## NEW program PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROPOSEd by**: SCOTT VANSELOW

**PRESENTER:** click here to tYPE IN NAME OF FACULTY MEMBER presenTING PROPOSAL

**SUBMISSION DATE:** 11/9/2011

**select one: NEW CERTIFICATE PROGRAM**

**Program Name:**

Information Technology Administration (CCC - 0507039904)

### SECTION I

**program Description:**

Attach the proporse catalog page wih program information, along with samples of curricula for similar programs at other institutions.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to Internet, Intranet, and Extranet environments; installing and configuring Intranet and web-based resources.

Program Requirements

**Certificate Core Requirements (18 Credit Hours)**

CGS 1000 Computer Literacy (3 credits)

CGS 1100 Microcomputer Skills (3 credits)

CGS 2260 Computer Hardware/Software (3 credits)

CNT 1000 Networking Essentials (3 credits)

COP 1000 Introduction to Computer Programming (3 credits)

CIS 2321 Data Systems & Management (3 credits)

**CERTIFICATE TOTAL: 18 CREDIT HOURS**

**similar programs at other florida community colleges/state universities:**

Daytona State College <http://www.daytonastate.edu/WebCollegeCatalog/catalog.jsp?major=0905&cat=CC11&major2_no=674&archive=false>

Program Specific Courses

Course Title

 SEM HRS

CTS2306 Microsoft Windows Professional 4.00

CET1178 A+:Computer Hardware 2.00 Conc-Reqs: CET1178L

CET1178L A+:Computer Hardware Lab 1.00 Conc-Reqs: CET1178

CET2154 A+:Computer Operating Systems 4.00

CET1600 Network Plus 4.00

CGS2100 Microcomputer Applications 3.00

St. John’s River

<http://www.sjrstate.edu/2011catalog/computer.pdf>

Information Technology Administration (4115)

CERTIFICATE SPECIFIC COURSES:

CET 1600C Network Fundamentals ........................................................................................................ 3

CGS 1100 Microcomputer Applications Software.................................................................................. 3

CGS 2554 Introduction to E-Commerce............................................................................................... 3

+ CGS 2820 Web Page Design and Publishing.......................................................................................... 3

CGS 2871 Multimedia .......................................................................................................................... 3

+ COP 2822 Web Page Authoring............................................................................................................. 3

CLICK HERE TO ENTER TEXT

**DESCRIBE THE PROCESS BY WHICH THE NEED FOR THE NEW PROGRAM WAS IDENTIFIED:**

Investigation of current state framework and similar institutions, consultation with advisory group, desire for a technology related program for students not interested in A.S. degree areas.

**PROJECT AVERAGE ENROLLMENT FOR CORE COURSES:**

CLICK HERE TO ENTER TEXT

**DESCRIBE HOW THIS PROJECTION WAS DETERMINED:**

CLICK HERE TO ENTER TEXT

### SECTION II

**LIST PERSONNEL RESOURCES REQUIRED FOR IMPLEMENTATION IN ADDITION TO EXISTING RESOURCES:**

|  |  |
| --- | --- |
| FACULTY POSITION(S) (LIST DISCIPLINE) | FULL TIME OR ADJUNCT? |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| staff POSITION(S) (List title) | FULL TIME OR part time? |
|  |  |
|  |  |
|  |  |

**total annual expenses for new positions:**

CLICK HERE TO ENTER TEXT

**list annual amount required for educational materials/supplies or other operating expenses for implementation:**

CLICK HERE TO ENTER TEXT

**identify the funding source to be used for personnel and operating expenses:**

CLICK HERE TO ENTER TEXT

### SECTION III

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

This certificate would be suitable for students to complete as a stepping stone on their way to any of the computer science AS degrees or for students who would like to learn general I.T. skills but do not want a computer science AS degree.

**NOTE:**

CHANGES FOR THE UPCOMING FALL TERM MUST BE SUBMITTED AND APPROVED NO LATER THAN THE FEBRUARY CURRICULUM COMMITTEE MEETING PRIOR TO THE START OF THE NEXT ACADEMIC YEAR. CHANGES DURING MID-SCHOOL YEAR ARE NOT ALLOWED. EXTREME CIRCUMSTANCES WILL REQUIRE APPROVAL FROM THE DISTRICT DEAN OF INSTRUCTION AS WELL AS THE VICE PRESIDENT OF ACADEMIC AFFAIRS TO BEGIN IN THE SPRING TERM. THE PROPOSED CHANGES MUST BE PRESENTED AND APPROVED BY THE SEPTEMBER CURRICULUM COMMITTEE PRIOR TO THE SPRING SEMESTER.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2012 TYPE IN TERM IF “EXCEPTION” AND OBTAIN BOTH SIGNATURES BELOW OR TYPE “NA”

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 11/9/2011

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 11/9/2011

**DEANS’ COUNCIL Review – verified by:**

 11/16/2011

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE:**



AFTER REVIEWING AND SIGNING THIS PROPOSAL, THE DISTRICT DEAN WILL RETURN THE PROPOSAL TO THE DEPARTMENT CHAIR OR PROGRAM COORDINATOR WILL SUBMIT THE PROPOSAL TO THE VPAA OFFICE. THE DEPARTMENT CHAIR/PROGRAM COORDINATOR WILL SEND THIS PROPOSAL ALONG WITH ANY OTHER PROPOSALS FROM HIS/HER DEPARTMENT BEING SUBMITTED FOR REVIEW BY THE CURRICULUM COMMITTEE TO THE STUDENT ASSESSMENT COMMITTEE FOR REVIEW. ONCE APPROVED BY THE STUDENT ASSESSMENT COMMITTEE, SUBMIT THE PROPOSAL(S) TO DROPBOX BY THE MEETING DUE DATE. FOR MORE DETAILS, PLEASE REFER TO THE CURRICULUM COMMITTEE MANUAL: www.edison.edu/facultystaff/curriculum.php