located at the beginning of this chapter. To provide maximum transferability, it is recommended that students consider the Bachelor of Business Administration General Education Requirements and business core requirements when selecting courses to fulfill the Associate of Applied Science General Course Requirements.

Major Requirements

1. Complete the required support courses:

ACCT A101	Principles of Financial Accounting I (3)	3-6
	and	
ACCT A102	Principles of Financial Accounting II (3)	
	or	
ACCT A201	Principles of Financial Accounting (3)	
ACCT A202	Principles of Managerial Accounting	3
CIS A110	Computer Concepts in Business	3
MATH A105	Intermediate Algebra (3)	3-4
	or	
MATH A107	College Algebra (4)	
	or	
MATH A172	Applied Finite Mathematics (3)	

Note: MATH A105 will not satisfy the quantitative skills General Education Requirement for the baccalaureate degree.

2. Complete the required BA core courses:

BA A151	Introduction to Business	3
BA A166	Small Business Management	3
BA A231	Fundamentals of Supervision	3
BA A233	Survey of Finance	3
BA/JUST A241	Business Law I	3
BA A260	Marketing Practices	3
BA A264	Personal Selling	3

3. Complete 9-12 credits of electives from the following: 9-12

BA A131	Personal Finance (3)
BA/JUST A242	Business Law II (3)
BA A266	Retailing Management (3)
BA A273	Introduction to Statistics for Business and Economics (3)
LGOP A110	Logistics, Information Systems and Customer Service (3)
LGOP A120	Warehouse and Inventory Control Operations (3)
LGOP A160	Purchasing and Supply Management (3)

or any 300-level business course provided the prerequisites have been met. All ACCT, BA, CIS, ECON, LGOP, and LOG are considered business courses.*

*Students who may decide to pursue a Bachelor of Business Administration degree can maximize transferability of their credits by taking MATH A107 or MATH A172, BA A273, and any 300-level business course as long as prerequisites have been completed.

Comment [J1]: Add BA A266 Retailing Management

4. Students must complete 6 credits selected from Humanities, Mathematics and Natural Sciences, or Social Sciences from the AAS General Course Requirement Classification List, other than BA A151 and MATH A105, or MATH A107/MATH A172.
5. A total of 60 credits is required for the degree.

Note: Students planning to go on to a BBA degree must have a grade of C or better in all business courses.

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

1a. School or College	1b. Department
CH College of Health	Medical Laboratory Science

2. Complete Program Title/Prefix
BS: Medical Laboratory Science/MEDT

3. Type of Program

Choose one from the appropriate drop down menu: Undergraduate: Bachelor of Science or Graduate: CHOOSE ONE

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

4. Type of Action:

PROGRAM	PREFIX
☐ Add	☐ Add
☒ Change	☐ Change
☐ Delete	☐ Inactivate

5. Implementation Date (semester/year)
From: Fall/2013 To: /9999

6a. Coordination with Affected Units Department, School, or College: Philosopy Department, CAS

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

6b. Coordination Email submitted to Faculty Listserv (uaa-faculty@lists.uaa.alaska.edu) Date: 02/4/2013

6c. Coordination with Library Liaison Date: 02/04/2013

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

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

8. Justification for Action
Support courses have been changed to PHIL A302 or PHIL A305. Both courses provide the student with the knowledge of ethics required for the profession. Immunization requirements have been revised to include changes required by clinical affiliates.

Initiator (faculty only) Date	☐ Approved ☐ Disapproved Dean/Director of School/College Date
Heidi Mannion Initiator (TYPE NAME)	
☐ Approved ☐ Disapproved Department Chair Date	☐ Approved ☐ Disapproved Undergraduate/Graduate Academic Board Chair Date
☐ Approved ☐ Disapproved College/School Curriculum Committee Chair Date	☐ Approved ☐ Disapproved Provost or Designee Date

FACULTY

Jean Thompson, Term Assistant Professor, jathompson7@uaa.alaska.edu
Pam Ventgen, Term Assistant Professor, pkuentgen@uaa.alaska.edu
Robin Wahto, Director, Professor, rjwahto@uaa.alaska.edu

MEDICAL LABORATORY SCIENCE

Allied Health Sciences Building (AHS) Room 169, (907) 786-4930,
www.uaa.alaska.edu/alliedhealth/academics/medlab

The mission of the Medical Laboratory Science Department is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the department's mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession.

The Medical Laboratory Science Department has a strong commitment to the career ladder approach to higher education. With career ladder programs, the students enrolled in the Bachelor of Science have an option to gain phlebotomy certification in one year and medical laboratory technician certification in two years as they pursue a bachelor's degree. The AAS graduates who wish to obtain a bachelor's degree in Medical Laboratory Science may "career ladder" without loss of credit.

General admission requirements for all students entering programs offered by the Medical Laboratory Science Department include:

1. Complete the Medical Laboratory Science program application.
2. Read and sign the Essential Requirements for Enrollment.
3. High school diploma or GED equivalency.
4. Documentation of the following prior to enrollment in either MEDT A101 or MEDT A132:
    - Immunity to rubella, rubeola, mumps and chicken pox confirmed by titer or current immunization.
    - Immunity to hepatitis A and hepatitis B. Students must have started the immunization series prior to enrolling in the courses.
    - Proof of one dose of Tdap as an adult followed by Td booster every ten years thereafter.
    - Freedom from active tuberculosis, demonstrated by initial 2-step PPD followed by annual PPD. If PPD is positive, proof of negative chest x-ray is required.
5. Documentation of the following prior to enrolling in a practicum (MEDT A195A, MEDT A195B, MEDT A395 or MEDT A495):
    - Influenza immunization for students enrolling in clinical practicums during flu season.
    - Criminal background check within six months prior to start of practicum; some facilities also require drug screening.
    - Personal medical insurance.

Additional admission requirements are listed under program descriptions.

The Medical Laboratory Science Department assumes no responsibility for illness or injuries experienced by students in conjunction with student labs. It is strongly recommended that students maintain personal medical insurance while enrolled in any of the programs offered by the Medical Laboratory Science Department. Students enrolled in practicum (MEDT A195A, MEDT A195B, MEDT A395 or MEDT A495) must provide their own transportation to the clinical facility. Personal protective equipment is provided by the training facility. The clinical facilities require proof of medical insurance coverage; therefore, students are required to maintain personal medical insurance while enrolled in practicum courses. Medical insurance is available through the Student Health and Counseling Center. Liability insurance is purchased by the Medical Laboratory Science Department to cover the student's practicum. The occupational endorsement certificate, AAS, and BS degrees are not contingent upon the students passing any type of external certification or licensure examination.

The AAS in Medical Laboratory Technology and the BS in Medical Laboratory Science programs are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880. NAACLS is recognized by the United States Department of Education and by the Council for Higher Education.

Advising

All students are encouraged to meet with their academic advisor each semester for the purpose of reviewing their academic progress and planning future courses. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

Honors in Medical Laboratory Science

Students majoring in Medical Laboratory Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for a BS in Medical Laboratory Science.
2. Earn a grade point average of 3.5 or higher in courses applicable to the degree requirements. Only UAA and transfer courses taken within the last seven years will be included in the GPA for departmental honors.
3. Obtain approval to enroll in the Honors Elective from the Program Director.
4. Pass the Honors Elective course, MEDT A402, Medical Laboratory Science Honors: Quality Assessment Project.

Occupational Endorsement Certificate, Phlebotomist

Phlebotomists obtain blood and other samples for laboratory testing. They establish professional relationships with their patients, collect and prepare specimens, maintain collection areas and equipment, and perform record keeping duties. Students are eligible to sit for national certification examinations in phlebotomy after completion of MEDT A195A.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who:

- Select the appropriate site and demonstrate the proper technique for collecting, handling, and processing blood and non-blood specimens.
- Demonstrate professional conduct, stress management, interpersonal, and communication skills with patients, peers, other health care personnel, and the public, recognizing possible legal implications.
- Recognize and adhere to infection control and safety policies and procedures.
- Demonstrate an understanding of test requisitioning.
- Identify factors that affect specimen collection procedures and test results, and take appropriate actions within predetermined limits when applicable.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
- Perform point-of-care testing according to standard operating procedures.

Certificate Requirements

1. Complete the Occupational Endorsement Admission Requirements in Chapter 7, Academic Standards and Regulations.
2. Complete the General Admissions Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. The Phlebotomist Occupational Endorsement Certificate is offered on campus and by distance delivery. Distance students must contact the Medical Laboratory Science Department to arrange for a mentor and clinical training facility prior to enrolling in any of the courses.
4. Students must earn a minimum grade of C or P in the following courses:

MEDT A101	Phlebotomy Procedures	3
MEDT A110	Specimen Processing	3

MEDT A195A	Phlebotomy Practicum	3

5. A total of 9 credits is required for the OEC.

Occupational Endorsement Certificate, Clinical Assistant

Clinical assistants perform basic laboratory testing in medical laboratories, working under the supervision of a medical laboratory scientist, medical laboratory technician, or pathologist. A clinical assistant collects and processes blood specimens and performs waived testing procedures in chemistry, hematology, microbiology, and urinalysis.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who have met the educational outcomes for the Phlebotomist OEC and who:

- Perform waived testing according to standard operating procedures.
- Monitor quality control within predetermined limits.
- Select both appropriate media for inoculation of clinical specimens and incubations conditions based on the culture requirements for the potential pathogens.

Certificate Requirements

1. Complete the Occupational Endorsement Certificate Admission Requirements at the beginning of Chapter 7, Academic Standards and Regulations.
2. Complete the General Admissions Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. The Clinical Assistant Occupational Endorsement Certificate is offered on campus and by distance delivery. Distance students must contact the Medical Laboratory Science Department to arrange for a mentor and clinical training facility prior to enrolling in any of the courses.
4. Students must earn a minimum grade of C or P in the following courses:

MEDT A101	Phlebotomy Procedures	3
MEDT A105	Microbiology for Clinical Assistants	3
MEDT A106	Waived Testing	4
MEDT A110	Specimen Processing	3
MEDT A195A	Phlebotomy Practicum	3
MEDT A195B	Clinical Assistant Practicum	4

5. A total of 20 credits is required for the OEC.

Associate of Applied Science, Medical Laboratory Technology

The National Accrediting Agency for Clinical Laboratory Sciences provides the following description: At career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics) as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communication skills will extend to frequent interactions with members of the health care team, external relations, customer service and patient education. The level of analysis ranges from waived and point-of-care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the above areas of professional practice. Graduates are eligible to sit for national certification examinations in medical laboratory technology after completing the program.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who:

- Demonstrate entry-level competencies for medical laboratory technicians in the following disciplines: hematology, chemistry, immunology, blood bank, urine and body fluid analysis, microbiology, and laboratory operations.
- Demonstrate professional behavior including sound work ethics, cultural responsiveness, and appearance while interacting with patients and healthcare professionals.
- Demonstrate continuing competency through certification maintenance.
- Demonstrate a commitment to the laboratory profession through active involvement in a professional organization.

Admission Requirements

1. Complete the Associate's Degree Programs Admission Requirements at the beginning of Chapter 7, Academic Standards and Regulations.
2. Complete the General Admissions Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. Meet with academic advisor regarding application, program admission, and development of a program of study.

Academic Progress

In order to progress within the Associate of Applied Science in Medical Laboratory Technology program, students must earn a minimum grade of C or P in all Medical Laboratory Science (MEDT) courses required for the degree and demonstrate professional behavior as defined by the "Medical Laboratory Science Department Core Abilities" and associated behavior criteria. Satisfactory progress is demonstrated by exhibiting Developing Level Criteria by the end of the second year (assessed by core faculty), and Entry Level Criteria by the end of the clinical practicum (assessed by clinical instructors). Students must receive a score of 3 or higher on the Developing Level Criteria in order to progress in the program and demonstrate the Critical Core Abilities during clinical practicum in order to graduate from the program. Students who are unable to earn an acceptable grade in the MEDT courses during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

When the number of students admitted to the program exceeds the number that can be accommodated in the clinical practicum, students are placed on an alternate list and informed they can complete their practicum should space become available, or they are given preference for a subsequent semester. Students receive a letter stating they are an alternate; they sign and return the letter acknowledging alternate status.

Degree Requirements

1. Complete the General University Requirements for Associate of Applied Science Degrees found at the beginning of this chapter.
2. Complete the General Course Requirements for Associate of Applied Science degrees found at the beginning of this chapter. In the Medical Laboratory Technology program, the required support courses meet the AAS General Course Requirements.
3. Complete the Required Support Courses and the Major Requirements listed below.

Required Support Courses

Complete all 21 credits of support courses for the Medical Laboratory Technology major with a minimum grade of C.

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
CHEM A103/L	Survey of Chemistry with Laboratory	4
CHEM A104	Introduction to Organic Chemistry and Biochemistry	3
CIS A105	Introduction to Personal Computers and Application Software (3)	3
	or	
CIS A110	Computer Concepts in Business (3)	

ENGL A212	Technical Writing (3)	3
	or	
ENGL A213	Writing in the Social and Natural Sciences (3)	

Major Requirements

1. Complete the following major courses with a minimum grade of C or P (43-44 credits):

MEDT A132	Introduction to Laboratory Medicine (3)	3/4
	or	
MEDT A101	Phlebotomy Procedures (3)	
	and	
MEDT A133	Basic Techniques in Laboratory Medicine (1)	
MEDT A202	Clinical Chemistry	6
MEDT A203	Clinical Microbiology	6
MEDT A204	Hematology and Coagulation	6
MEDT A206	Immunology and Blood Banking	6
MEDT A208	Urine and Body Fluid Analysis	3
MEDT A250	Cultural Diversity in Health Care	1
MEDT A395	Medical Laboratory Technology Practicum	12

2. A total of 70-71 credits is required for the degree.

Bachelor of Science, Medical Laboratory Science

Medical Laboratory Scientist

The National Accrediting Agency for Clinical Laboratory Sciences provides the following description: At career entry, the medical laboratory scientist will be proficient in performing clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, and molecular and other emerging diagnostics, and will be able to play a role in the development and evaluation of test systems and interpretive algorithms. The graduates will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/ performance improvement. They will also possess basic knowledge, skills and relevant experience in:

- Communications to enable consultative interactions with members of the health care team, external relations, customer service and patient education;
- Financial operations, marketing and human resource management of the clinical laboratory to enable cost-effective, high quality, value-added laboratory services;
- Information management to enable effective, timely, accurate and cost-effective reporting of laboratory-generated information and;
- Research design/practice sufficient to evaluate published studies as an informed consumer.

Upon graduation and initial employment, the medical laboratory scientist should be able to demonstrate entry-level competencies in the above areas of professional practice. Graduates are eligible to sit for national certification examinations in medical laboratory science after completion of the program.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who:

- Demonstrate entry-level competencies for medical laboratory scientists in the following disciplines: hematology, chemistry, immunology, blood bank, urine and body fluid analysis, microbiology, and laboratory operations.
- Demonstrate professional behavior including sound work ethics, cultural responsiveness and appearance while interacting with patients and health care professionals.
- Evaluate published studies as an informed consumer.
- Demonstrate continuing competency by certification maintenance.

- Use educator skills to create and deliver an instructional unit.
- Use laboratory management skills to plan, organize, staff and cost out a new clinical laboratory service.
- Demonstrate a commitment to the laboratory profession through active involvement in a professional organization.

Admission Requirements

1. Complete the Baccalaureate Degree Programs Admission Requirements in Chapter 7, Academic Standards and Regulations.
2. Complete the General Admission Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. Meet with academic advisor regarding application, program admission, and development of a program of study.

Academic Progress

In order to progress within the Bachelor of Science Medical Laboratory Science program, students must earn a minimum grade of C or P in all Medical Laboratory Science courses required for the degree and demonstrate professional behavior as defined by the "Medical Laboratory Science Department Core Abilities" and associated behavior criteria. Satisfactory progress is demonstrated by exhibiting Developing Level Criteria by the end of the second year (assessed by core faculty), and Entry Level Criteria by the end of the Medical Laboratory Science Practicum (assessed by clinical instructors). Students must receive a score of 3 or higher on the Developing Level Criteria in order to progress in the program and demonstrate the Critical Core Abilities during clinical practicum in order to graduate from the program. Students who are unable to earn an acceptable grade in the MEDT courses during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available-basis.

When the number of students admitted to the program exceeds the number that can be accommodated in the clinical practicum, students are placed on an alternate list and informed they can complete their practicum should space become available, or they are given preference for a subsequent semester. Students receive a letter stating they are an alternate; they sign and return the letter acknowledging alternate status.

Degree Requirements

1. Complete the General University Requirements for Baccalaureate Degrees listed at the beginning of this chapter.
2. Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the Medical Laboratory Science program, the required support courses meet the Quantitative Skills and Natural Science Requirements.
3. Complete the Required Support Courses and Major Requirements listed below.

Required Support Courses

Complete all 31-36 credits of support courses for the Medical Laboratory Science major with a minimum grade of C.

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
CHEM A103	Survey of Chemistry (3) *and*	4
CHEM A103L	Survey of Chemistry Laboratory (1)	
	or	
CHEM A105	General Chemistry I (3) *and*	
CHEM A105L	General Chemistry I Laboratory (1)	
CHEM A104	Introduction to Organic Chemistry	4/7
	and Biochemistry (3) *and*	
CHEM A104L	Introduction to Organic Chemistry	
	and Biochemistry Laboratory (1)	
	or	
CHEM A106	General Chemistry II (3) *and*	
CHEM A106L	General Chemistry II Laboratory (1)	
	and	
CHEM A321	Organic Chemistry I (3)	

CIS A110	Computer Concepts in Business	3
ENGL A212	Technical Writing (3)	3
	or	
ENGL A213	Writing in the Social and Natural Sciences (3)	
MATH A107	College Algebra (or any MATH course for which MATH A107 is a prerequisite)	4/3
PHIL A302	Biomedical Ethics (3)	3
	or	
PHIL A305	Professional Ethics (3)	
STAT A252	Elementary Statistics (3)	3/4
	or	
STAT A253	Applied Statistics for the Sciences (or any STAT course for which STAT A252 or STAT A253 is a prerequisite) (4)	

Major Requirements

1. Complete the following major courses with a minimum grade of C or P (71-72 credits):

MEDT A132	Introduction to Laboratory Medicine (3)	3/4
	or	
MEDT A101	Phlebotomy Procedures (3)	
	and	
MEDT A133	Basic Techniques in Laboratory Medicine (1)	
MEDT A202	Clinical Chemistry	6
MEDT A203	Clinical Microbiology	6
MEDT A204	Hematology and Coagulation	6
MEDT A206	Immunology and Blood Banking	6
MEDT A208	Urine and Body Fluid Analysis	3
MEDT A250	Cultural Diversity in Health Care	1
MEDT A301	Clinical Molecular Biology	4
MEDT A302	Clinical Laboratory Education and Management	4
MEDT A303	Advanced Clinical Microbiology	6
MEDT A401	Introduction to Research	2
MEDT A495	Medical Laboratory Science Practicum (12)	24
	or	
MEDT A395	Medical Laboratory Technology Practicum (12)	
	and	
MEDT A495	Medical Laboratory Science Practicum (12)	

2. A total of 120-129 credits is required for the degree, of which 42 credits must be upper division.

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MEDICAL LABORATORY SCIENCE

Allied Health Sciences Building (AHS) Room 169, (907) 786-4930,
www.uaa.alaska.edu/alliedhealth/academics/medlab

The mission of the Medical Laboratory Science Department is to graduate competent and ethical clinical laboratory professionals with the knowledge and the skills for career entry. It is also the department's mission to prepare graduates for leadership roles in the clinical laboratory and professional organizations and to instill an understanding of the need for maintaining continuing competency in a rapidly changing and dynamic profession.

The Medical Laboratory Science Department has a strong commitment to the career ladder approach to higher education. With career ladder programs, the students enrolled in the Bachelor of Science have an option to gain phlebotomy certification in one year and medical laboratory technician certification in two years as they pursue a bachelor's degree. The AAS graduates who wish to obtain a bachelor's degree in Medical Laboratory Science may "career ladder" without loss of credit.

General admission requirements for all students entering programs offered by the Medical Laboratory Science Department include:

1. Complete the Medical Laboratory Science program application.
2. Read and sign the Essential Requirements for Enrollment.
3. High school diploma or GED equivalency.
4. Documentation of the following prior to enrollment in either MEDT A101 or MEDT A132:
   - Immunity to rubella, rubeola, mumps and chicken pox confirmed by titer or current immunization.
   - Immunity to hepatitis A and hepatitis B. Students must have started the immunization series prior to enrolling in the courses.
   - ~~Tetanus/diphtheria/pertussis (~~Proof of one dose of Tdap as an adult followed by Td booster~~)~~ every ten years thereafter ~~vaccination within the past 10 years.~~
   - Freedom from active tuberculosis, demonstrated by initial 2-step PPD followed by annual PPD. If PPD is positive, proof of negative chest x-ray is required.~~documented annually by negative PPD skin test or by health examination by a nurse practitioner, physician or physician's assistant.~~
5. Documentation of the following prior to enrolling in a practicum (MEDT A195A, MEDT A195B, MEDT A395 or MEDT A495):
   - ~~Computer competency.~~ Influenza immunization for students enrolling in clinical practicums during flu season.
   - Criminal ~~B~~background check within six months prior to start of practicum; some facilities also require drug screening.~~.~~
   - Personal medical insurance.

Additional admission requirements are listed under program descriptions.

The Medical Laboratory Science Department assumes no responsibility for illness or injuries experienced by students in conjunction with student labs. It is strongly recommended that students maintain personal medical insurance while enrolled in any of the programs offered by the Medical Laboratory Science Department. Students enrolled in practicum (MEDT A195A, MEDT A195B, MEDT A395 or MEDT A495) must provide their own transportation to the clinical facility. Personal protective equipment is provided by the training facility. The clinical facilities require proof of medical insurance coverage; therefore, students are required to maintain personal medical insurance while enrolled in practicum courses. Medical insurance is available through the Student Health and Counseling Center. Liability insurance is purchased by the Medical Laboratory Science Department to cover the student's practicum. The occupational endorsement certificate, AAS, and BS degrees are not contingent upon the students passing any type of external certification or licensure examination.

The AAS in Medical Laboratory Technology and the BS in Medical Laboratory Science programs are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880. NAACLS is recognized by the United States Department of Education and by the Council for Higher Education.

Advising

All students are encouraged to meet with their academic advisor each semester for the purpose of reviewing their academic progress and planning future courses. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

Honors in Medical Laboratory Science

Students majoring in Medical Laboratory Science are eligible to graduate with departmental honors by satisfying the following requirements:

1. Meet the requirements for a BS in Medical Laboratory Science.
2. Earn a grade point average of 3.5 or higher in courses applicable to the degree requirements. Only UAA and transfer courses taken within the last seven years will be included in the GPA for departmental honors.
3. Obtain approval to enroll in the Honors Elective from the Program Director.
4. Pass the Honors Elective course, MEDT A402, Medical Laboratory Science Honors: Quality Assessment Project.

Occupational Endorsement Certificate, Phlebotomist

Phlebotomists obtain blood and other samples for laboratory testing. They establish professional relationships with their patients, collect and prepare specimens, maintain collection areas and equipment, and perform record keeping duties. Students are eligible to sit for national certification examinations in phlebotomy after completion of MEDT A195A.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who:

- Select the appropriate site and demonstrate the proper technique for collecting, handling, and processing blood and non-blood specimens.
- Demonstrate professional conduct, stress management, interpersonal, and communication skills with patients, peers, other health care personnel, and the public, recognizing possible legal implications.
- Recognize and adhere to infection control and safety policies and procedures.
- Demonstrate an understanding of test requisitioning.
- Identify factors that affect specimen collection procedures and test results, and take appropriate actions within predetermined limits when applicable.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.
- Perform point-of-care testing according to standard operating procedures.

Certificate Requirements

1. Complete the Occupational Endorsement Admission Requirements in Chapter 7, Academic Standards and Regulations.
2. Complete the General Admissions Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. The Phlebotomist Occupational Endorsement Certificate is offered on campus and by distance delivery. Distance students must contact the Medical Laboratory Science Department to arrange for a mentor and clinical training facility prior to enrolling in any of the courses.
4. Students must earn a minimum grade of C or P in the following courses:

MEDT A101	Phlebotomy Procedures	3
MEDT A110	Specimen Processing	3

MEDT A195A	Phlebotomy Practicum	3

5. A total of 9 credits is required for the OEC.

Occupational Endorsement Certificate, Clinical Assistant

Clinical assistants perform basic laboratory testing in medical laboratories, working under the supervision of a medical laboratory scientist, medical laboratory technician, or pathologist. A clinical assistant collects and processes blood specimens and performs waived testing procedures in chemistry, hematology, microbiology, and urinalysis.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who have met the educational outcomes for the Phlebotomist OEC and who:

- Perform waived testing according to standard operating procedures.
- Monitor quality control within predetermined limits.
- Select both appropriate media for inoculation of clinical specimens and incubations conditions based on the culture requirements for the potential pathogens.

Certificate Requirements

1. Complete the Occupational Endorsement Certificate Admission Requirements at the beginning of Chapter 7, Academic Standards and Regulations.
2. Complete the General Admissions Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. The Clinical Assistant Occupational Endorsement Certificate is offered on campus and by distance delivery. Distance students must contact the Medical Laboratory Science Department to arrange for a mentor and clinical training facility prior to enrolling in any of the courses.
4. Students must earn a minimum grade of C or P in the following courses:

MEDT A101	Phlebotomy Procedures	3
MEDT A105	Microbiology for Clinical Assistants	3
MEDT A106	Waived Testing	4
MEDT A110	Specimen Processing	3
MEDT A195A	Phlebotomy Practicum	3
MEDT A195B	Clinical Assistant Practicum	4

5. A total of 20 credits is required for the OEC.

Associate of Applied Science, Medical Laboratory Technology

The National Accrediting Agency for Clinical Laboratory Sciences provides the following description: At career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics) as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communication skills will extend to frequent interactions with members of the health care team, external relations, customer service and patient education. The level of analysis ranges from waived and point-of-care testing to complex testing encompassing all major areas of the clinical laboratory. The medical laboratory technician will have diverse functions in areas of pre-analytical, analytical, and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

Upon graduation and initial employment, the medical laboratory technician should be able to demonstrate entry-level competencies in the above areas of professional practice. Graduates are eligible to sit for national certification examinations in medical laboratory technology after completing the program.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who:

- Demonstrate entry-level competencies for medical laboratory technicians in the following disciplines: hematology, chemistry, immunology, blood bank, urine and body fluid analysis, microbiology, and laboratory operations.
- Demonstrate professional behavior including sound work ethics, cultural responsiveness, and appearance while interacting with patients and healthcare professionals.
- Demonstrate continuing competency through certification maintenance.
- Demonstrate a commitment to the laboratory profession through active involvement in a professional organization.

Admission Requirements

1. Complete the Associate's Degree Programs Admission Requirements at the beginning of Chapter 7, Academic Standards and Regulations.
2. Complete the General Admissions Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. Meet with academic ~~the Medical Laboratory Science program~~ advisor regarding application, program admission, and development of a program of study.

Academic Progress

In order to progress within the Associate of Applied Science in Medical Laboratory Technology program, students must earn a minimum grade of C or P in all Medical Laboratory Science (MEDT) courses required for the degree and demonstrate professional behavior as defined by the "Medical Laboratory Science Department Core Abilities" and associated behavior criteria. Satisfactory progress is demonstrated by exhibiting Developing Level Criteria by the end of the second year (assessed by core faculty), and Entry Level Criteria by the end of the clinical practicum (assessed by clinical instructors). Students must receive a score of 3 or higher on the Developing Level Criteria in order to progress in the program and demonstrate the Critical Core Abilities during clinical practicum in order to graduate from the program. Students who are unable to earn an acceptable grade in the MEDT courses during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available basis.

When the number of students admitted to the program exceeds the number that can be accommodated in the clinical practicum, students are placed on an alternate list and informed they can complete their practicum should space become available, or they are given preference for a subsequent semester. Students receive a letter stating they are an alternate; they sign and return the letter acknowledging alternate status.

Degree Requirements

1. Complete the General University Requirements for Associate of Applied Science Degrees found at the beginning of this chapter.
2. Complete the General Course Requirements for Associate of Applied Science degrees found at the beginning of this chapter. In the Medical Laboratory Technology program, the required support courses meet the AAS General Course Requirements.
3. Complete the Required Support Courses and the Major Requirements listed below.

Required Support Courses

Complete all 21 credits of support courses for the Medical Laboratory Technology major with a minimum grade of C.

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
CHEM A103/L	Survey of Chemistry with Laboratory	4
CHEM A104	Introduction to Organic Chemistry and Biochemistry	3
CIS A105	Introduction to Personal Computers and Application Software (3) or	3

CIS A110	Computer Concepts in Business (3)	
ENGL A212	Technical Writing (3)	3
	or	
ENGL A213	Writing in the Social and Natural Sciences (3)	

Major Requirements

1. Complete the following major courses with a minimum grade of C or P (43-44 credits):

MEDT A132	Introduction to Laboratory Medicine (3)	3/4
	or	
MEDT A101	Phlebotomy Procedures (3)	
	and	
MEDT A133	Basic Techniques in Laboratory Medicine (1)	
MEDT A202	Clinical Chemistry	6
MEDT A203	Clinical Microbiology	6
MEDT A204	Hematology and Coagulation	6
MEDT A206	Immunology and Blood Banking	6
MEDT A208	Urine and Body Fluid Analysis	3
MEDT A250	Cultural Diversity in Health Care	1
MEDT A395	Medical Laboratory Technology Practicum	12

2. A total of 70-71 credits is required for the degree.

Bachelor of Science, Medical Laboratory Science

Medical Laboratory Scientist

The National Accrediting Agency for Clinical Laboratory Sciences provides the following description: At career entry, the medical laboratory scientist will be proficient in performing clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, and molecular and other emerging diagnostics, and will be able to play a role in the development and evaluation of test systems and interpretive algorithms. The graduates will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/ performance improvement. They will also possess basic knowledge, skills and relevant experience in:

- Communications to enable consultative interactions with members of the health care team, external relations, customer service and patient education;
- Financial operations, marketing and human resource management of the clinical laboratory to enable cost-effective, high quality, value-added laboratory services;
- Information management to enable effective, timely, accurate and cost-effective reporting of laboratory-generated information and;
- Research design/practice sufficient to evaluate published studies as an informed consumer.

Upon graduation and initial employment, the medical laboratory scientist should be able to demonstrate entry-level competencies in the above areas of professional practice. Graduates are eligible to sit for national certification examinations in medical laboratory science after completion of the program.

Student Learning Outcomes

The specific educational outcomes for the program are to produce graduates who:

- Demonstrate entry-level competencies for medical laboratory scientists in the following disciplines: hematology, chemistry, immunology, blood bank, urine and body fluid analysis, microbiology, and laboratory operations.
- Demonstrate professional behavior including sound work ethics, cultural responsiveness and appearance while interacting with patients and health care professionals.
- Evaluate published studies as an informed consumer.

- Demonstrate continuing competency by certification maintenance.
- Use educator skills to create and deliver an instructional unit.
- Use laboratory management skills to plan, organize, staff and cost out a new clinical laboratory service.
- Demonstrate a commitment to the laboratory profession through active involvement in a professional organization.

Admission Requirements

1. Complete the Baccalaureate Degree Programs Admission Requirements in Chapter 7, Academic Standards and Regulations.
2. Complete the General Admission Requirements for all programs in the Medical Laboratory Science Department that are listed at the beginning of this section.
3. Meet with ~~the~~ academic ~~Medical Laboratory Science program~~ advisor regarding application, program admission, and development of a program of study.

Academic Progress

In order to progress within the Bachelor of Science Medical Laboratory Science program, students must earn a minimum grade of C or P in all Medical Laboratory Science courses required for the degree and demonstrate professional behavior as defined by the "Medical Laboratory Science Department Core Abilities" and associated behavior criteria. Satisfactory progress is demonstrated by exhibiting Developing Level Criteria by the end of the second year (assessed by core faculty), and Entry Level Criteria by the end of the Medical Laboratory Science Practicum (assessed by clinical instructors). Students must receive a score of 3 or higher on the Developing Level Criteria in order to progress in the program and demonstrate the Critical Core Abilities during clinical practicum in order to graduate from the program. Students who are unable to earn an acceptable grade in the MEDT courses during their initial enrollment may attempt to earn a satisfactory grade one additional time on a space available-basis.

When the number of students admitted to the program exceeds the number that can be accommodated in the clinical practicum, students are placed on an alternate list and informed they can complete their practicum should space become available, or they are given preference for a subsequent semester. Students receive a letter stating they are an alternate; they sign and return the letter acknowledging alternate status.

Degree Requirements

1. Complete the General University Requirements for Baccalaureate Degrees listed at the beginning of this chapter.
2. Complete the General Education Requirements for Baccalaureate Degrees listed at the beginning of this chapter. In the Medical Laboratory Science program, the required support courses meet the Quantitative Skills and Natural Science Requirements.
3. Complete the Required Support Courses and Major Requirements listed below.

Required Support Courses

Complete all 31-36 credits of support courses for the Medical Laboratory Science major with a minimum grade of C.

BIOL A111	Human Anatomy and Physiology I	4
BIOL A112	Human Anatomy and Physiology II	4
CHEM A103	Survey of Chemistry (3) *and*	4
CHEM A103L	Survey of Chemistry Laboratory (1)	
	or	
CHEM A105	General Chemistry I (3) *and*	
CHEM A105L	General Chemistry I Laboratory (1)	
CHEM A104	Introduction to Organic Chemistry and Biochemistry (3) *and*	4/7
CHEM A104L	Introduction to Organic Chemistry and Biochemistry Laboratory (1)	
	or	
CHEM A106	General Chemistry II (3) *and*	
CHEM A106L	General Chemistry II Laboratory (1)	

	and	
CHEM A321	Organic Chemistry I (3)	
CIS A110	Computer Concepts in Business	3
ENGL A212	Technical Writing (3)	3
	or	
ENGL A213	Writing in the Social and Natural Sciences (3)	
MATH A107	College Algebra (or any MATH course for which MATH A107 is a prerequisite)	4/3
PHIL A302	Biomedical Ethics (3)	3
	or	
PHIL A305	Professional Ethics (3)	
STAT A252	Elementary Statistics (3)	3/4
	or	
STAT A253	Applied Statistics for the Sciences (or any STAT course for which STAT A252 or STAT A253 is a prerequisite) (4)	

Major Requirements

1. Complete the following major courses with a minimum grade of C or P (71-72 credits):

MEDT A132	Introduction to Laboratory Medicine (3)	3/~~-~~4
	or	
MEDT A101	Phlebotomy Procedures (3)	~~4~~
	and	
MEDT A133	Basic Techniques in Laboratory Medicine (1)	
MEDT A202	Clinical Chemistry	6
MEDT A203	Clinical Microbiology	6
MEDT A204	Hematology and Coagulation	6
MEDT A206	Immunology and Blood Banking	6
MEDT A208	Urine and Body Fluid Analysis	3
MEDT A250	Cultural Diversity in Health Care	1
MEDT A301	Clinical Molecular Biology	4
MEDT A302	Clinical Laboratory Education and Management	4
MEDT A303	Advanced Clinical Microbiology	6
MEDT A401	Introduction to Research	2
MEDT A495	Medical Laboratory Science Practicum (12)	24
	or	
MEDT A395	Medical Laboratory Technology Practicum (12)	
	and	
MEDT A495	Medical Laboratory Science Practicum (12)	

2. A total of 120~~3~~-129 credits is required for the degree, of which 42 credits must be upper division.

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Scheduled Meeting Dates Fridays, 2:00 – 5:00 p.m.	
Fall 2012	**Spring 2013**
August 24, 31	January 11, 18, 25
September 14, 21, 28	February 8, 15, 22
October 12, 19, 26	March 8, 22, 29
November 9, 16, 30	April 12, 19, 26
December 14, 21, 28	

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