**UNIVERSITY COLLEGE**

**University Curriculum Committee**

**Contact: Nevil Speer**

DATE: December 13, 2010

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| Action | Proposal to Create a New Certificate Program  Item: Computer Literacy Certificate  Contact: George Kontos / Aaron Peters  [George.kontos@wku.edu](mailto:George.kontos@wku.edu) / [aaron.peters@wku.edu](mailto:aaron.peters@wku.edu)  Phone: 780-2588 / 780-2545 |
| Action | Proposal to Create a New Certificate Program  Item: Information Systems Certificate  Contact: George Kontos / Aaron Peters  [George.kontos@wku.edu](mailto:George.kontos@wku.edu) / [aaron.peters@wku.edu](mailto:aaron.peters@wku.edu)  Phone: 780-2588 / 780-2545 |

Proposal Date: November 3, 2010

**University College Commonwealth School**

**Business Division**

**Proposal to Create a New Certificate Program**

**(Action Item)**

Contact Persons: George Kontos, 780-2588, [george.kontos@wku.edu](mailto:george.kontos@wku.edu)

Aaron Peters, 780-2545, [aaron.peters@wku.edu](mailto:aaron.peters@wku.edu)

**1. Identification of program:**

* 1. Program title: Computer Literacy Certificate
  2. Required hours in program: 12
  3. Special information:
  4. Catalog description:

Computer Literacy Certificate 12 hours

This certificate provides the necessary skills for software use and the Internet. Students will gain the knowledge and skills that will help them become confident computer users. The emphasis will be on the practical application of computers. There will be 4 courses leading to the certificate that should be preferably taken in this order:

CSCI 145C Introduction to Computing 3 hours

Select one of the following:

OST 220C Word Processing

INS 270C Electronic Spreadsheets

INS 272C Database Management

INS 275C Web Page Design 3 hours

INS 285C Advanced Software Applications 3 hours

Select one of the following:

AMS 163 Architectural Drafting

BCOM 264 Digital Video Production and Distribution

CIS 320 Personal Information Technologies

CIS 321 Emerging Information Technologies 3 hours

Prerequisites: None

**2. Objectives of the proposed certificate program:**

This certificate is intended to provide students with superior and practical computer skills.

Students will:

Gain enough computer skills to succeed in college.

Become better prepared to achieve gainful employment in a computer-related field.

Become better prepared to find employment in any field.

Become better prepared to take and pass other certification exams (A+, IC3, etc.)

As a result of obtaining this certificate, students will be able to:

Explain computer hardware

Explain computer software

Install software

Use an operating system

Use common program functions of Windows

Perform common word processing functions

Perform common spreadsheet functions

Perform common presentation functions

Perform common data base functions

Use networks and the Internet

Use electronic mail

Use the Internet

Plan and develop Web pages and Web sites

Explain the impact that computers and the Internet have on society

Use selected social networking tools responsibly and efficiently

**3. Rationale:**

* 1. Reason for developing the proposed certificate program:

Such certificate does not currently exist at UCCS and WKU. The certificate can help students gain a working knowledge of computers and the Internet. It can help them succeed in obtaining an Associate degree in Information Systems (223) at UCCS or a Baccalaureate Degree in Computer Science (629) and/or Computer Information Systems (347, 507) at WKU. It can also help them obtain other popular and established certifications such as the CompTIA’s A+ certification, the Internet and Computing Core Certification (IC3), and the Microsoft Office Specialist certification.

* 1. Relationship of the proposed certificate program to other programs now offered by the department:

No department (UCCS’s Business Division) certificate programs are directly related to the proposed Computer Literacy certificate program, although the (also proposed) Legal Technology certificate is also technology-based. The proposed Computer Literacy certificate is related to the Information Systems (223) Associate Degree program because it also emphasizes computer skills. However, it is different than these because it is much more practical and it is a lot faster to complete.

* 1. Relationship of the proposed certificate program to certificate programs offered in other departments:

There are no computer literacy certificates at UCCS or WKU. Two-year and four-year degree programs that relate to the proposed Computer Literacy certificate are Information Systems (223), Computer Science (629), and Computer Information Systems (347, 507). However, these programs are a lot more rigorous, much less practical, and take years to complete. This certificate, in just 9 credit hours, offers very practical knowledge and skills of computers and employment and can lead to employment upon completion as receptionists and information clerks (US trends +17%, KY trends +14%) and office clerks (US trends +13%, KY trends +3%) [Source:<http://online.onetcenter.org/find/>]

* 1. Projected enrollment in the proposed certificate program:

Initially less than 20, then it will most likely grow and will certainly attract students from outside the department.

* 1. Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):

In Kentucky –

University of Louisville: Offers at least two computer-related certificates but not a computer literacy certificate. It also offers Bachelor of Arts degrees in Computer Science and in Computer Information Systems.

University of Kentucky: Offers a Bachelor in Decision Science and Information Systems but no computer literacy certificate.

Other Kentucky Universities/Colleges (Moorehead, Eastern, etc.): Offer two or four year computer degrees.

In other states –

Most major universities and some colleges in the United States offer similar computer degrees and programs. Cardinal Strich University in Milwaukee is one example of colleges and universities in the country that also offer computer literacy certificate programs.

A computer Literacy certificate can help individuals in the area to obtain jobs as receptionists, information clerks, and office clerks which are in great demand and will continue to grow as the US/KY trends show (see item 3.3 above).

* 1. Relationship of the proposed certificate program to the university mission and objectives:

A computer literacy certificate will increase student learning by offering more opportunities to students to enhance their technology skills. It can also open opportunities for students to work and collaborate with other like professionals and perhaps expand their horizons by visiting other countries where computer-related certificate graduates are in demand. In a way, this may help project the image of WKU as being a leading American university with international reach.

**4. Curriculum:**

The curriculum consists of four 3-hour credit courses that are currently used in the department (Business Division) and/or in the University College and the Computer Information Systems. No new courses are required. Following is a list of the four courses including course titles and credit hours for each course.

CSCI 145C Introduction to Computing 3 hours

INS 285C Advanced Software Applications 3 hours

Select one of the following:

OST 220C Word Processing

INS 270C Electronic Spreadsheets

INS 272C Database Management

INS 275C Web Page Design 3 hours

Select one of the following:

AMS 163 Architectural Drafting

BCOM 264 Digital Video Production and Distribution

CIS 320 Personal Information Technologies

CIS 321 Emerging Information Technologies 3 hours

Total: **12** hours

Prerequisites: None

**5. Budget implications:**

None. The three courses in this certificate are existing courses which will be taught by existing faculty.

**6. Proposed term for implementation:**

Fall 2011

**7. Dates of prior committee approvals:**

Business Division: November 5, 2010

University College Curriculum Committee December 13, 2010

University Curriculum Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment: Program Inventory Form**

Proposal Date: November 3, 2010

**University College Commonwealth School**

**Business Division**

**Proposal to Create a New Certificate Program**

**(Action Item)**

Contact Persons: George Kontos, 780-2588, [george.kontos@wku.edu](mailto:george.kontos@wku.edu)

Aaron Peters, 780-2545, [aaron.peters@wku.edu](mailto:aaron.peters@wku.edu)

**1. Identification of program:**

* 1. Program title: Information Systems Certificate
  2. Required hours in program: 18
  3. Special information:
  4. Catalog description:

Information Systems Certificate 18 hours

This certificate provides the necessary skills for entry level positions in computer-related fields such as computer support specialist, information technology specialist, and network support specialist. There will be 6 courses leading to the certificate that should be taken in this order:

INS 181C Computer Programming I 3 hours

INS 275C Web Page Design 3 hours

INS 281C Computer Programming II 3 hours

INS 285C Advanced Software Applications 3 hours

INS 288C Network Administration 3 hours

Select one of the following:

AMS 163 Architectural Drafting

BCOM 264 Digital Video Production and Distribution

CIS 320 Personal Information Technologies

CIS 321 Emerging Information Technologies 3 hours

Prerequisites: CSCI 145C (Intro to Computing) or equivalent; MA 116C (College Algebra) or permission of the instructor; INS 182C or permission of the instructor.

**2. Objectives of the proposed certificate program:**

This certificate is intended to provide students with the knowledge and skills needed to succeed in getting entry-level employment in a computer or information-related field.

Students will:

Improve their computer skills.

Enhance upward mobility with current employment.

Increase their chances of finding employment in any computer field.

Prepare for computer certification exams (Microsoft Office, IC3, etc.)

As a result of obtaining this certificate, students will be able to:

Explain computer hardware and software.

Install software.

Use an operating system.

Use common program functions of Windows.

Perform word processing, spreadsheet, presentation, and data base functions.

Use networks, the Internet, and electronic mail.

Explain the impact that computers and the Internet have on society.

Plan and develop Web pages and Web sites.

Design and develop computer programs.

Construct a basic network layout.

Explain how to install a network operating system.

Understand how to prevent attacks that may disrupt a network.

Learn how to monitor network performance.

**3. Rationale:**

* 1. Reason for developing the proposed certificate program:

Such certificate does not currently exist at UCCS and WKU. The certificate will prepare individuals to work in an information system, a system involving hardware, software, data, people, and procedures, all functioning together to help manage a company. It can help students succeed in obtaining an Associate degree in Information Systems (223) at UCCS or a Baccalaureate Degree in Computer Science (629) and/or Computer Information Systems (347, 507) at WKU. It can also help them obtain other popular and established certifications such as the CompTIA’s A+ certification, the Internet and Computing Core Certification (IC3), and the Microsoft Office Specialist certification.

* 1. Relationship of the proposed certificate program to other programs now offered by the department:

No department (UCCS’s Business Division) certificate programs are directly related to the proposed Information Systems certificate program except for the Computer Literacy certificate which only provides general computer knowledge and skills. The proposed Information Systems certificate is related to the Information Systems (223) Associate Degree program. However, it is different because it does not cover all areas of the Information Systems Associate Degree and it is a lot faster (15 hours versus 60 hours) to complete.

* 1. Relationship of the proposed certificate program to certificate programs offered in other departments:

There are no information systems certificates at UCCS or WKU. Two-year and four-year degree programs that relate to the proposed certificate are Information Systems (223), Computer Science (629), and Computer Information Systems (347, 507). However, these programs are a lot more rigorous and take years to complete. This certificate, in just 18 credit hours, offers essential knowledge and skills of computers and can lead to employment as computer support specialists (US trends +13%, KY trends +19%), computer security specialists (US trends +27%, KY trends +35%), and network systems and data communications analysts (US trends +53%, KY trends +50%) [Source:<http://online.onetcenter.org/find/career?c=11&g=Go>]

* 1. Projected enrollment in the proposed certificate program:

Initially less than 20, then it will most likely grow and will certainly attract students from outside the department.

* 1. Similar certificate programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):

In Kentucky –

University of Louisville: Offers at least two computer-related certificates but not an information systems certificate. It also offers Bachelor of Arts degrees in Computer Science and in Computer Information Systems.

University of Kentucky: Offers a Bachelor in Decision Science and Information Systems but no information systems certificate.

Other Universities/Colleges in Kentucky (Strayer U. in Louisville/Lexington, Sullivan U. in Fort Knox/Lexington, etc.) offer two or four year computer degrees and also a number of computer certificates.

In other states –

Most major universities and some colleges in the United States offer similar computer degrees and programs. Saint Peters College and Strayer U. in New Jersey are just two examples of colleges and universities in the country that also offer (management) information systems certificate programs.

An information systems certificate can help individuals obtain jobs as computer support specialists, computer security specialists, and network systems and data communications analysts which are in great demand and will continue to grow as the US/KY trends show (see item 3.3 above).

* 1. Relationship of the proposed certificate program to the university mission and objectives:

An information systems certificate will increase student learning by offering more opportunities to students to enhance their technology skills. It can also open opportunities for students to work and collaborate with other like professionals and perhaps expand their horizons by visiting other countries where computer-related certificate graduates are in demand. In a way, this may help project the image of WKU as being a leading American university with international reach.

**4. Curriculum:**

The curriculum consists of five 3-hour credit courses that are currently used in the department (Business Division). No new courses are required. Following is a list of the courses, including course titles and credit hours for each course.

INS 181C Computer Programming I 3 hours

INS 275C Web Page Design 3 hours

INS 281C Computer Programming II 3 hours

INS 285C Advanced Software Applications 3 hours

INS 288C Network Administration 3 hours

Select one of the following:

AMS 163 Architectural Drafting

BCOM 264 Digital Video Production and Distribution

CIS 320 Personal Information Technologies

CIS 321 Emerging Information Technologies 3 hours

Total: **18** hours

Prerequisites: CSCI 145C (Intro to Computing) or equivalent; MA 116C (College Algebra) or permission of the instructor; INS 182C or permission of the instructor.

**5. Budget implications:**

None. The five courses in this certificate are existing courses which will be taught by existing faculty.

**6. Proposed term for implementation:**

Fall 2011

**7. Dates of prior committee approvals:**

Business Division: November 5, 2010

University College Curriculum Committee December 13, 2010

University Curriculum Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Attachment: Program Inventory Form**