



*Changing Lives,
Creating Futures*

Monty Sullivan
System President

Officers:
Stephen Toups
Chair

Paul Price, Jr.
First Vice Chair

Willie L. Mount
Second Vice Chair

Members:
Tari T. Bradford
Helen Bridges Carter
Timothy W. Hardy
Alterman L. "Chip" Jackson
Erika McConduit
Michael J. Murphy
Joe Potts
Stanton W. Salathe
Stephen C. Smith
Mark D. Spears, Jr.
Craig Spohn
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
Fax: 225-922-1185

www.lctcs.edu

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón
Chief Academic Affairs Officer

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

SUBJECT: Program Requests at Bossier Parish Community College

DATE: 03/25/2019

FOR BOARD ACTION:

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

Program Additions

1. Career and Technical Certificate (CTC), Certified Production Technician (CIP 15.0699) –5 STARS with an IBC in Production Technician from Manufacturing Skill Standards Council (MSSC)
2. Career and Technical Certificate (CTC), Basic Management (CIP 52.0201) –5 STARS with an IBC in SHRM CP Certification from the Society for Human Resource Management
3. Career and Technical Certificate (CTC), Bookkeeping (CIP 52.0201) –5 STARS with an IBC in QuickBooks Certified User from Certiport
4. Career and Technical Certificate (CTC), Business Communications (CIP 52.0201) –5 STARS with IBCs in Microsoft Excel, Microsoft PowerPoint, and Microsoft Word from Microsoft
5. Career and Technical Certificate (CTC), Graphic Design (CIP 50.0409) –4 STARS with an IBC in Adobe Certified Associate (ACA) from Adobe
6. Career and Technical Certificate (CTC), Film (CIP 10.0201) –5 STARS with an IBC in Adobe Certified Associate (ACA) in Premiere Pro from Adobe
7. Career and Technical Certificate (CTC), Photography (CIP 10.0201) –5 STARS with an IBC in Adobe Certified Associate (ACA) in Photoshop from Adobe

APPROVED

SKC 4/10/19
LCTCS BOARD OF SUPERVISORS



***Changing Lives,
Creating Futures***

Monty Sullivan
System President

Officers:
Stephen Toups
Chair

Paul Price, Jr.
First Vice Chair

Willie L. Mount
Second Vice Chair

Members:
Tari T. Bradford
Helen Bridges Carter
Timothy W. Hardy
Alterman L. "Chip" Jackson
Erika McConduit
Michael J. Murphy
Joe Potts
Stanton W. Salathe
Stephen C. Smith
Mark D. Spears, Jr.
Craig Spohn
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
Fax: 225-922-1185

www.lctcs.edu

8. Career and Technical Certificate (CTC), TV Production (CIP 10.0202) –**5 STARS** with an IBC in Adobe Certified Associate (ACA) in Premiere Pro from Adobe
9. Career and Technical Certificate (CTC), Media for the Ministry (CIP 10.0202) –**5 STARS** with an IBC in Adobe Certified Associate (ACA) in Photoshop from Adobe
10. Career and Technical Certificate (CTC), Sound Recording Technology (CIP 10.0203) –**4 STARS** with an IBC in Adobe Certified Associate (ACA) in Photoshop from Adobe
11. Career and Technical Certificate (CTC), Computer Animation (CIP 10.0304) –**2 STARS** with an IBC in Adobe Certified Associate (ACA) from Adobe
12. Career and Technical Certificate (CTC), Help Desk (CIP) –**5 STARS** with IBCs in IT Fundamentals and A+ from CompTIA

Program Deletions

13. Technical Competency Area (TCA), Certified Production Technician (CIP 15.0699) –**5 STARS**
14. Technical Competency Area (TCA), Basic Management (CIP 52.0201) –**5 STARS**
15. Technical Competency Area (TCA), Bookkeeping (CIP 52.0201) –**5 STARS**
16. Technical Competency Area (TCA), Business Communications (CIP 52.0201) –**5 STARS**
17. Technical Competency Area (TCA), Graphic Design (CIP 50.0409) –**4 STARS**
18. Technical Competency Area (TCA), Film (CIP 10.0201) –**4 STARS**
19. Technical Competency Area (TCA), Photography (CIP 10.0201) –**5 STARS**
20. Technical Competency Area (TCA), TV Production (CIP 10.0202) –**5 STARS**
Technical Competency Area (TCA), Media for the Ministry (CIP 10.0202) –**5 STARS**
21. Technical Competency Area (TCA), Sound Recording Technology (CIP 10.0203) –**4 STARS**
22. Technical Competency Area (TCA), Computer Animation (CIP 10.0304) –**2 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, unless otherwise noted. Only the program classification is being modified.

BPCC is requesting to add a new CTC in Help Desk under the Computer Information Systems program. The core content knowledge is applicable to not only Help Desk



**Changing Lives,
Creating Futures**

Monty Sullivan
System President

Officers:
Stephen Toups
Chair

Paul Price, Jr.
First Vice Chair

Willie L. Mount
Second Vice Chair

Members:
Tari T. Bradford
Helen Bridges Carter
Timothy W. Hardy
Alterman L. "Chip" Jackson
Erika McConduit
Michael J. Murphy
Joe Potts
Stanton W. Salathe
Stephen C. Smith
Mark D. Spears, Jr.
Craig Spohn
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
Fax: 225-922-1185

www.lctcs.edu

operations but also to those working in a small business where these skills would be valuable.

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, unless otherwise noted.

History of Prior Actions: There is a history of modifying curriculum to meet student and industry needs.

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

4-10-19

Date

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification <input type="checkbox"/> Curriculum Adoption <input type="checkbox"/> Archived Curriculum
Program Name:*	Help Desk

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (AAS) <input type="checkbox"/> Associate of Science (AS) <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Post Associate Certificate <input type="checkbox"/> Other Associate Degree Name: _____ <input type="checkbox"/> Certificate of Applied Science (CAS) <input type="checkbox"/> Certificate of General Studies (CGS)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (TD) <input type="checkbox"/> Certificate of Technical Studies (CTS) <input checked="" type="checkbox"/> Career and Technical Certificate (CTC) <input type="checkbox"/> TCA – For Archive Purpose Only

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input checked="" type="checkbox"/> 5 Stars <input type="checkbox"/> 4 Stars <input type="checkbox"/> 3 Stars <input type="checkbox"/> 2 Stars <input type="checkbox"/> 1 Stars	
Name: Help Desk	Program Delivery Mode: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Hybrid <input type="checkbox"/> Online
CIP: <u>11.9999</u> Credit Hours: <u>12</u> Contact Hours: <u>180</u> Award Level: (same as Award level above)	
IBC: <u>IT Fundamentals</u> Issuing Body: <u>CompTIA</u>	
Name of Course: <u>IT Principles</u> Course Prefix: <u>CIS</u> Course Number: <u>100</u>	
Credit hours: <u>3</u> IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements <input type="checkbox"/> No- Test is Required <input checked="" type="checkbox"/> No- Student Must Request It	
IBC: <u>A+</u> Issuing Body: <u>CompTIA</u>	
Name of Course: <u>IT Software Support</u> Course Prefix: <u>CIS</u> Course Number: <u>114</u>	
Credit hours: <u>3</u> IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements <input type="checkbox"/> No- Test is Required <input checked="" type="checkbox"/> No- Student Must Request It	
+ Add More Career and Technical CTC Data	

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.

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

General Dynamics Information Technology (GDIT) has requested the Help Desk CTC to educate its workforce. GDIT has created the Step Up program where their employees will enroll in this program, giving them the possibility to promote within the company. This program contains curricula that our other industry partners have indicated as crucial to the operations of their business. In addition, this pathway will allow students enrolled in the College Transitions Program to become employable in the IT industry. This CTC is contained within our current Computer Information Systems (CIS) curriculum, allowing students to earn a CTS and then continue to work towards an Associate of Applied Science degree. The core content knowledge is applicable to not only Help Desk operations but also to those working in a small business where these skills would be valuable.

IMPLEMENTATION DATE (Semester and Year)	Summer 2019
---	-------------

HISTORY OF PRIOR ACTIONS
 Provide an overview of changes to this program.
 This is a new program. N/A

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

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION
 Main Campus All Campuses Sites (list below) Distance Education
 + Add More Sites

QUALIFIED FACULTY (Check all that apply)		
<input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u>4</u> #-Part Time: _____	<input type="checkbox"/> Hire Adjunct Faculty #: _____	<input type="checkbox"/> Hire Full-Time Faculty #: _____
MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Masters with 18 graduate hours in computer science/computer technology	Experience: 3 years of work experience in subject area specialized training/professional development in subject area	Certification: Related Industry Based Certification

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.	

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

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	15	20	20	25	25
EVENING	15	25	25	30	30
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:		The enrollment prediction is formulated from the number of students currently enrolled in the day offerings with a new cohort of evening students specifically from the GDIT Call Center Step Up program.			

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	

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	Delete Row
Program, Degree or Concentration: <u>Help Desk</u>						Credit Hours: <u>12</u>		
First Semester								
CIS	100	IT Principles	3	0	3	3		
CIS	107	Skills for IT Success	3	0	3	3		
CIS	114	IT Software Support	3	1	3	3		
CIS	118	Help Desk Operations	3	0	3	3		
Second Semester								

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Third Semester									
Fourth Semester									
Fifth Semester									
Sixth Semester									

BENEFITS TO THE SYSTEM
Discuss how this change will benefit your students, your community, and the LCTCS.
This program will result in students receiving Industry Based Certification and is a stackable credential in the AAS for Computer Information Systems. This program is also endorsed by one of the region and the state's top industry partners, GDIT.

KEYWORDS
Help Desk, IT Fundamentals, A+, CompTIA A+, CompTIA IT Fundamentals, computer user support specialists

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	

Save

Submit

Back

GENERAL DYNAMICS
Information Technology

February 26, 2019

Dr. Rick Bateman, Chancellor
Bossier Parish Community College
6220 East Texas Street
Bossier City, LA 71111

Dear Dr. Bateman:

Please accept this letter of support for Bossier Parish Community College's (BPCC) Help Desk College and Technical Certificate (CTC) program. This certificate program was created at the request of, and in collaboration with, General Dynamics Information Technology (GDIT).

In 2014, GDIT entered into a partnership with the state of Louisiana to bring 800 jobs to its Integrated Technology Center (ITC) in Shreveport-Bossier. Two years later, it opened a second facility call the Customer Engagement Center (CEC). Today, GDIT is responsible for approximately 1,100 jobs in Northwest Louisiana, ranging from entry-level positions at the CEC to technology experts at the ITC. Throughout the partnership, BPCC has worked with GDIT to educate its workforce pipeline, as well as continue the education of its existing employees increasing their capabilities for inner-mobility.

In partnership with GDIT, BPCC established the CTC program to allow employees in entry-level position at the CEC to develop specific skillsets for career development. The CTC program also provides the skillsets certificate necessary to meet GDIT federal government customers' requirement for skills certification. Additionally, CTC credits may count toward BPCC's Associates Degree, the next education threshold for another job level increase. The CTC initiative provides a critical bridge to enable motivate entry-level GDIT employees to increase their technical acumen, building a career within GDIT.

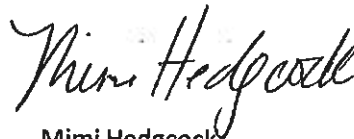
Through the partnership with the state of Louisiana, GDIT committed to bring jobs to Northwest Louisiana. Through the partnership with BPCC and other higher education partners, GDIT is not only creating jobs, but establishing a career track for its employees to advance toward higher skillsets and empower themselves toward a greater earning capacity.

GDIT is proud to support BPCC's Help Desk College and Technical Center program and appreciates its continued partnership and collaboration.

Sincerely,



Jay Johnson
Director, Customer Engagement Center and Services
General Dynamics Information Technology



Mimi Hedgcock
Sr. Principal, External Affairs
General Dynamics Information Technology

Bossier Parish Community College Unofficial Curriculum Sheet

This unofficial curriculum sheet is established for guidance of students while pursuing an associate degree or certificate at BPCC. Courses marked below which are transferred from another institution are not applicable to degree requirements until approved by the Office of Academic Affairs. Students are encouraged to meet with an academic advisor concerning required courses and sequencing for this program.

2019-2020

Career and Technical Certificate in Help Desk

Last Name	First Name	MI	Student ID #	Date Initiated	Phone and/or Email

Freshman Year				
First Semester	Grade	Semester Earned	Name of Institution/ Notes	Hours
CIS 100: IT Principles				3
CIS 107: Skills for IT Success				3
CIS 114: IT Software Support				3
CIS 118: Help Desk Operations				3

Total Hours: 12

Advisor

Dean or Designee

Students must make a "C" or higher in prerequisite courses before enrolling in any given course.

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification
<input type="checkbox"/> Curriculum Adoption	<input type="checkbox"/> Archived Curriculum
Program Name:*	Basic Management

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review:	For LCTCS Review:
<input type="checkbox"/> Associate of Applied Science (AAS)	<input type="checkbox"/> Technical Diploma (TD)
<input type="checkbox"/> Associate of Science (AS)	<input type="checkbox"/> Certificate of Technical Studies (CTS)
<input type="checkbox"/> Associate of Arts	<input checked="" type="checkbox"/> Career and Technical Certificate (CTC)
<input type="checkbox"/> Post Associate Certificate	<input type="checkbox"/> TCA – For Archive Purpose Only
<input type="checkbox"/> Other Associate Degree	
Name: _____	
<input type="checkbox"/> Certificate of Applied Science (CAS)	
<input type="checkbox"/> Certificate of General Studies (CGS)	

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input checked="" type="checkbox"/> 5 Stars	<input type="checkbox"/> 4 Stars
<input type="checkbox"/> 3 Stars	<input type="checkbox"/> 2 Stars
<input type="checkbox"/> 1 Stars	
Name:	Program Delivery Mode:
	<input checked="" type="checkbox"/> Standard
	<input type="checkbox"/> Hybrid
	<input type="checkbox"/> Online
CIP: <u>52.0201</u>	Credit Hours: <u>12</u>
Contact Hours: <u>192</u>	Award Level: (same as Award level above)
IBC: <u>SHRM CP Certification</u>	Issuing Body: <u>Society for Human Resource Management</u>
Name of Course: <u>Human Resource Management</u>	Course Prefix: <u>BADM</u>
Course Number: <u>213</u>	
Credit hours: <u>03</u>	IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements
	<input type="checkbox"/> No- Test is Required
	<input checked="" type="checkbox"/> 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 Basic Management program provides students with the knowledge and skills necessary to perform the basic managerial functions throughout a wide range of industries and within varying organizational structures.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
---	-------------

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

<p>HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.</p> <p>The Basic Management program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential <u>SHRM CP Certification</u> (Society for Human Resource Management), it is more appropriately classified as a Career and Technical Certificate. 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 Basic Management 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 <u>SHRM CP Certification</u> (Society for Human Resource Management), 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</p> <p><input checked="" type="checkbox"/> Main Campus <input type="checkbox"/> All Campuses <input type="checkbox"/> Sites (list below) <input type="checkbox"/> Distance Education</p> <p>+ Add More Sites</p>

<p>QUALIFIED FACULTY (Check all that apply)</p>		
<p><input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u>4</u> #-Part Time: _____</p>	<p><input type="checkbox"/> Hire Adjunct Faculty #: _____</p>	<p><input type="checkbox"/> Hire Full-Time Faculty #: _____</p>
<p>MINIMUM CREDENTIALS REQUIRED FOR FACULTY</p>		
<p>Education: Master of Business Administration</p>	<p>Experience:</p>	<p>Certification:</p>

<p>FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS</p>	
<p>Department: Business</p>	
<p>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.</p>	
<p>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.</p>	

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	12	12	14	14	14
EVENING	2	2	2	4	4
DISTANCE EDUCATION	18	20	20	20	22
Describe Process for Attaining & Estimating Enrollment:		The enrollment predictions are formulated using historical course enrollment and completer data.			

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	

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	Delete Row
Program, Degree or Concentration: <u>Basic Management</u>						Credit Hours: <u>12</u>		
First Semester								
BADM	212	Principles of Management	3.00	0.00	48.00	3.00	0.00	
BADM	213	Human Resource Management	3.00	0.00	48.00	3.00	0.00	
BADM	215	Business Law	3.00	0.00	48.00	3.00	0.00	
BADM	217	Organizational Behavior	3.00	0.00	48.00	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 credential <u>SHRM CP Certification</u> (Society for Human Resource Management), it is more appropriately classified as a Career and Technical Certificate.

KEYWORDS
Basic Management, basic management, management

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	

Submit

Back

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification <input type="checkbox"/> Curriculum Adoption <input type="checkbox"/> Archived Curriculum
Program Name:*	Bookkeeping

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (AAS) <input type="checkbox"/> Associate of Science (AS) <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Post Associate Certificate <input type="checkbox"/> Other Associate Degree Name: _____ <input type="checkbox"/> Certificate of Applied Science (CAS) <input type="checkbox"/> Certificate of General Studies (CGS)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (TD) <input type="checkbox"/> Certificate of Technical Studies (CTS) <input checked="" type="checkbox"/> Career and Technical Certificate (CTC) <input type="checkbox"/> TCA – For Archive Purpose Only

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input checked="" type="checkbox"/> 5 Stars	<input type="checkbox"/> 4 Stars <input type="checkbox"/> 3 Stars <input type="checkbox"/> 2 Stars <input type="checkbox"/> 1 Stars
Name:	Program Delivery Mode: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Hybrid <input type="checkbox"/> Online
CIP: <u>52.0201</u>	Credit Hours: <u>12</u> Contact Hours: <u>192</u> Award Level: (same as Award level above)
IBC: <u>QuickBooks Certified User</u>	Issuing Body: <u>Certiport</u>
Name of Course: <u>Computerized Accounting</u>	Course Prefix: <u>ACCT</u> Course Number: <u>212</u>
Credit hours: <u>3</u>	IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements
	<input type="checkbox"/> No- Test is Required
	<input checked="" type="checkbox"/> No- Student Must Request It
+ Add More Career and Technical CTC Data	

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 Bookkeeping program provides students with the knowledge and skills necessary to perform basic accounting practices using computers and spreadsheets for a wide range of industries and varying organizations.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
---	-------------

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

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

The Bookkeeping program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential QuickBooks Certified User (Certiport), it is more appropriately classified as a Career and Technical Certificate. 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 Bookkeeping 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 QuickBooks Certified User (Certiport), 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 All Campuses Sites (list below) Distance Education

+ Add More Sites

QUALIFIED FACULTY (Check all that apply)

<input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u> 2 </u> #-Part Time: <u> 2 </u>	<input type="checkbox"/> Hire Adjunct Faculty #: <u> </u>	<input type="checkbox"/> Hire Full-Time Faculty #: <u> </u>
--	---	---

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor's Degree in Accounting with CPA Licensure or a Master of Business Administration with 18 graduate hours in Accounting or 18 graduate hours in Finance	Experience:	Certification:
---	-------------	----------------

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Business

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	3	3	4	4	5
EVENING	2	2	3	3	4

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

DISTANCE EDUCATION	6	8	8	7	10
Describe Process for Attaining & Estimating Enrollment:		The enrollment predictions are formulated using historical course enrollment and completer data.			

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	

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	Delete Row
Program, Degree or Concentration: <u>Bookkeeping</u>						Credit Hours: <u>12</u>		
First Semester								
ACCT	205	Intro to Financial Accounting	3	0	48	3	0	
ACCT	206	Intro to Managerial Accounting	3	0	48	3	0	
ACCT	210	Income Tax Accounting	3	0	48	3	0	
ACCT	212	Computerized Accounting	3	0	48	3	0	

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 credential QuickBooks Certificated User (Certiport), it is more appropriately classified as a Career and Technical Certificate.

KEYWORDS
Bookkeeping, bookkeeping, QuickBooks

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	

Submit

Back

BPCC Certified Production Technician - 03/08/2019

TYPE OF PROPOSED CHANGE : New Program

PROGRAM NAME : Certified Production 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 : 5 Stars

Name: Certified Production Technician

Program Delivery Mode: Standard

CIP: 15.0699

Credit Hours: 6.00

Contact Hours: 160.00

Career and Technical Certificate (C.T.C)

IBC: Certified Production Technician

Issuing Body: Manufacturing Skill Standards Council (MSSC)

Course Title: Manufacturing Safety, Quality, and Measurements

Course Prefix: AMFG

Course Number: 107

Credits Awarded: 3.00

IBC Awarded upon Completion?
: No-Student must Request it

IBC: Certified Production Technician

Issuing Body: Manufacturing Skill Standards Council (MSSC)

Course Title: Manufacturing Processes, Production, and Maintenance Awareness

Course Prefix: AMFG

Course Number: 108

Credits Awarded: 3.00

IBC Awarded upon Completion?
: 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 Certified Production Technician (CPT) program is a 6-semester hour curriculum, preparing students to become certified production technicians and to work in entry level manufacturing related positions. The program is aligned with a national certification, Certified Production Technician by the Manufacturing Skill Standards Council.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
--	-------------

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

The Certified Production Technician program was initially approved as a Technical Competency Area (TCA) in the Spring of 2017. Because this program aligns to the industry-based credential (Certified Production Technician), 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 new CTC is stackable and will be the first credential in a three credential series (CTC, CTS, AAS) in Industrial Technology with a concentration in Manufacturing and Mechatronics that would allow students to graduate with the CTC and work while completing the subsequent credentials. It is aligned with a national certification, CPT by MSSC. The courses are offered after 6:30 p.m., allowing students with day jobs to attend.

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
--	--	--

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) Associate Degree B)None	Experience: A) 5 years B) 3 years	Certification: A) None B) Related industry based certification
--	--	---

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY					
EVENING	6	8	10	12	14
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?	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

--

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: Certified Production Technician					<input type="text"/>	<input type="text"/>	Credit Hours: 6.00
AMFG	107	Manufacturing Safety, Quality, and Measurements	3.00	2.00	80.00	3.00	0.00
AMFG	108	Manufacturing Processes, Production, and Maintenance Awareness	3.00	2.00	80.00	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 credential Certified Production Technician, it is more appropriately classified as a Career and Technical Certificate.

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

Certified Production Technician, MSSC, CPT, Manufacturing Skill Standards Council, Manufacturing, Safety, Quality, Measurements, Production, Maintenance, Manufacturing processes

BPCC Business Communications - 03/06/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Business Communications						
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:				Program Delivery Mode: Standard		
CIP: 52.0201		Credit Hours: 12.00		Contact Hours: 192.00		Career and Technical Certificate (C.T.C)
IBC: Microsoft Office Excel 2013	Issuing Body: Microsoft	Course Title: Computer Concepts	Course Prefix: CIS	Course Number: 105	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Student must Request it
IBC: Microsoft Office PowerPoint 2013	Issuing Body: Microsoft	Course Title: Computer Concepts	Course Prefix: CIS	Course Number: 105	Credits Awarded: 3.00	IBC Awarded upon Completion? :

IBC: Microsoft Office Word 2013	Issuing Body: Microsoft	Course Title: Computer Concepts	Course Prefix: CIS	Course Number: 105	Credits Awarded: 3.00	IBC Awarded upon Completion? :
---	---------------------------------------	--	-------------------------------	-------------------------------	-------------------------------------	--

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 Business Communications program provides students with the knowledge and skills necessary to utilize advanced business communications techniques throughout a wide range of industries and within varying organizational structures.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
--	-------------

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

The Business Communications program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credentials Microsoft Office Excel 2013 (Microsoft), Microsoft Office PowerPoint 2013 (Microsoft), and Microsoft Office Word (Microsoft), it is more appropriately classified as a Career and Technical Certificate. 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 Business Communications 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 this program aligns to the industrybased credentials Microsoft Office Excel 2013 (Microsoft), Microsoft Office PowerPoint 2013 (Microsoft), and Microsoft Office Word (Microsoft), 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: 4 # - 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 :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master of Business Administration	Experience:	Certification:
---	--------------------	-----------------------

Program, Degree or Concentration: Business Communications							Credit Hours: 12.00	
ENGL	102	Composition and Rhetoric II	3.00	0.00	48.00	3.00	0.00	
CIS	105	Computer Concepts	3.00	0.00	48.00	3.00	0.00	
CIS	115	Software Applications	3.00	0.00	48.00	3.00	0.00	
BADM	220	Business Communications	3.00	0.00	48.00	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 Office Excel 2013 (Microsoft), Microsoft Office PowerPoint 2013 (Microsoft), and Microsoft Office Word (Microsoft), it is more appropriately classified as a Career and Technical Certificate.

KEYWORDS

Business Communication, business communication, Microsoft, Excel, PowerPoint, Word

LCTCS College Curriculum Database Fields

with asterisk (*) are required fields.

HISTORY OF PRIOR ACTIONS

Provide an overview of changes to this program.

The Media for the Ministry program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential, Adobe Certified Associate (ACA) in Photoshop, 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 Media for the Ministry 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, Adobe Certified Associate (ACA) in Photoshop, 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. It will continue to "stack" into the Certificate of Technical Studies (CTS) in Communication Media and into the Associate of Applied Science (AAS) in Communication Media. Only the program classification is being modified.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus All Campuses Sites (list below) Distance Education

+ Add More Sites

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty

#-Full Time: 2

#-Part Time: 1

Hire Adjunct Faculty

#: _____

Hire Full-Time Faculty

#: _____

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

LCTCS College Curriculum Database Fields

with asterisk (*) are required fields.

<p>Education: Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields: Communication, Communication Studies, Media Studies, Digital Media, New Media Journalism, Mass Communication, Film and Media Production, Digital Media, Film Production, Media Arts: Filmmaking, Digital Media, Music, Animation & Digital Arts, Media Arts, Advertising & Public Relations, Graphic Design, Photography, Visual Communication</p>	<p>Experience: No Requirement</p>	<p>Certification: No Requirement</p>
--	-----------------------------------	--------------------------------------

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS	
Department:	Communication and Performing Arts Division
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 are no changes to the 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	53	44	36	41	17
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. Year 5 reflects the number of students who enrolled in the program in fall 2018 and those currently enrolled in spring 2019.				

PROGRAM ACCREDITATION:	
-------------------------------	--

LCTCS College Curriculum Database Fields

with asterisk (*) are required fields.

Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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	Delete Row
Program, Degree or Concentration: <u>Media for the Ministry</u>						Credit Hours: <u>12</u>		
First Semester								
COMM	102	Live Video Production	3	0	3	3	0	
COMM	202	Video Editing	3	0	3	3	0	
COMM	216	Adobe Photoshop	3	0	3	3	0	
COMM	225	Audio Production in Media	3	0	3	3	0	

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 credential, Adobe Certified Associate (ACA) in Photoshop, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS
 Adobe, Adobe Certified Associate, Photoshop

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	



LCTCS College Curriculum Database Fields

with asterisk (*) are required fields.

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification
<input type="checkbox"/> Curriculum Adoption	<input type="checkbox"/> Archived Curriculum
Program Name:*	Graphic Design

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (AAS) <input type="checkbox"/> Associate of Science (AS) <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Post Associate Certificate <input type="checkbox"/> Other Associate Degree Name: _____ <input type="checkbox"/> Certificate of Applied Science (CAS) <input type="checkbox"/> Certificate of General Studies (CGS)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (TD) <input type="checkbox"/> Certificate of Technical Studies (CTS) <input checked="" type="checkbox"/> Career and Technical Certificate (CTC) <input type="checkbox"/> TCA – For Archive Purpose Only

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input type="checkbox"/> 5 Stars	<input checked="" type="checkbox"/> 4 Stars
<input type="checkbox"/> 3 Stars	<input type="checkbox"/> 2 Stars
<input type="checkbox"/> 1 Stars	
Name: Graphic Design	Program Delivery Mode: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Hybrid <input type="checkbox"/> Online
CIP: <u>50.0409</u>	Credit Hours: <u>12</u> Contact Hours: <u>180</u> Award Level: (same as Award level above)
IBC: <u>Adobe Certified Associate (ACA) in Photoshop</u> Issuing Body: <u>Adobe and Certiport</u>	
Name of Course: <u>Adobe Photoshop</u> Course Prefix: <u>COMM</u> Course Number: <u>216</u>	
Credit hours: <u>3</u> IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements <input checked="" type="checkbox"/> No- Test is Required <input type="checkbox"/> No- Student Must Request It	
IBC: <u>Adobe Certified Associate (ACA) in Illustrator</u> Issuing Body: <u>Adobe and Certiport</u>	
Name of Course: <u>Adobe Illustrator</u> Course Prefix: <u>COMM</u> Course Number: <u>218</u>	
Credit hours: <u>3</u> IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements <input checked="" type="checkbox"/> No- Test is Required <input type="checkbox"/> 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 Graphic Design program provides training that emphasizes the skills needed for entry level positions. There is no change in credit or clock hours from the previous classification.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
---	-------------

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

<p>HISTORY OF PRIOR ACTIONS Provide an overview of changes to this program.</p> <p>The Graphic Design program was initially approved as a Technical Competency Area (TCA) on November 8, 2006. Because this program aligns to the industry-based credentials, Adobe Certified Associate (ACA) in Photoshop and Adobe Certified Associate (ACA) in Illustrator, it is more appropriately classified as a Career and Technical Certificate (CTC). The program curriculum remains unchanged. It will continue to “stack” into the Certificate of Technical Studies (CTS) in Communication Media and into the Associate of Applied Science (AAS) in Communication Media. 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 Graphic 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 credentials, Adobe Certified Associate (ACA) in Photoshop and Adobe Certified Associate (ACA) in Illustrator, 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</p> <p><input checked="" type="checkbox"/> Main Campus <input type="checkbox"/> All Campuses <input type="checkbox"/> Sites (list below) <input type="checkbox"/> Distance Education</p> <p>+ Add More Sites</p>

<p>QUALIFIED FACULTY (Check all that apply)</p>		
<p><input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u>2</u> #-Part Time: <u> </u></p>	<p><input type="checkbox"/> Hire Adjunct Faculty #: <u> </u></p>	<p><input type="checkbox"/> Hire Full-Time Faculty #: <u> </u></p>
<p>MINIMUM CREDENTIALS REQUIRED FOR FACULTY</p>		
<p>Education: Master’s degree with at least 18 graduate semester hours in any combination of the qualifying fields: Animation & Digital Arts, Media Arts, Digital Media, Advertising & Public Relations, and Graphic Design</p>	<p>Experience: No Requirement</p>	<p>Certification: No Requirement</p>

<p>FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS</p>	
<p>Department:</p>	<p>Communication and Performing Arts Division</p>
<p>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.</p>	

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

These courses are currently taught on a regular rotation and with established faculty. There are no changes to the 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	43	22	42	55	52
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. 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?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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	Delete Row
Program, Degree or Concentration: <u>Graphic Design</u>						Credit Hours: <u>12</u>		
First Semester								
COMM	223	Publication Design	3	0	3	3	0	
COMM	216	Adobe Photoshop	3	0	3	3	0	
COMM	218	Adobe Illustrator	3	0	3	3	0	
COMM	219	2D Graphics	3	0	3	3	0	

BENEFITS TO THE SYSTEM

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

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Because this program aligns to the industry-based credential, Adobe Certified Associate (ACA) in Photoshop and Adobe Certified Associate (ACA) in Illustrator, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS

Adobe, Adobe Certified Associate, Photoshop, Illustrator

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	

Save

Submit

Back

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification
<input type="checkbox"/> Curriculum Adoption	<input type="checkbox"/> Archived Curriculum
Program Name:*	Photography

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (AAS) <input type="checkbox"/> Associate of Science (AS) <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Post Associate Certificate <input type="checkbox"/> Other Associate Degree Name: _____ <input type="checkbox"/> Certificate of Applied Science (CAS) <input type="checkbox"/> Certificate of General Studies (CGS)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (TD) <input type="checkbox"/> Certificate of Technical Studies (CTS) <input checked="" type="checkbox"/> Career and Technical Certificate (CTC) <input type="checkbox"/> TCA – For Archive Purpose Only

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input type="checkbox"/> 5 Stars	<input checked="" type="checkbox"/> 4 Stars
<input type="checkbox"/> 3 Stars	<input type="checkbox"/> 2 Stars
<input type="checkbox"/> 1 Stars	
Name: Photography	Program Delivery Mode: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Hybrid <input type="checkbox"/> Online
CIP: <u>10.0201</u>	Credit Hours: <u>12</u> Contact Hours: <u>180</u> Award Level: (same as Award level above)
IBC: <u>Adobe Certified Associate (ACA) in Photoshop</u> Issuing Body: <u>Adobe and Certiport</u>	
Name of Course: <u>Adobe Photoshop</u> Course Prefix: <u>COMM</u> Course Number: <u>216</u>	
Credit hours: <u>3</u> IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements <input checked="" type="checkbox"/> No- Test is Required <input type="checkbox"/> No- Student Must Request It	
+ Add More Career and Technical CTC Data	

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 Photography program provides training that emphasizes the skills needed for entry level positions. There is no change in credit or clock hours from the previous classification.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
---	-------------

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.
The Photography program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential, Adobe Certified Associate (ACA)

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

in Photoshop, 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 Photography 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, Adobe Certified Associate (ACA) in Photoshop, 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. It will continue to "stack" into the Certificate of Technical Studies (CTS) in Communication Media and into the Associate of Applied Science (AAS) in Communication Media. Only the program classification is being modified.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus All Campuses Sites (list below) Distance Education

+ Add More Sites

QUALIFIED FACULTY (Check all that apply)

<input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u>1</u> #-Part Time: <u> </u>	<input type="checkbox"/> Hire Adjunct Faculty #: <u> </u>	<input type="checkbox"/> Hire Full-Time Faculty #: <u> </u>
---	---	---

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor's degree in one of the qualifying fields: Digital Media, Photography, Studio Art, Visual Communication, Animation & Digital Arts, Media Arts, Advertising & Public Relations, Graphic Design	Experience: No Requirement	Certification: No Requirement
---	----------------------------	-------------------------------

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Communication and Performing Arts Division

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 are no changes to the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

ANTICIPATED ENROLLMENT:

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	83	56	48	56	64
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. 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?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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	Delete Row
Program, Degree or Concentration: <u>Photography</u>						Credit Hours: <u>12</u>		
First Semester								
COMM	160	Photography	3	0	3	3	0	
COMM	216	Adobe Photoshop	3	0	3	3	0	
COMM	220	Photoshop Compositing	3	0	3	3	0	
COMM	267	Portrait Photography	3	0	3	3	0	

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 credential, Adobe Certified Associate (ACA) in Photoshop, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS
Adobe, Adobe Certified Associate, Photoshop

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	

Submit

Back

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification <input type="checkbox"/> Curriculum Adoption <input type="checkbox"/> Archived Curriculum
Program Name:*	Sound Recording Technology

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: <input type="checkbox"/> Associate of Applied Science (AAS) <input type="checkbox"/> Associate of Science (AS) <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Post Associate Certificate <input type="checkbox"/> Other Associate Degree Name: _____ <input type="checkbox"/> Certificate of Applied Science (CAS) <input type="checkbox"/> Certificate of General Studies (CGS)	For LCTCS Review: <input type="checkbox"/> Technical Diploma (TD) <input type="checkbox"/> Certificate of Technical Studies (CTS) <input checked="" type="checkbox"/> Career and Technical Certificate (CTC) <input type="checkbox"/> TCA – For Archive Purpose Only

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input type="checkbox"/> 5 Stars	<input checked="" type="checkbox"/> 4 Stars <input type="checkbox"/> 3 Stars <input type="checkbox"/> 2 Stars <input type="checkbox"/> 1 Stars
Name: Sound Recording Technology	Program Delivery Mode: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Hybrid <input type="checkbox"/> Online
CIP: <u>10.0203</u> Credit Hours: <u>12</u> Contact Hours: <u>180</u> Award Level: (same as Award level above)	
IBC: <u>Adobe Certified Associate (ACA) in Photoshop</u> Issuing Body: <u>Adobe and Certiport</u>	
Name of Course: <u>Adobe Photoshop</u> Course Prefix: <u>COMM</u> Course Number: <u>216</u>	
Credit hours: <u>3</u> IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements	
<input checked="" type="checkbox"/> No- Test is Required	
<input type="checkbox"/> No- Student Must Request It	
+ Add More Career and Technical CTC Data	

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 Sound Recording Technology program provides training that emphasizes the skills needed for entry level positions. There is no change in credit or clock hours from the previous classification.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
---	-------------

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.
The Sound Recording Technology program was initially approved as a Technical Competency Area (TCA) on November 8, 2006. Because this program aligns to the industry-based credential, Adobe

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Certified Associate (ACA) in Photoshop, 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 Sound Recording Technology 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, Adobe Certified Associate (ACA) in Photoshop, 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. It will continue to "stack" into the Certificate of Technical Studies (CTS) in Communication Media and into the Associate of Applied Science (AAS) in Communication Media. Only the program classification is being modified.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus All Campuses Sites (list below) Distance Education

+ Add More Sites

QUALIFIED FACULTY (Check all that apply)

<input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u> 1 </u> #-Part Time: <u> 3 </u>	<input type="checkbox"/> Hire Adjunct Faculty #: <u> </u>	<input type="checkbox"/> Hire Full-Time Faculty #: <u> </u>
--	---	---

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Associate degree in one of the qualifying fields: Digital Media, Music, Telecommunication	Experience: No Requirement	Certification: No Requirement
---	----------------------------	-------------------------------

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department: Communication and Performing Arts Division

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 are no changes to the 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	76	46	47	46	42

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

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. 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?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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	Delete Row
Program, Degree or Concentration: <u>Sound Recording Technology</u>						Credit Hours: <u>12</u>		
First Semester								
COMM	216	Adobe Photoshop	3	0	3	3	0	
COMM	290	Pro Tools	3	0	3	3	0	
COMM	292	Pro Tools II	3	0	3	3	0	
COMM	294	Studio Production	3	0	3	3	0	

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 credential, Adobe Certified Associate (ACA) in Photoshop, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS
Adobe, Adobe Certified Associate, Photoshop

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	



LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Additional Attachments (Allowed Extensions: .pdf)

Submit

Back

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

TYPE OF PROPOSED CHANGE	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification
<input type="checkbox"/> Curriculum Adoption	<input type="checkbox"/> Archived Curriculum
Program Name:*	TV Production

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review:	For LCTCS Review:
<input type="checkbox"/> Associate of Applied Science (AAS)	<input type="checkbox"/> Technical Diploma (TD)
<input type="checkbox"/> Associate of Science (AS)	<input type="checkbox"/> Certificate of Technical Studies (CTS)
<input type="checkbox"/> Associate of Arts	<input checked="" type="checkbox"/> Career and Technical Certificate (CTC)
<input type="checkbox"/> Post Associate Certificate	<input type="checkbox"/> TCA – For Archive Purpose Only
<input type="checkbox"/> Other Associate Degree	
Name: _____	
<input type="checkbox"/> Certificate of Applied Science (CAS)	
<input type="checkbox"/> Certificate of General Studies (CGS)	

NAME OF PROGRAM(S) AND AWARD LEVEL(S)	
<input type="checkbox"/> 5 Stars	<input type="checkbox"/> 4 Stars
<input checked="" type="checkbox"/> 3 Stars	<input type="checkbox"/> 2 Stars
<input type="checkbox"/> 1 Stars	
Name: TV Production	Program Delivery Mode:
	<input checked="" type="checkbox"/> Standard
	<input type="checkbox"/> Hybrid
	<input type="checkbox"/> Online
CIP: <u>10.0202</u>	Credit Hours: <u>12</u> Contact Hours: <u>180</u> Award Level: (same as Award level above)
IBC: <u>Adobe Certified Associate (ACA) in Premiere Pro</u>	Issuing Body: <u>Adobe and Certiport</u>
Name of Course: <u>Video Editing</u>	Course Prefix: <u>COMM</u> Course Number: <u>202</u>
Credit hours: <u>3</u>	IBC Awarded Upon Completion? <input type="checkbox"/> Yes <input type="checkbox"/> No- Partial Requirements
	<input checked="" type="checkbox"/> No- Test is Required
	<input type="checkbox"/> No- Student Must Request It
+ Add More Career and Technical CTC Data	

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 TV Production program provides training that emphasizes the skills needed for entry level positions. There is no change in credit or clock hours from the previous classification.

IMPLEMENTATION DATE (Semester and Year)	Spring 2019
---	-------------

HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.
The TV Production program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential, Adobe Certified Associate

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

(ACA) in Premiere Pro, 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 TV Production 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, Adobe Certified Associate (ACA) in Premiere Pro, 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. It will continue to “stack” into the Certificate of Technical Studies (CTS) in Communication Media and into the Associate of Applied Science (AAS) in Communication Media. Only the program classification is being modified.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

Main Campus All Campuses Sites (list below) Distance Education

+ Add More Sites

QUALIFIED FACULTY (Check all that apply)

<input checked="" type="checkbox"/> Use Existing Faculty #-Full Time: <u> 1 </u> #-Part Time: <u> </u>	<input type="checkbox"/> Hire Adjunct Faculty #: <u> </u>	<input type="checkbox"/> Hire Full-Time Faculty #: <u> </u>
---	---	---

MINIMUM CREDENTIALS REQUIRED FOR FACULTY		
Education: Master’s degree with at least 18 graduate semester hours in any combination of the qualifying fields: Communication, Communication Studies, Media Studies, Digital Media, New Media Journalism, Mass Communication	Experience: No Requirement	Certification: No Requirement

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department:	Communication and Performing Arts Division
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 are no changes to the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.	

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	62	44	28	40	41
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. 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?	<input type="checkbox"/> Mandatory Accreditation <input type="checkbox"/> Optional Accreditation <input type="checkbox"/> Recommended Accreditation <input checked="" type="checkbox"/> No Accreditation Required
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

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	Delete Row
Program, Degree or Concentration: <u>TV Production</u>						Credit Hours: <u>12</u>		
First Semester								
COMM	102	Live Video Production	3	0	3	3	0	
COMM	205	Television Directing	3	0	3	3	0	
COMM	201	Video Post Production	3	0	3	3	0	
COMM	202	Video Editing	3	0	3	3	0	

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 credential, Adobe Certified Associate (ACA) in Premiere Pro, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS
Adobe, Adobe Certified Associate, Premiere Pro

LCTCS College Curriculum Database

Fields with asterisk (*) are required fields.

Financial Documents (Allowed Extensions: .pdf)	
Academic Course Development Sheets (Allowed Extensions: .pdf)	
Curricula Map (Allowed Extensions: .pdf)	
Additional Attachments (Allowed Extensions: .pdf)	



BPCC Computer Animation - 03/06/2019

TYPE OF PROPOSED CHANGE : New Program						
PROGRAM NAME : Computer Animation						
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 : 2 Stars						
Name: Computer Animation				Program Delivery Mode: Standard		
CIP: 10.0304		Credit Hours: 12.00		Contact Hours: 180.00		Career and Technical Certificate (C.T.C)
IBC: Adobe Certified Associate (ACA) in Photoshop	Issuing Body: Adobe and Certiport	Course Title: Adobe Photoshop	Course Prefix: COMM	Course Number: 216	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
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 Computer Animation program provides training that emphasizes the skills needed for entry level positions. There is no change in credit or clock hours from the previous classification.						
IMPLEMENTATION DATE (Semester and Year)			Spring 2019			
HISTORY OF PRIOR ACTIONS						
Provide an overview of changes to this program.						

The Computer Animation program was initially approved as a Technical Competency Area (TCA) on March 13, 2002. Because this program aligns to the industry-based credential, Adobe Certified Associate (ACA) in Premiere Pro, 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.

FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Communication and Performing Arts Division

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields: Animation & Digital Arts, Media Arts, Digital Media, Advertising & Public Relations, and Graphic Design

Experience: No Requirements

Certification: No Requirements

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: 2

- Part Time: 0

Hire Adjunct Faculty: No

- 0

Hire Full-Time Faculty: No

- 0

The Computer Animation 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, Adobe Certified Associate (ACA) in Premiere Pro, 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. It will continue to “stack” into the Certificate of Technical Studies (CTS) in Communication Media and into the Associate of Applied Science (AAS) in Communication Media. 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: Computer Animation					Credit Hours: 12.00		
COMM	216	Adobe Photoshop	3.00	0.00	3.00	3.00	0.00
<p>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.</p> <p>These courses are currently taught on a regular rotation and with established faculty. There are no changes to the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.</p>							

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	23	19	24	27	33

EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	<p>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.</p>				

COMM	239	Adobe After Effects	3.00	0.00	3.00	3.00	0.00
COMM	246	2D Animation	3.00	0.00	3.00	3.00	0.00
COMM	236	3D Modeling	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 credential, Adobe Certified Associate (ACA) in Premiere Pro, it is more appropriately classified as a Career and Technical Certificate (CTC).

KEYWORDS

Adobe, Adobe Certified Associate, Photoshop