



*Changing Lives,
Creating Futures*

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Vincent St. Blanc, III

Student Members:
Jeremy Gray
Raissa Oliveira Yantis

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
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www.lctcs.edu

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón *RC*
Chief Academic Affairs Officer

FROM: Dr. Adrienne Fontenot *AR*
Director of Adult Learning and Educational Programs

SUBJECT: Program Requests at Bossier Parish Community College

DATE: 01/23/2019

SLK **APPROVED**
2/13/19
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION:

Recommendation: Staff recommends the Board approve the following program requests listed below.

Program Additions

1. Career and Technical Certificate (CTC) –Emergency Medical Technician (CIP 51.0904) –**4 STARS** with IBCs in Emergency Medical Technician from the National Registry of EMTs and Basic Life Support: CPR and AED from the American Medical Association
2. Career and Technical Certificate (CTC) – ECG Telemetry Technician (CIP 51.0902) –**4 STARS** with IBCs in EKG Technician from the National Health Career Association and Basic Life Support: CPR and AED from the American Medical Association
3. Career and Technical Certificate (CTC) –Laboratory Assistant (CIP 51.0802) –**4 STARS** aligned with nationally certified phlebotomists requirements
4. Career and Technical Certificate (CTC) –Medical Unit Coordinator (CIP 51.0801) –**3 STARS** with IBCs in Medical Administrative Assistant from the National Health Career Association and CPR and AED Systems from HealthCare Heart Safety
5. Career and Technical Certificate (CTC) – Computer Repair (CIP 47.0104) –**4 STARS** with IBCs in IT Fundamentals from CompTIA and A+ from CompTIA



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6. Career and Technical Certificate (CTC) – Web Design (CIP 11.1004) –**5 STARS** with IBCs in JavaScript Specialist from CIW-Certified Internet Webmaster and Advanced HTML5 and CSS3 from CIW Certified Internet Webmaster
7. Career and Technical Certificate (CTC) – Cisco Certified Network Associate (CIP 11.0901) –**5 STARS** with IBCs in CCENT from Cisco
8. Career and Technical Certificate (CTC) – Software Applications (CIP 11.0401) –**5 STARS** with IBCs in Word 2016 Expert and Excel 2016 Expert from Microsoft

Program Deletions

9. Technical Competency Area (TCA) –Emergency Medical Technician (CIP 51.0904) –**4 STARS**
10. Technical Competency Area (TCA) – ECG Telemetry Technician (CIP 51.0902) –**4 STARS**
11. Technical Competency Area (TCA) –Laboratory Assistant (CIP 51.0802) –**4 STARS**
12. Technical Competency Area (TCA) –Medical Unit Coordinator (CIP 51.0801) –**3 STARS**
13. Technical Competency Area (TCA) – Computer Repair (CIP 47.0104) –**4 STARS**
14. Technical Competency Area (TCA) – Web Design (CIP 11.1004) –**5 STARS**
15. Technical Competency Area (TCA) – Cisco Certified Network Associate (CIP 11.0901) –**5 STARS**
16. Technical Competency Area (TCA) – Software Applications (CIP 11.0401) –**5 STARS**

Background: Bossier Parish Community College (BPCC) is requesting to replace several Technical Competency Areas (TCA) with Career and Technical Certificates (CTC) per LCTCS Policy 1.024 and Louisiana Board of Regents' Academic Affairs Policy 2.15. The program curriculum remains unchanged. Only the program classification is being modified.

Fiscal Impact: As these program have been in place for a number of years, only a change in the credential designation is being requested. The administrative structure and allocation of departmental funds will be unchanged.



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History of Prior Actions: The Laboratory Assistant, EMT, ECG Telemetry, and Software Applications programs were initially approved as TCAs in March 2002. The Medical Unit Coordinator program was initially approved as a TCA in February 2003. The Cisco Certified Network Associate program was initially approved as a TCA in May 2014. The Computer Repair program was initially approved as a TCA in November 2016.

Benefits to the System: The changes will ensure that the curriculum is aligned to industry needs. The addition of the CTCs will recognize student achievement with the embedded Industry Based Certifications.



Approved for Recommendation to the Board
Dr. Monty Sullivan

2-13-19
Date

Laboratory Assistant - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program			
PROGRAM NAME : Laboratory Assistant			
AWARD LEVEL(S)			
For Board of Regents and LCTCS Review:			
Name:	For LCTCS Review:		
	Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only		
NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Stars : 4 Stars			
Name: Laboratory Assistant		Program Delivery Mode:	
CIP: 51.0802	Credit Hours: 14.00	Contact Hours: 260.00	Career and Technical Certificate (C.T.C)
PROPOSED CHANGE			
a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.			
The Laboratory Assistant program provides persons who are nationally certified phlebotomists with the additional training necessary to appropriately collect, label, and process blood and body fluids, run simple CLIA waived laboratory tests and associated quality control procedures, perform routine maintenance of laboratory equipment, prepare reagent for laboratory tests and quality control procedures, and execute clerical duties associated with collection, processing and testing of blood and body fluids.			
IMPLEMENTATION DATE (Semester and Year)		Spring 2019	
HISTORY OF PRIOR ACTIONS			
Provide an overview of changes to this program.			

The laboratory Assistant program was initially approved as a Technical Competency Area (TCA) on March 13, 2003. Because this program was developed in response to an identified need within the regional healthcare industry to extend the training of phlebotomists, it is more appropriately classified as a Career and Technical Certificate (CTC). To enter the program the student must hold, and maintain IBCs in phlebotomy and American Heart Association Basic Life Support for Healthcare providers. The program curriculum remains unchanged. Only the program classification is being modified.

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor's degree in Healthcare field

Experience:

Certification: Medical Technologist/
Clinical Laboratory Scientist

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Division of Science, Nursing, and Allied Health

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Support :

Related Fields :

Other :

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: Yes

- Full Time: 1

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

The Laboratory Assistant program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it designed to extend the skills of certified phlebotomists, in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus

PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Laboratory Assistant					Credit Hours: 14.00		
BLGY	202	Microbiology for Nursing and Allied Health	3.00	0.00	45.00	3.00	0.00

BLGY	202L	Microbiology for Nursing and Allied Health Lab	0.00	3.00	40.00	1.00	0.00
PHSC	106	Elements of Chemistry	3.00	0.00	45.00	3.00	0.00

As this program has been in place for a number of years, only a change in the credential designation is being requested. The administrative structure and allocation of departmental funds will be unchanged.

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?

No

Accreditation status:

N/A

Type/Name of Program Accreditation, Licensure or Certification Required:

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	25	19	17	21	12
EVENING					

DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	The numbers listed above represent program enrollment for the most recent five years of the program.				

ALHT	209	Laboratory Testing	3.00	0.00	45.00	3.00	0.00
ALHT	209L	Laboratory Testing Lab	0.00	1.00	40.00	1.00	0.00
ALHT	206	Pathophysiology	3.00	0.00	45.00	3.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program provides phlebotomists with additional training required for employment by regional healthcare providers, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS

Laboratory Assistant, lab assistant

Medical Unit Coordinator - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Medical Unit Coordinator						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:				For LCTCS Review:		
				Technical Diploma (T.D.)		
				Certificate of Technical Studies (C.T.S.)		
				Career and Technical Certificate (C.T.C)		
				TCA - For Archive Purpose Only		
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 3 Stars						
Name: Medical Unit Coordinator				Program Delivery Mode:		
CIP: 51.0801	Credit Hours: 14.00		Contact Hours: 225.00		Career and Technical Certificate (C.T.C)	
IBC: Medical Administrative Assistant	Issuing Body: National Health Career Association	Course Title: Medical Office Administration	Course Prefix: MOS	Course Number: 107	Credits Awarded: 3.00	IBC Awarded upon Completion? : Yes
IBC: Basic Issuing Course Title: Course Course Credits IBC Life Support: Body: Health Care Prefix: ALHT						
Number: 109 Awarded: Awarded						
CPR and AED American Systems and 2.00 upon for HealthCare Heart Safety Completion?						
Providers	Association					: Yes
PROPOSED CHANGE						
a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.						
The Medical Unit Coordinator program provides students with one semester training in the basic skills and knowledge necessary to perform basic clerical/office skills in the medical office or medical unit setting.						
IMPLEMENTATION DATE (Semester and Year)			Spring 2019			

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The Medical Unit Coordinator program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credentials, Medical Administrative Assistant (National Health Career Association) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

The Medical Unit Coordinator program was initially approved as a Technical Competency Area (TCA) on February 12, 2003. Because this program aligns to the industry-based credentials Medical Administrative Assistant (National Health Career Association) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), it is more appropriately classified as a Career and Technical Certificate. The program curriculum remains unchanged. Only the program classification is being modified.

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: Yes

- Full Time: 1

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :

Facilities :

Library Resources :

Department : Division of Science, Nursing, and Allied Health

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

As this program has been in place for a number of years, only a change in the credential designation is being requested. The administrative structure and allocation of departmental funds will be unchanged.

Support :

Related Fields :

Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Associate degree in Medical Assistant or Medical Office Specialist

Experience:

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	22	34	39	33	30
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:

The numbers listed above represent program graduates for the most recent five years of the program.

PROGRAM ACCREDITATION:

ALHT	109	Health Care Systems and Safety	2.00	0.00	30.00	2.00	0.00
ALHT	105	Medical Ethics and Law	3.00	0.00	45.00	3.00	0.00
CIS	105	Introduction to Computer Concepts	3.00	0.00	45.00	3.00	0.00
MOS	107	Medical Office Administration	2.00	1.00	60.00	3.00	0.00
BLGY	110	Medical Terminology	3.00	0.00	45.00	3.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program aligns to the industry-based credentials Medical Administrative Assistant (National Health Career Association) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), it is more appropriately classified as a Career and Technical Certificate (CTC).

Is Program Accreditation, Licensure or Certification Required?

No

Accreditation status:

N/A

Type/Name of Program Accreditation, Licensure or Certification Required:

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Medical Unit Coordinator					Credit Hours: 14.00		

KEYWORDS

Medical Unit Coordinator, Unit Clerk

Emergency Medical Technician - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Emergency Medical Technician						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:				For LCTCS Review:		
				Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only		
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 4 Stars						
Name: Emergency Medical Technician				Program Delivery Mode:		
CIP: 51.0904	Credit Hours: 9.00		Contact Hours: 160.00		Career and Technical Certificate (C.T.C)	
IBC: Emergency Medical Technician	Issuing Body: National Registry Emergency Medical Technicians	Course Title: Emergency Medical Technician	Course Prefix: EMTP	Course Number: 100/100L	Credits Awarded: 9.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Basic Life Support: CPR and AED Providers	Issuing Body: American Medical Association	Course Title: Emergency 100/100L 9.00	Course Prefix: EMTP	Course Number: upon for Healthcare Heart Technician	Credits Awarded: Completion?	IBC Awarded : Yes

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The EMT Program provides students with one semester training in the skills and knowledge necessary to provide entry-level pre-hospital emergency care. Upon successful completion of the course, the student is eligible to test for certification by the National Registry of EMTs and licensure by the State of Louisiana.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus	

JUSTIFICATION FOR THE PROPOSED CHANGE
Include support such as four-year university agreements, industry demand, advisory board information, etc.

The Emergency Medical Technician program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credentials, Emergency Medical Technician (National Registry of Emergency Medical Technicians) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

The EMT program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credentials Emergency Medical Technician (National Registry of Emergency Medical Technicians) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: Yes # - Full Time: 0 # - Part Time: 4	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Associate Degree in Paramedic	Experience: 5 years	Certification: Louisiana Emergency Medical Technician Certification; Louisiana Bureau of EMS Primary Instructor credential
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ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	76	73	97	90	77
EVENING	55	49	56	36	45
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment: The numbers listed above represent program enrollment for the most recent five years of the program. Year 5 reflects the number of students who enrolled in the program in fall 2018 and those currently enrolled in spring 2019.

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	No
Accreditation status:	N/A

Type/Name of Program Accreditation, Licensure or Certification Required:	
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DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Division of Science, Nursing, and Allied Health

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

As this program has been in place for a number of years, only a change in the credential designation is being requested. The administrative structure and allocation of departmental funds will be unchanged.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Emergency Medical Technician <input type="text"/> <input type="text"/>					Credit Hours: 9.00		
EMTP	100	Emergency Medical Technician	8.00	0.00	120.00	8.00	20.00
EMTP	1001	Emergency Medical Technician Lab	0.00	1.00	40.00	1.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program aligns to the industry-based credentials Emergency Medical Technician (National Registry of Emergency Medical Technicians) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), it is more appropriately classified as a Career and Technical Certificate (CTC).

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

KEYWORDS

Emergency Medical Technician, Paramedic, EMT, first responders

ECG Telemetry Technician - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : ECG Telemetry Technician						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:				For LCTCS Review:		
				Technical Diploma (T.D.)		
				Certificate of Technical Studies (C.T.S.)		
				Career and Technical Certificate (C.T.C)		
				TCA - For Archive Purpose Only		
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 4 Stars						
Name: ECG Telemetry Technician				Program Delivery Mode:		
CIP: 51.0902		Credit Hours: 9.00		Contact Hours: 160.00		Career and Technical Certificate (C.T.C)
IBC: EKG Technician	Issuing Body: National 112/112L Association	Course Title: Basic ECG	Course Prefix: ALHT	Course Number: upon Health Career	Credits Awarded: 4.00	IBC Awarded: Yes
IBC: Basic Life Support: CPR and AED Providers	Issuing Body: American Systems and 109 Association	Course Title: Health Care	Course Prefix: ALHT	Course Number: upon for HealthCare Heart Safety	Credits Awarded: 2.00	IBC Awarded: Yes
PROPOSED CHANGE						
a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.						
The ECG Telemetry program provides training for entry-level positions in healthcare by preparing students to perform noninvasive cardiology tests, ECGs, stress tests, Holter monitoring, and arrhythmia recognition.						
IMPLEMENTATION DATE (Semester and Year)				Spring 2019		

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The ECG Telemetry program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credentials, EKG Technician (National Health Career Association), and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Certificate of Technical Competency (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

The ECG Telemetry program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential(s) EKG Technician (National Health Career Association), and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association) it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

QUALIFIED FACULTY (Check all that apply)

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<p>Use Existing Faculty: Yes</p> <p># - Full Time: 1</p> <p># - Part Time: 0</p>	<p>Hire Adjunct Faculty: No</p> <p># - 0</p>	<p>Hire Full-Time Faculty: No</p> <p># - 0</p>
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

Department : Division of Science, Nursing, and Allied Health

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

As this program has been in place for a number of years, only a change in the credential designation is being requested. The administrative structure and allocation of departmental funds will be unchanged.

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor's degree in healthcare field

Experience: 3 years experience in cardiac care

Certification:

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	28	20	13	21	26
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:

The numbers listed above represent program enrollment for the most recent five years of the program, with year five reflecting the number of students who have completed, or are currently enrolled and scheduled to graduate at the end of the spring 2019 semester.

PROGRAM ACCREDITATION:

BENEFITS TO THE SYSTEM							
Discuss how this change will benefit your students, your community, and the LCTCS.							
Because this program aligns to the industry-based credentials EKG Technician (National Health Career Association) and Basic Life Support: CPR and AED for Health Care Providers (American Heart Association), it is more appropriately classified as a Certificate of Technical Competency (CTC).							
Is Program Accreditation, Licensure or Certification Required?		No Accreditation status: N/A					
Type/Name of Program Accreditation, Licensure or Certification Required:							
DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)							
PROGRAM CURRICULUM							
Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.							
Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: ECG Telemetry Technician					Credit Hours: 9.00		

ALHT	109	Health Care Systems and Safety	2.00	0.00	30.00	2.00	0.00
ALHT	112/11 2L	Basic ECG	3.00	1.00	85.00	4.00	0.00
BLGY	110	Medical Terminology	3.00	0.00	45.00	3.00	0.00

KEYWORDS

ECG Technician, EKG Technician, Telemetry

Computer Repair - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Computer Repair						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:				For LCTCS Review:		
				Technical Diploma (T.D.)		
				Certificate of Technical Studies (C.T.S.)		
				Career and Technical Certificate (C.T.C)		
				TCA - For Archive Purpose Only		
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 4 Stars						
Name: Computer Repair				Program Delivery Mode:		
CIP: 47.0104		Credit Hours: 12.00		Contact Hours: 180.00		Career and Technical Certificate (C.T.C)
IBC: IT Fundamentals	Issuing Body: CompTIA	Course Title: IT Principles	Course Prefix: CIS	Course Number: 100	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Student must Request it
IBC: A+ 220-902 or 220-1002	Issuing Body: CompTIA	Course Title: IT Software Support	Course Prefix: CIS	Course Number: 114	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Student must Request it

IBC: A+ 220-901 or 220-1001	Issuing Body: CompTIA	Course Title: IT Hardware Support	Course Prefix: CIS	Course Number: 112	Credits Awarded: 3.00	IBC Awarded upon Completion? :
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Support :	Related Fields :	Other :
<p>PROPOSED CHANGE a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.</p>		
<p>The Computer Repair program is a 12-semester hour curriculum that emphasizes the skills needed to repair computers and gives students the opportunity to obtain nationally recognized certifications CompTIA IT Fundamentals and CompTIA A+.</p>		
IMPLEMENTATION DATE (Semester and Year)	Spring 2019	
<p>HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.</p>		
<p>The Computer Repair program was initially approved as a Technical Competency Area (TCA) on November 9th, 2016. Because this program aligns to the industry-based credentials CompTIA IT Fundamentals and CompTIA A+, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.</p>		
<p>JUSTIFICATION FOR THE PROPOSED CHANGE Include support such as four-year university agreements, industry demand, advisory board information, etc.</p>		
<p>The Computer Repair program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credentials CompTIA IT Fundamentals and A+, in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.</p>		
<p>SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus</p>		
<p>QUALIFIED FACULTY (Check all that apply)</p>		
<p>Use Existing Faculty: Yes</p> <p># - Full Time: 3</p> <p># - Part Time: 0</p>	<p>Hire Adjunct Faculty: No</p> <p># - 0</p>	<p>Hire Full-Time Faculty: No</p> <p># - 0</p>
<p>ADMINISTRATION and IMPLEMENTATION COSTS</p>		
<p>Department :</p>		
<p>How will this change affect the administrative structure and/or allocation of departmental funds in terms of:</p>		
Faculty :	Facilities :	Library Resources :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: : Masters with 18 graduate hours in computer science/computer technology	Experience: 3 years work experience in subject area specialized training/professional development in subject area	Certification: Related Industry Based Certification
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Technology, Engineering, and Mathematics

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

These courses are currently taught on a regular rotation and with established faculty. There will be no change that will occur related to administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	25	30	32	34	40
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:	The enrollment prediction is formulated from the number of students currently enrolled in courses related to this program and the history of enrollment in those classes.
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PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	No
Accreditation status:	N/A

Type/Name of Program Accreditation, Licensure or Certification Required:	
DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)	

PROGRAM CURRICULUM
 Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Computer Repair					Credit Hours: 12.00		
CIS	100	Information Technology Principles	3.00	0.00	3.00	3.00	0.00
CIS	107	Skills for IT Success	3.00	0.00	3.00	3.00	0.00
CIS	114	IT Software Support	3.00	1.00	3.00	3.00	0.00
CIS	112	IT Hardware Support	3.00	0.00	3.00	3.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program aligns to the industry-based credentials CompTIA IT Fundamentals and CompTIA A+, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS

CompTIA, A+, CompTIA A+, IT Fundamentals

Web Design - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Web Design						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:			For LCTCS Review:			
			Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C.) TCA - For Archive Purpose Only			
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 5 Stars						
Name: Web Design			Program Delivery Mode:			
CIP: 11.1004	Credit Hours: 12.00		Contact Hours: 180.00		Career and Technical Certificate (C.T.C)	
IBC: JavaScript Specialist	Issuing Body: CIW – Certified Internet	Course Title: Web Scripting I	Course Prefix: CIT	Course Number: 149	Credits Awarded: 3.00	IBC Awarded upon must Request it
	Completion? Webmaster					: No-Student
IBC: Advanced HTML5 & CSS3	Issuing Body: CIW – Certified Internet	Course Title: Website Design I	Course Prefix: CIT	Course Number: 130	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Student must Request it
	Webmaster					

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The Web Design program provides a well-rounded selection of courses balanced between general orientation to business/industry and applied technical skills. Students completing the Web Design program will obtain technical skills necessary for qualified entrance into Web Design and maintenance-related careers.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
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SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus

JUSTIFICATION FOR THE PROPOSED CHANGE
Include support such as four-year university agreements, industry demand, advisory board information, etc.

The Web Design program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credential(s) CIW JavaScript Specialist and HTML5 & CSS3 Specialist, in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

The TCA in Web Design was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential(s) CIW JavaScript Specialist and HTML5 & CSS3 Specialist, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: Yes # - Full Time: 3 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
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Support :	Related Fields :	Other :
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MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's with 18 graduate hours in computer science/computer technology	Experience: 3 years work experience in subject area specialized training/professional development in subject area	Certification: Related Industry Based Certification
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ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	25	28	31	34	37
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:	The enrollment prediction is formulated from the number of students currently enrolled in courses related to this program and the history of enrollment in those classes.
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PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	No
	Accreditation status: N/A

Type/Name of Program Accreditation, Licensure or Certification Required:	
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DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Technology, Engineering, and Mathematics

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

These courses are currently taught on a regular rotation and with established faculty. There will be no change that will occur related to administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Web Design				<input type="text"/>	<input type="text"/>	Credit Hours: 12.00	
CIT	102	Problem Solving and Programming Techniques	3.00	0.00	3.00	3.00	0.00
CIT	130	Website Design I	3.00	0.00	3.00	3.00	0.00
CIT	149	Web Scripting I	3.00	0.00	3.00	3.00	0.00
Elective	Courses	(One Elective Course from Those Listed Below)	0.00	0.00	0.00	0.00	0.00
CIT	110	Ethics in Information Technology	3.00	0.00	3.00	3.00	0.00
CIT	150	Introduction to Programming with Java	3.00	0.00	3.00	3.00	0.00
COMM	216	Adobe Photoshop	3.00	0.00	3.00	3.00	0.00

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program aligns to the industry-based credentials CIW JavaScript Specialist and CIW HTML5 & CSS3, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS

programming, HTML5, CSS3, CIW Javascript Specialist, Javascript

Cisco Certified Network Associate - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Cisco Certified Network Associate						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:				For LCTCS Review:		
				Technical Diploma (T.D.)		
				Certificate of Technical Studies (C.T.S.)		
				Career and Technical Certificate (C.T.C)		
				TCA - For Archive Purpose Only		
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 5 Stars						
Name: Cisco Certified Network Associate				Program Delivery Mode:		
CIP: 11.0901	Credit Hours: 16.00		Contact Hours: 240.00		Career and Technical Certificate (C.T.C)	
IBC: CCENT	Issuing Body: Cisco	Course Title: CCNA I	Course Prefix: CIT	Course Number: 121	Credits Awarded: 4.00	IBC Awarded upon Completion? : No-Student must Request it
IBC: CCENT	Issuing Body: Cisco	Course Title: CCNA II	Course Prefix: CIT	Course Number: 122	Credits Awarded: 4.00	IBC Awarded upon Completion? : No-Student must Request it

IBC: CCNA	Issuing Body: Cisco	Course Title: CCNA III	Course Prefix: CIT	Course Number: 221	Credits Awarded: 4.00	IBC Awarded upon Completion? : No-Student must Request it
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IBC: CCNA	Issuing Body: Cisco	Course Title: CCNA IV	Course Prefix: CIT	Course Number: 222	Credits Awarded: 4.00	IBC Awarded upon Completion?: No-Student must Request it
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PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The Cisco Certified Network Associate (CCNA) is a 16-semester hour curriculum emphasizing the skills and technical knowledge needed to obtain the Cisco Certified Entry Networking Technician (CCENT) and CCNA. These certifications prepare the holder for an intermediate to advanced level career in network administration.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
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HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

The Cisco Certified Network Associate program was initially approved as a Technical Competency Area (TCA) on May 14th, 2014. Because this program aligns to the industry-based credential (s) Cisco CCNA and Cisco CCENT, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The Cisco Certified Network Associate program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credentials, Cisco CCNA and Cisco CCENT, in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: Yes # - Full Time: 1 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: a) Master's degree with 18 graduate hours in computer science/computer technology b) Bachelor's degree c) None	Experience: a) None b) None c) 3 years work experience in subject area specialized training/professional development in subject area	Certification: a) None b) Related Industry Based Certification c) None
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Technology, Engineering, and Mathematics

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

These courses are currently taught on a regular rotation and with established faculty. There will be no change that will occur related to administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	5	7	7	9	9
EVENING	8	10	10	12	12
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment: The enrollment prediction is formulated from the number of students currently enrolled in courses related to this program and the history of enrollment in those courses.

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	Mandatory
	Accreditation status: Approved

Type/Name of Program Accreditation, Licensure or Certification Required:	Cisco Networking Academy
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DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM
 Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Cisco Certified Network Associate					Credit Hours: 16.00		
CIT	121	CCNA I	4.00	0.00	4.00	4.00	0.00
CIT	122	CCNA II	4.00	0.00	4.00	4.00	0.00
Semester:					Credit Hours:		
CIT	221	CCNA III	4.00	0.00	4.00	4.00	0.00
CIT	222	CCNA IV	4.00	0.00	4.00	4.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program aligns to the industry-based credentials Cisco CCNA and Cisco CCENT, it is more appropriately classified as a Career and Technical Certificate.

KEYWORDS

Cisco, Cisco Certified, Network Associate, networking, Cisco Network Associate

Software Applications - 01/10/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Software Applications						
AWARD LEVEL(S)						
For Board of Regents and LCTCS Review:						
Name:			For LCTCS Review:			
			Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only			
NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 5 Stars						
Name: Software Applications			Program Delivery Mode:			
CIP: 11.0401	Credit Hours: 12.00		Contact Hours: 180.00		Career and Technical Certificate (C.T.C)	
IBC: 77-726	Issuing Body:	Course Title:	Course Prefix:	Course Number:	Credits Awarded:	IBC Awarded upon Completion?
Word 2016 Expert	Microsoft	Advanced MS Word	CIS	205	3.00	: No-Student must Request it
IBC: 77-728	Issuing Body:	Course Title:	Course Prefix:	Course Number:	Credits Awarded:	IBC Awarded upon Completion?
Excel 2016 Expert	Microsoft	Advanced MS Excel	CIS	207	3.00	: No-Student must Request it

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The Software Applications program is a job-skills-specific program in the area of commonly used business software applications for students who do not need or wish to complete a two-year curriculum, but who are required to demonstrate proof of knowledge and skills necessary to meet the basic computer needs of the business community.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
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SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: Main Campus

JUSTIFICATION FOR THE PROPOSED CHANGE

Include support such as four-year university agreements, industry demand, advisory board information, etc.

The Software Application program is a viable program that, as determined in its original development, approval, and implementation stages as a TCA, continues to respond to the needs of the community. Because it aligns to the industry-based credentials Microsoft 77-726 Word 2016 Expert and Microsoft 77-728 Excel 2016 Expert, in accordance with the Louisiana Board of Regents Academic Affairs Policy 2.15, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

The Software Applications program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credentials Microsoft 77-726 Word 2016 Expert and Microsoft 77-728 Excel 2016 Expert, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. Only the program classification is being modified.

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: Yes # - Full Time: 3 # - Part Time: 0	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
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Support :	Related Fields :	Other :
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MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's with 18 graduate hours in computer science/computer technology	Experience: 3 years work experience in subject area specialized training/professional development in subject area	Certification: Related Industry Based Certification
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ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	16	20	22	24	30
EVENING					
DISTANCE EDUCATION					

Describe Process for Attaining & Estimating Enrollment:	The enrollment prediction is formulated from the number of students currently enrolled in courses related to this program and the history of enrollment in those classes.
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PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	No
	Accreditation status: N/A

Type/Name of Program Accreditation, Licensure or Certification Required:	
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DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Technology, Engineering, and Mathematics

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

These courses are currently taught on a regular rotation and with established faculty. There will be no change that will occur related to administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: Software Applications			<input type="text"/>	<input type="text"/>	Credit Hours: 12.00		
CIS	105	Computer Concepts	3.00	0.00	3.00	3.00	0.00
CIS	111	Internet Technology	3.00	0.00	3.00	3.00	0.00
CIS	205	Advanced MS Word	3.00	0.00	3.00	3.00	0.00
CIS	207	Advanced MS Excel	3.00	0.00	3.00	3.00	0.00

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

Because this program aligns to the industry-based credentials Microsoft 77-726 Word 2016 Expert and Microsoft 77-728 Excel 2016 Expert, it is more appropriately classified as a Career and Technical Certificate (CTC).

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

KEYWORDS

Software, Microsoft, Excel, Word, Applications