February 23, 2018  
2:00-5:00pm  
Physical location: ADM 204  
Audio Conference: 786-6755, Passcode: 284572  
Link to Live Skype Meeting

I. Roll
[ ] Carrie King, Chair (FS)  [ ] Utpal Dutta (CoEng)  [ ] Erik Hirschmann (Mat-su)  
[ ] Sandy Pence (FS)  [ ] Troy Payne (COH)  [ ] Vacant (PWSC)  
[ ] Luke Grabarek (FS)  [ ] Yvonne Chase (COH)  [ ] Bettina Kipp Lavea (SA)  
[ ] Barbara Harville (FS, CAS)  [ ] Darrin Marshall (CTC)  [ ] Vacant (USUAA)  
[ ] Jackie Cason (CAS)  [ ] Robin Hanson (LIB)  [ ] John Duffy (Adjunct)  
[ ] Clayton Trotter (CBPP)  [ ] Kathrynn Hollis-Buchanan (Kod)  
[ ] Hilary Seitz (COE)  [ ] Casey Rudkin (KPC)  

Ex-Officio Members
[ ] Susan Kalina, Vice Provost for Academic Affairs  
[ ] Lindsey Chadwell, Interim Registrar

II. Review of Agenda (pg. 1-3)

III. Review of Meeting Summary (pg. 4-6)

IV. Administrative Reports
   A. Vice Provost for Academic Affairs, Susan Kalina  
      i. Self-Study Update

   B. Interim University Registrar, Lindsey Chadwell  
      i. Dates & Deadlines

V. Chair’s Report
   A. UAB Chair, Carrie King

   B. GERC Chair, Sandy Pence  
      i. AAS General Course Revision (pg. 7-10)

VI. Policy Related Issues
   A.

VII. Program/Course Action Request- Second Readings

VIII. Program/Course Action Request- First Readings

Chg  FEST-AAS: Associate of Applied Science in Fire and Emergency Services Technology

Chg  GER A101: Elementary German I
Chg  GER A102: Elementary German II
Chg  GER A201: Intermediate German I
Chg  GER A202: Intermediate German II
Chg  JPN A101: Elementary Japanese I
Chg  JPN A102: Elementary Japanese II
Chg  JPN A201: Intermediate Japanese I
Chg  JPN A202: Intermediate Japanese II
Chg  CHIN A101: Elementary Chinese I
Chg  CHIN A102: Elementary Chinese II
Chg  CHIN A201: Intermediate Chinese I
Chg  CHIN A202: Intermediate Chinese II

Add  PM A401: Project Management Fundamentals

Chg  SOC A462: Social Science Statistics
Chg  SOCI-BA: Bachelor of Arts in Sociology
Chg  SOCI-BS: Bachelor of Science in Sociology

Chg  NS A300: Foundations of Nursing I: Roles, Processes, and Trends
Chg  NS A303: Foundations of Nursing Practice: Therapeutics
Chg  NS A303L: Foundations of Nursing Practice: Therapeutics Laboratory
Add  NS A307: Foundations of Nursing Practice: Health Assessment Theory
Add  NS A307L: Foundations of Nursing Practice: Health Assessment Laboratory
Chg  NS A313: Health Disruptions I
Chg  NS A313L: Health Disruptions I Laboratory
Chg  NS A406: Nursing Therapeutics in Complex Health Disruptions
Chg  NS A411: Population Health Integrative Capstone
Chg  NS A411L: Population Health Integrative Capstone Laboratory
Chg  NURS A120: Nursing Fundamentals
Chg  NURS A120L: Nursing Fundamentals Laboratory
Chg  NURS A125: Adult Nursing I
Chg  NURS A125L: Adult Nursing I Laboratory
Chg  NURS A127: LPN to AAS Nursing Bridge

Chg  ENGL A121: Introduction to Literature
Chg  ENGL A306: Literature of the United States I
IX. New Business
   A.

X. Informational Items and Adjournment
   A. Next meeting: 3/9/18 in ADM 204
   B. 2018-19 Purge List
      i. Calendar (pg. 11)
      ii. GER Purge List (pg. 12)
      iii. Academic Purge List (pg. 13-17)
   C. PWSC Non-Credit PDT Computers for Beginners (pg. 18-20)
   D. PWSC Non-Credit PDT Excel for Beginners (pg. 21-23)
   E. PWSC Non-Credit PDT Word for Beginners (pg. 24-26)
   F. CTC Non-Credit PDT Primavera P6 Professional Project Management (pg. 27-30)
I. Roll
[X] Carrie King, Chair (FS)  [X] Utpal Dutta (CoEng)  [X] Erik Hirschmann (Mat-su)
[X] Sandy Pence (FS)  [E] Troy Payne (COH)  [- ] Vacant (PWSC)
[X] Luke Grabarek (FS)  [E] Yvonne Chase (COH)  [X] Bettina Kipp Lavea (SA)
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[X] Jackie Cason (CAS)  [E] Robin Hanson (LIB)  [A] John Duffy (Adjunct)
[X] Clayton Trotter (CBPP)  [A] Kathrynn Hollis-Buchanan (Kod)
[X] Hilary Seitz (COE)  [X] Casey Rudkin (KPC)

Ex-Officio Members
[X] Susan Kalina, Vice Provost for Academic Affairs
[X] Lindsey Chadwell, Interim Registrar

II. Review of Agenda (pg. 1-3)

III. Review of Meeting Summary (pg. 4-6)

IV. Administrative Reports
A. Vice Provost for Academic Affairs, Susan Kalina
   i. Self-Study Update

B. Interim University Registrar, Lindsey Chadwell
   i. Dates & Deadlines
   ii. Summer Registration is open
   iii. Midterm Grading is open 2/19-3/6

V. Chair’s Report
A. UAB Chair, Carrie King

B. GERC Chair, Sandy Pence

VI. Policy Related Issues
A.

VII. Program/Course Action Request- Second Readings
Chg  HMSV-BHS: Bachelor of Human Services
Chg  HMSV-AAS: Associate of Applied Science in Human Services
Chg  HMSV-MINOR: Minor in Human Services
Approved and forwarded to Faculty Senate.
VIII. Program/Course Action Request - First Readings

Chg  ACCT A342: Managerial Cost Accounting
Chg  ACCT A420: Fraud Examination
Chg  ACCT A422: Justice for Fraud Victims
Chg  ACCT A430: Governmental and Not-for-Profit Accounting
Chg  ACCT A452: Auditing
Chg  GEOL A332: Sedimentary Petrology Laboratory
Chg  GELS-BS: Bachelor of Science in Geological Sciences

Waive first, approved for second read. Forward to Faculty Senate.

Chg  FEST-AAS: Associate of Applied Science in Fire and Emergency Services Technology
      Postponed

Chg  MA A230: Billing and Insurance for the Medical Office
Chg  MOCD-OECERT: Occupational Endorsement Certificate in Medical Office Coding
Chg  MWRT-OECERT: Occupational Endorsement Certificate in Millwright
Chg  CE A310: Introduction to Geotechnical Engineering
Add  CE A310L: Introduction to Geotechnical Engineering Lab
Chg  CE A334: Properties of Materials
Chg  CE A334L: Properties of Materials Laboratory
Chg  CE A341: Environmental Engineering
Chg  CE A351: Structural Analysis
Chg  CE A403: Arctic Engineering
Chg  CE A410: Foundation Engineering
Chg  CE A420: Fundamentals of Transportation Engineering
Chg  CE A421: Design of Highways
Chg  CE A432: Steel Design
Chg  CIVL-BS: Bachelor of Science in Civil Engineering
Chg  ES A209: Statics
Chg  ES A210: Dynamics
Chg  ES A261: Engineering Practices II
Chg  ME A313: Mechanical Engineering Thermodynamics
Chg  ME A454: Manufacturing Design
Add  PM A401: Project Management Fundamentals
Chg  FREN A101: Elementary French I
Chg  FREN A102: Elementary French II
Chg  FREN A201: Intermediate French I
Chg  FREN A202: Intermediate French II
Chg  RUSS A101: Elementary Russian I
Chg  RUSS A102: Elementary Russian II
Chg  RUSS A201: Intermediate Russian I
Chg  RUSS A202: Intermediate Russian II
Chg  SPAN A101: Elementary Spanish I
Chg  SPAN A102: Elementary Spanish II
Chg  SPAN A201: Intermediate Spanish I
Chg  SPAN A202: Intermediate Spanish II

Waive first, approved for second read. Forward to Faculty Senate.

IX. New Business
   A.

X. Informational Items and Adjournment
   A. Next meeting: 2/23/18 in ADM 204
   B. 2018-19 Purge List
      i. Calendar (pg. 7)
      ii. GER Purge List (pg. 8)
      iii. Academic Purge List (pg. 9-13)
1. Meet program admission requirements;
2. Complete the General University Requirements but not the General Education Requirements or General Course Requirements; and
3. Complete the major program requirements.

**Double Majors for AAS Programs**

Associate of Applied Science degrees are intended to provide specialized education. Therefore, they do include a major specialty and students may earn more than one AAS. Associate of Applied Science degree-seeking students may apply to graduate (during the same semester) with two majors. For example, a student may select two areas from the approved majors within the AAS degree program (such as Welding and Automotive Technology).

Students must apply and be accepted into each major program. Students may request a double major at the time of initial admission to UAA or add a major at a later date through the Change of Major degree process. Forms are available on the Office of the Registrar’s website (http://www.uaa.alaska.edu/records/registrarforms.cfm). Students must satisfy the General University Requirements, the General Course Requirements and both sets of major requirements.

Students may elect to graduate under the requirements of any catalog in effect (http://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/catalogyear) during the five years after formal acceptance to the program. A double major is not applicable to the Associate of Arts degree.

**General Course Requirements for AAS Degrees**

To receive an Associate of Applied Science, students must be admitted to the program and must satisfy:

- General University Requirements for Associate of Applied Science Degrees (http://catalog.uaa.alaska.edu/undergraduateprograms/aasrequirements).
- General Course Requirements for Associate of Applied Science Degrees listed below. AAS students who intend to pursue a baccalaureate degree should consult a faculty or academic advisor for appropriate course selections. (15 credits)

- Complete 3 credits from the GER Oral Communication Skills list.
- Complete 6 credits from the GER Written Communication list.
- Complete 3 credits from the GER Quantitative Skills list or MATH A105. To determine the appropriate quantitative skills course, students must work with their academic advisor, as AAS degrees and pathways differ.

**Oral Communication Skills**

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

**Written Communication Skills**

- CIOS A260A Business Communications
- WRTG A111 Writing Across Contexts
- WRTG A211 Writing and the Humanities
- WRTG A212 Writing and the Professions
- WRTG A213 Writing and the Sciences
- WRTG A214 Arguing Across Contexts

**Designated Disciplines** 36
Choose an additional 36 credits from the GER Tier II Disciplinary Areas section of the General Education Requirements for baccalaureate degrees in humanities, math, natural sciences or social sciences from the classification list below. (http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers)

Courses must be at the 100 level or higher.

**Total Credits 15**

*Any course in humanities, mathematics, natural sciences, or social sciences from the General Education Requirements for baccalaureate degrees (http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers) may be applied toward the General Course Requirements in designated disciplines for Associate of Applied Science degrees.*

- Degree specific requirements (credits vary)
- Electives (credits vary)
- Total minimum credits for an Associate of Applied Science degree: 60 (All courses must be at the 100 level or above.)

### General Course Requirement Classification List for AAS Degrees

These General Course Requirements are designed to ensure that all students graduating with AAS degrees have demonstrated fundamental written and oral communication skills and have successfully performed at the collegiate level in at least one of the listed discipline areas (humanities, mathematics, natural science or social science). The design of AAS degrees, like that of undergraduate certificates, ensures further that students gain some proficiency in essential skills of communication, computation and human relations. **Graduates of AAS degrees shall be able to meet the following Student Learning Outcomes applicable to these areas of related instruction:**

- Communicate effectively.
- Analyze empirically.
- Relate cooperatively.
- In the absence of specific required courses in these areas, the degrees address these topics in the program requirements and measure student performance in those classes.

#### Humanities
- Alaska Native Studies
- American Sign Language
- Art
- Chinese
- Communication
- Creative Writing and Literary Arts
- Dance
- English (excluding ENGL A109)
- French
- German
- History
- Humanities
- Japanese
- Latin
- Liberal Studies Integrated Core
- Linguistics
- Music
- Philosophy
- Political Science (PS A331, PS A332 and PS A333 only)
- Russian
- Spanish
- Theatre
- Writing

#### Mathematics and Natural Sciences
- Anthropology (ANTH A205 only)
Social Sciences

- Anthropology
- Business Administration (BA-A151 only)
- Counseling
- Economics
- Environmental Studies (ENVI-A212 only)
- Geography
- Guidance
- Health Sciences (HS-A320 only)
- International Studies
- Journalism and Public Communications (JPC-A204 only)
- Justice (JUST-A110, JUST-A251, JUST-A330 and JUST-A375 only)
- Legal Studies (LGL-A101 only)
- Liberal Studies Social Sciences
- Political Science
- Psychology
- Social Work (SWK-A106 and SWK-A243 only)
- Sociology
- Women's Studies
of the Registrar's website (http://www.uaa.alaska.edu/records/RegistrarForms.cfm). Students must satisfy the General University Requirements, the General Course Requirements and both sets of major requirements.

Students may elect to graduate under the requirements of any catalog in effect (http://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/catalogyear) during the five years after formal acceptance to the program. A double major is not applicable to the Associate of Arts degree.

General Course Requirements for AAS Degrees

To receive an Associate of Applied Science, students must be admitted to the program and must satisfy:

- General University Requirements for Associate of Applied Science Degrees
- General Course Requirements for Associate of Applied Science Degrees listed below. AAS students who intend to pursue a baccalaureate degree should consult a faculty or academic advisor for appropriate course selections. (15 credits)

- Complete 3 credits from the GER Oral Communication Skills list.
- Complete 6 credits from the GER Written Communication list.
- Complete 3 credits from the GER Quantitative Skills list or MATH A105. To determine the appropriate quantitative skills course, students must work with their academic advisor, as AAS degrees and pathways differ.

Designated Disciplines

Choose an additional 3 credits from the GER Tier II Disciplinary Areas section of the General Education Requirements for baccalaureate degrees. (http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers)

Total Credits 15

- Degree specific requirements (credits vary)
- Electives (credits vary)
- Total minimum credits for an Associate of Applied Science degree: 60 (All courses must be at the 100 level or above.)

The design of AAS degrees ensures that students gain some proficiency in essential skills of communication, computation and human relations. Graduates of AAS degrees shall be able to meet the following Student Learning Outcomes applicable to these areas of related instruction:

- Communicate effectively.
- Analyze empirically.
- Relate cooperatively.
2018-19 Purge List Calendar

Wednesday, 1/17    Purge lists sent out to listservs

Thursday, 2/15    Dept/faculty responses due to Governance for removal of courses from purge lists

Monday, 2/19     Purge lists due to Governance for inclusion in UAB and GAB agendas

**Friday, 2/23**    **First read for purge lists at UAB and GAB** *(the boards may not want a first read, only a final read and vote)*

Thursday, 3/23    Responses due to Governance for removal of courses from purge lists for second read

Monday, 3/26     Second-read purge lists due to Governance for inclusion in UAB and GAB agendas

**Friday, 3/30**    **Second read for purge lists at UAB and GAB and vote**

Monday, 4/2     Responses due to Publications for inclusion in purge lists for Faculty Senate

Tuesday, 4/3    Final purge lists due to Governance for inclusion in Faculty Senate agenda

**Friday, 4/6**    **Faculty Senate read and vote**

Monday, 4/9    All remaining responses must be received in Governance

Wednesday, 4/11  Curriculum begins purge process. It will take special direction from OAA to make changes to the purge list beyond this point.
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<th>PREFIX</th>
<th>NUMBER</th>
<th>TITLE</th>
<th>COLLEGE Code</th>
<th>COURSE CODE</th>
<th>COURSE IMPT</th>
<th>LAST TERM OFFERED</th>
<th>OFFERED FROM 2016-17 PURGE LIST?</th>
<th>ATTRIBUTES</th>
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<th>PROGRAM IMPT</th>
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<td>A310</td>
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## Purge List for the 2018-19 UAA Catalog (as of 02/16/18)

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<td>Business English</td>
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<td>Law Office Proced: Client Docs</td>
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- Retain per Barbara Harville
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<td>CH</td>
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<td>A242</td>
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<td>CH</td>
<td>200603</td>
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<td>A243</td>
<td>Coaching Hockey</td>
<td>CH</td>
<td>200603</td>
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<td>CH</td>
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<td>PEP</td>
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<td>A106</td>
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<td>CH</td>
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<td>A138</td>
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<td>A151</td>
<td>Beginning Canoeing</td>
<td>CH</td>
<td>200603</td>
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<td>PEP A467D : Water-Based Outdoor Leadership</td>
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<td>PER</td>
<td>A172</td>
<td>Fishing Academy</td>
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<td>OOLD-MNR: Minor in Outdoor Leadership OLED-DEC: Occupational Endorsement Certificate in Outdoor Leadership PHED-BS: Bachelor of Science in Physical Education</td>
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<td>A311</td>
<td>Truth &amp; Reality</td>
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<td>PHYS</td>
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<td>Senior Seminar</td>
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<td>PSY A690 : Advanced Topics in Psychology</td>
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<td>A604</td>
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<td>A605</td>
<td>History &amp; Systems</td>
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<td>Slater Retreat</td>
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<td>PSY</td>
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<td>CLCO-DOC-DEG: Ph.D. in Clinical-Community Psychology</td>
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<td>CLCO-DOC-DEG: Ph.D. in Clinical-Community Psychology</td>
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<td>PSY</td>
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<td>STAT A608 : Advanced Multivariate Statistics</td>
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<td>Selected Topics in Statistics</td>
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<td>SWK</td>
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<td>DNCE A365 : Dance Repertory and Performance I, THR A224</td>
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<td>A664</td>
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<td>200601</td>
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<td>A224</td>
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<td>201301</td>
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<td>Per Daniel Anteau</td>
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University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: 2/26 & 3/1; 10-11:30 am

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Computers for Beginners

2. Category and PREFIX: (Select one of the following)
   - PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
   - X PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
   - UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:
   - Katie Bobowski
     Faculty or Designee
   - PWSC-Copper Basin
     College/Campus

4. Type of Activity: (Select one of the following)
   - Summer Camp (youth programs)
   - Bridging Program (students advance between two education institutions)
   - Workshop (participants engage in intensive group discussion on a specific subject)
   - Seminar (small group setting facilitated by an instructor)
   - Conference (formal meeting setting to discuss professional topic)
   - X Class (one or more gatherings of students who are taught together)
   - Webinar (conducted over the internet)
   - Other ________________________

5. Type of offering:
   - CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with
one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student's investigation and discovery are largely independent. Fractional CEUs may be awarded. Participants may receive a certificate of completion from the offering unit.

**X** Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

__________ CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method:
(brief paragraph)
The Computer for Beginners class will be two, 1.5 hour classes. During the class we will cover computer basics including: hardware (power button/monitor/keyboard/mouse), software (operating system/internet browser/other programs), Understanding the Desktop, Managing Windows, Files and Folders, understanding Bytes, Opening/Creating/Saving. Menu within a program, Moving Files and Data, Managing Windows (minimize/restore/close). The instructor will provide basic explanation and then there will be considerable time spent practicing with a computer. Each student will have a computer with a mouse (provided by PWSC) to practice with while in the classroom.

Budget: $45/hr * 4 (3hrs teaching/1 hr prep)+ 180*.3 (overhead) = $234; Class minimum of 6 students, Cost/student= $40

PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

Steve Johnson, PWSC

faculty

Not Applicable
Name of Coordination POC

8. Recommended Minimum Instructor Qualifications:
   Experience with computers on a regular basis for minimum of 5 years

9. Suggested Texts or Materials, if any:

10. If CEU Offering, Indicate Number of CEUs: __________
    
    Contact Hours __ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
    
    Upon completion of this course, the student will be able to:

    | Student Learning Outcomes | Assessment Measures |
    |---------------------------|---------------------|
    |                           |                     |
    | Add more rows as needed   |                     |

**Approvals:** (By signing, the dean/director has confirmed that appropriate coordination has occurred. For Personal Enrichment offerings, the dean/director is the final approval. For all other offerings, Academic Affairs must review and approve.)

---

J. Daniel O'Connor

Dean or Director
February 5, 2018

[Signature]

Academic Affairs

Date

2-8-18
University of Alaska Anchorage
Non-Credit and CEU
Curriculum Form

Date: 3/1 & 3/2, 8:30-10 am

Required for all Non-credit Professional Development/Training, Personal Enrichment,
University Access/College Success, and CEU Courses (Personal Enrichment offerings only
need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Excel for Beginners

2. Category and PREFIX: (Select one of the following)
   - PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
   - PDT - Professional Development and Training (professionally oriented offerings,
     workforce credentials, workshops, conferences, etc.)
   - UCS - University Access and College Success (Youth Camps, writing, math,
     reading, ESL, test prep, etc.)

3. Submitted by:

   Katie Bobowski                     PWSC-Copper Basin
   Faculty or Designee                College/Campus

4. Type of Activity: (Select one of the following)
   - Summer Camp (youth programs)
   - Bridging Program (students advance between two education institutions)
   - Workshop (participants engage in intensive group discussion on a specific subject)
   - Seminar (small group setting facilitated by an instructor)
   - Conference (formal meeting setting to discuss professional topic)
   - Class (one or more gatherings of students who are taught together)
   - Webinar (conducted over the internet)
   - Other __________________________

5. Type of offering:
   - CEU: CEU courses are awarded upon completion of a course of study that is
     intended for career development or personal enrichment. CEU courses may not be used in
     degree or certificate programs or be converted to academic credit. The number of CEUs
     awarded is related to the amount of time required to master the material presented, with
one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student's investigation and discovery are largely independent. Fractional CEUS may be awarded. Participants may receive a certificate of completion from the offering unit.

X Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

 CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method:
(brief paragraph)
The Excel for Beginners class will be two, 1.5 hour classes. During the class we will cover Excel basics including: what is a spreadsheet?, the layout of Excel (menu bars/columns/rows), moving around in Excel, Entering data, formulas, formatting, saving and printing. The instructor will provide basic explanation and there will be considerable time spent practicing with a computer. Each student will have a computer with a mouse (provided by PWSC) to practice with while in the classroom.

Budget: $45/hr * 4 (3hrs teaching/1 hr prep)+ 180*.3 (overhead) = $234; Class minimum of 6 students, Cost/student = $40

PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

Steve Johnson, PWSC faculty

Name of Coordination POC

Not Applicable
8. Recommended Minimum Instructor Qualifications:
   Experience with computers on a regular basis for minimum of 5 years

9. Suggested Texts or Materials, if any:

10. If CEU Offering, Indicate Number of CEUs: _________
    
    Contact Hours ___ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:

Upon completion of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
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</tbody>
</table>

Approvals: (By signing, the dean/director has confirmed that appropriate coordination has occurred. For Personal Enrichment offerings, the dean/director is the final approval. For all other offerings, Academic Affairs must review and approve.)

J. Daniel O'Connor  February 5, 2018

Dean or Director  Date

Academic Affairs  Date
University of Alaska Anchorage

Non-Credit and CEU
Curriculum Form

Date: 2/26 & 2/28; 8:30-10 am

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Word for Beginners

2. Category and PREFIX: (Select one of the following)
   
   ___PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
   __PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
   ____UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:

   Katie Bobowski__________________________________________
   Faculty or Designee

   PWSC-Copper Basin________________________________________
   College/Campus

4. Type of Activity: (Select one of the following)

   ___Summer Camp (youth programs)
   ___Bridging Program (students advance between two education institutions)
   ___Workshop (participants engage in intensive group discussion on a specific subject)
   ___Seminar (small group setting facilitated by an instructor)
   ___Conference (formal meeting setting to discuss professional topic)
   ___Class (one or more gatherings of students who are taught together)
   ___Webinar (conducted over the internet)
   ___Other ___________________________

5. Type of offering:

   ___CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with
one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student's investigation and discovery are largely independent. Fractional CEUS may be awarded. Participants may receive a certificate of completion from the offering unit.

X______ Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

_________ CE eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method: (brief paragraph)
The Word for Beginners class will be two, 1.5 hour classes. During the class we will cover Word basics including: Word Window/Environment, Entering text, New Document dialog box, Accessing recently opened documents, Editing text, Selecting text/Shortcuts, Copy, Cut, and Paste, Using the Office Clipboard, Undo, Redo, and Repeat, Find and Replace, AutoCorrect, Document navigation, Document views, Saving a file, Opening a file, Formatting text, Mini Toolbar, Font formatting, Paragraph formatting, Page Layout, Page Setup, Other features, Spelling and Grammar Checker, Envelopes and Labels, Printing, Close. The instructor will provide basic explanation and there will be considerable time spent practicing with a computer. Each student will have a computer with a mouse (provided by PWSC) to practice with while in the classroom.

Budget: $45/hr * 4 (3hrs teaching/1 hr prep) + 180*.3 (overhead) = $234; Class minimum of 6 students, Cost/student= $40

PERSONAL ENRICHMENT WITH CERTIFICATE OF ATTENDANCE OR PARTICIPATION/PROFESSIONAL DEVELOPMENT/TRAINING NON-CREDIT AND CEU PROPOSALS ARE REQUIRED TO COMPLETE THE FOLLOWING:

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)
Steve Johnson, Pwsc faculty  x  Not Applicable
Name of Coordination POC

8. Recommended Minimum Instructor Qualifications:
   Experience with computers on a regular basis for minimum of 5 years

9. Suggested Texts or Materials, if any:

10. If CEU Offering, Indicate Number of CEUs: ________
    Contact Hours ___ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:

Upon completion of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Add more rows as needed</td>
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</tr>
</tbody>
</table>

Approvals: (By signing, the dean/director has confirmed that appropriate coordination has occurred. For Personal Enrichment offerings, the dean/director is the final approval. For all other offerings, Academic Affairs must review and approve.)

J. Daniel O'Connor February 5, 2018
Dean or Director  Date  Academic Affairs  Date
December 21, 2017

University of Alaska Anchorage  
Non-Credit and CEU  
Curriculum Form

Date: 2/8/18

Required for all Non-credit Professional Development/Training, Personal Enrichment, University Access/College Success, and CEU Courses (Personal Enrichment offerings only need to complete 1-6 and gain approval by the dean or director)

1. Course/Workshop/Conference/Seminar Title: Primavera P6 Professional Project Management

2. Category and PREFIX: (Select one of the following)

☐ PEN - Personal Enrichment (Art, culture, music, fitness, languages, gardening, etc.)
☐ PDT - Professional Development and Training (professionally oriented offerings, workforce credentials, workshops, conferences, etc.)
☐ UCS - University Access and College Success (Youth Camps, writing, math, reading, ESL, test prep, etc.)

3. Submitted by:

Kirsten Kensinger  
Faculty or Designee  
Community and Technical College  
College/Campus

4. Type of Activity: (Select one of the following)

☐ Summer Camp (youth programs)
☐ Bridging Program (students advance between two education institutions)
☐ Workshop (participants engage in intensive group discussion on a specific subject)
☐ Seminar (small group setting facilitated by an instructor)
☐ Conference (formal meeting setting to discuss professional topic)
☐ Class (one or more gatherings of students who are taught together)
☐ Webinar (conducted over the internet)
☐ Other __________________________

5. Type of offering:

☐ CEU: CEU courses are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential
December 21, 2017

learning where the student’s investigation and discovery are largely independent. Fractional CEUs may be awarded. Participants may receive a certificate of completion from the offering unit.

✓ Non-Credit: Non-credit courses are offered as professional development/training, continuing education, or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). Participants may receive a certificate of attendance or participation from the offering unit, except for personal enrichment offerings approved only through the dean/director level.

Courses designed to meet external agency continuing education standards may also check the below:

☐ CE-eligible event by participant choice: These courses meet the standards of an outside agency and participants may request Continuing Education credit through that agency.

6. Description of the non-credit activity, including topics covered and delivery method: (brief paragraph)

Prof. Mollie Carter will conduct a five-week class for professionals and students that want to learn about Primavera 6, a scheduling program for construction management.

7. Coordination Point(s) of Contact: (If the course topic is aligned with a program outside the offering unit, coordination with the appropriate department must occur in advance, and the department should have the opportunity to respond. List the name of the person with whom you coordinated, note any issues that came up, and how they were resolved.)

______________________________
Name of Coordination POC

✓ Not Applicable

8. Recommended Minimum Instructor Qualifications: Advanced knowledge of Primavera

9. Suggested Texts or Materials, if any: N/A

10. If CEU Offering, Indicate Number of CEUs: N/A

Contact Hours ___ (Directed Learning) and/or ___ (Laboratory/Experiential Learning)

11. If CEU Offering, Complete the Following Table:
December 21, 2017

**Upon completion of this course, the student will be able to:**

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a project and Work Breakdown Structure (WBS)</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td>Create activities, activity codes, and relationships</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td><em>Add more rows as needed</em></td>
<td><em>(See attached for additional outcomes and measures)</em></td>
</tr>
</tbody>
</table>

**Approvals:** (By signing, the dean/director has confirmed that appropriate consultation with faculty and coordination across units as needed has occurred.) The dean/director is the final approval. Other than Personal Enrichment offerings, all non-credit/CEU proposals must be submitted from the dean/director to the Office of Academic Affairs. After review, the Office of Academic Affairs shall inform the dean/director of any issues that it believes need to be addressed. If everything is in order, the Office of Academic Affairs will send an informational item to the Governance Office.

![Signature of Dean or Director](Denise Punzel)  
February 14, 2018

![Signature of Academic Affairs](Susan Kali)  
2/20/18
Primavera 6, non-credit, 5 weeks

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon completion of the course students will be able to:</td>
<td>Outcomes assessed using one or more of the following:</td>
</tr>
<tr>
<td>Create a project and Work Breakdown Structure (WBS)</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td>Create activities, activity codes, and relationships</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td>Add constraints, format data, define resources</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td>Assign and analyze resources and costs for project optimization</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td>Create project schedule and baselines</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
<tr>
<td>Create project reports and project documents library</td>
<td>Performance tests, in-class exercises, oral discussion</td>
</tr>
</tbody>
</table>