***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the 2014-2015 catalog must be documented. Note before completing this proposal that all new courses and current prerequisite, corequisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | School of Business and Technology |
| **Program or Certificate** | CCC, Information Technology Support Specialist |
| **Proposed by (faculty only)** | Andrew Blitz |
| **Presenter (faculty only)** | Andrew Blitz |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. | |
| **Submission date** | 11/30/2015 |

**Section I, Proposed Changes**

|  |  |
| --- | --- |
| **Change of School, Division, or Department** | No Change |
| **Change to program or certificate name** | No Change |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** | |
| N/A | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| No Change | |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** | |
| Delete COP 1000, Introduction to Programming - (3) Credits | |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** | |
| Change from 0 credits to 3 credits.  Any COP, CGS, CTS, CNT, CIS, CAP, or EET prefix course at the 1000 or 2000 level. | |
| **List below, any other changes to the program or certificate requirements.** | |
| No Other Changes | |
| **Change to program length (credits or clock hours to complete)** | N/A |

**Section II, Justification for proposal**

|  |
| --- |
| **Provide justification (below) for each change on this proposed curriculum action** |
| State of Florida DOE Curriculum framework does not require any COP 1000 Learning Outcomes and faculty voted to remove COP 1000 from program requirements |

**Section III, Important Dates and Endorsements Required**

|  |
| --- |
| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Andrew Blitz  Vincent Butler  James Stewart |

**NOTE:** Changes for the Fall 2016term must be submitted to the Dropbox by the February 5, 2016 deadline and approved no later than the March 4, 2016 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Associate Vice President as well as the Provost and Vice President of Academic Affairs to begin in either theSpring2016 or Summer 2016 term.

|  |  |
| --- | --- |
| **Term in which approved action will take place** | Fall 2016 |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator/Director** | Andrew Blitz | 11/30/2015 |
| **Academic Dean** | Dr. John Meyer | 1/8/2016 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | March 4, 2016 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Calendar*document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Associate Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting**. All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

**Include complete new catalog page below.**

|  |  |  |
| --- | --- | --- |
| |  | | --- | | Information Technology Support Specialist, CCC | |  |   http://catalog.fsw.edu/return.gif Return to: [Programs of Study](http://catalog.fsw.edu/content.php?catoid=8&navoid=463) Purpose A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.  The College Credit Certificate (CCC) Information Technology Support Specialist 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 field.  The content includes but is not limited to installation of information technology equipment, troubleshooting information technology equipment, and supporting information technology users. Program Structure This program is a planned sequence of instruction consisting of 18 credit hours of Core Information Technology course work.  Students completing this College Credit Certificate can transfer the credits directly to the Networking Services Technology and Computer Programming and/or Computer Programming and Analysis AS Degrees. Course Prerequisites ***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it. Certificate Completion/Graduation Students must fulfill all requirements of their program major after which students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline*** to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony. |
| Information Technology Support Specialist Certificate Requirements: 18 Credit Hours  * [CGS 2108 - Computer Applications with Flowcharting](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=355&returnto=463) **3 credits** * [CIS 2321 - Systems Analysis and Design](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=355&returnto=463) **3 credits** * [CNT 1000 - Computer Networking Essentials](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=355&returnto=463) **3 credits** * [CTS 1131 - Computer Hardware](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=355&returnto=463) **3 credits** * [CTS 1133 - Computer Software](http://catalog.fsw.edu/preview_program.php?catoid=8&poid=355&returnto=463) **3 credits** * Any COP, CGS, CTS, CNT, CIS, CAP, or EET prefix course at the 1000 or 2000 level.**- 3 credits**  Total Certificate Requirements: 18 Credit Hours **Information is available online at:**[**www.fsw.edu/academics/**](http://www.fsw.edu/academics/)**or on the School of Business and Technology Home Page at:**[**www.fsw.edu/sobt**](http://www.fsw.edu/sobt)**.** |