FORM FOR REQUEST FOR CHANGE IN UNDERGRADUATE PROGRAM
Additional Information on CCS Forms

1. Date: _____

Fall 2004

2. Program Competencies:

Present

Core Competencies

Upon successful completion of this program the graduate can:

1. **Use a computer system to produce keyboarded documents in a reasonable amount of time with a high degree of accuracy.**

   This will be implemented and evaluated in IMD 100, IMD 235, IMD 126, IMD 210. Students will complete hands-on computer assignments in a designated length of time.

2. **Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.**

   This will be implemented and evaluated in IMD 235, IMD 150, IMD 126, IMD 210. Students will be responsible for these skills and graded based upon the guidelines given in each course.

3. **Develop and implement visual software presentations.**

   This will be implemented and evaluated in IMD 150. Students will demonstrate competencies through creation and implementation of a software presentation as defined by instructor.

4. **Store and retrieve records using the appropriate method of filing.**

   This will be implemented and evaluated in IMD 100, IMD 235, IMD 210, IMD 126. Students will continually be storing records electronically and retrieving them to resume with future assignments.

5. **Demonstrate an understanding of workplace technology concepts and applications.**

   This will be implemented and evaluated in IMD 100 and IMD 210. Students will discuss office technology issues in class and perform hands-on activities with several applications.

6. **Use current software, including operating systems, database, spreadsheet, word processing, electronic mail, and web browsers.**

> *This will be implemented and evaluated in IMD 100 and IMD 210. Students will complete many hands-on activities in several applications.*

7. Create and publish web pages.

> *This will be implemented and evaluated in IMD 130. Students will complete web pages and publish them to a server.*

8. Use page composition software to prepare publications for print.

> *This will be implemented and evaluated in IMD 126. Students will prepare many different publications during the semester and create a portfolio of their best publications.*

8. Demonstrate an understanding of such ethical issues in computing as privacy, personal property and copyright.

> *This will be implemented and evaluated in IMD 100 and IMD 120 through lecture, discussions, papers and exams.*

9. Demonstrate a basic understanding of management principles as they relate to the workplace.

> *This will be implemented and evaluated in IMD 275 through class lectures, various assignments and exams.*

Computer Office Technologies Option
Upon successful completion of this option, the graduate can:

1. Demonstrate basic double-entry accounting skills.

> *This will be implemented and evaluated in accounting course.*

2. Use administrative office procedures and current software with an emphasis on productivity.

> *This will be implemented and evaluated in IMD 220 through simulation activities.*

3. Exhibit effective human relations skills, initiative, and a professional attitude.

> *This will be implemented and evaluated in IMD 215 and IMD 220 through hands-on activities, role playing, or simulations activities.*

Graphic Design Option Competencies
Upon successful completion of this option, the graduate can:

1. **Demonstrate the ability to design a publication (printed and digital) utilizing appropriate techniques.**

    This will be implemented and evaluated in IMD 115, IMD 224, IMD 227, and IMD 280 through various types of assignments and exams.

2. **Analyze different graphic design ideas and utilize appropriate graphic applications for task.**

   This will be implemented and evaluated in IMD 115, IMD 224, IMD 227, and IMD 280 through various assignments and exams.

3. **Create computer design-intensive portfolios of students' best works.**

   This will be implemented and evaluated in IMD 280. Students will submit portfolios as part of the class requirements for evaluation.

4. **Undertake and complete graphic projects from concept through production and distribution.**

   This will be implemented and evaluated in IMD 280 through two projects and a portfolio as part of the class requirements for evaluation.

Web Design Option Competencies
Upon successful completion of this option, the graduate can:

1. **Create well-formed web documents based on the latest HTML and web design standards.**

   This will be implemented and evaluated through IMD 180 and IMD 230 through exams and projects including extensive final projects.

2. **Plan, design and develop web sites that are attractive, navigable and complex.**

   This will be implemented and evaluated through IMD 180, IMD 224, IMD 225 and IMD 175 through the creation and implementation of web site projects.

3. **Learn and use industry-standard web development and design applications.**

   This will be implemented and evaluated through IMD 224, IMD 225, IMD 232, IMD 240, and IMD 245 through examinations and the creation and implementation of web site projects.

4. **Create and use graphics optimized for the web in format, color usage and file size efficiency.**

   This will be implemented in IMD 224, IMD 225, IMD 240, and IMD 245 through the creation and use of web graphics and multimedia.

5. **Understand and use web technologies to improve the operability of a web site.**

This will be implemented and evaluated through IMD 180, IMD 230 and IMD 232 through the use of web technologies in web site projects.

6.   **Understand, analyze and create web sites based on specific goals and needs.**

This will be implemented in IMD 160, IMD 180, IMD 230 and IMD 232 through examinations, case studies, and web site projects.

Library & Information Technology Option Competencies

Upon successful completion of this option, the graduate can:

1. **Perform basic library reference service.**

    This will be implemented and evaluated in LIT 115 through written assignments and a workplace service-learning project.

2. **Plan and produce library programs.**

    This will be implemented and evaluated in LIT 115, LIT 243, LIT 245, and LIT 247 through written assignments and workplace service learning projects.

3. **Use the Internet for library reference, acquisitions, cataloging, collection development and public relations.**

    This will be implemented and evaluated in LIT 115, LIT 130, LIT 132, LIT 243, and LIT 245, LIT 247.

Proposed

Core Competencies

Upon successful completion of this program the graduate will be able to:

1. **Use a computer system to produce documents in a reasonable amount of time with a high degree of accuracy.**

    This will be implemented and evaluated in IMD 100, IMD 126, IMD 210, and IMD 235, Students will complete hands-on computer assignments in a designated length of time.

2. **Demonstrate spelling, grammar, punctuation, word usage, and proofreading skills.**

    This will be implemented and evaluated in IMD 150, IMD 126, IMD, IMD 210, and IMD 235. Students will be responsible for these skills and graded based upon the guidelines given in each course.

3. **Develop and implement visual software presentations.**

    This will be implemented and evaluated in IMD 150 and IMD 210. Students will demonstrate competencies through creation and implementation of a software presentation as defined by instructor.

4. **Demonstrate file management skills.**

This will be implemented and evaluated in IMD 100, IMD 126, IMD 130, IMD 235, and IMD 210. Students will continually store files electronically and retrieve them to resume with future assignments.

5.	Demonstrate an understanding of workplace technology concepts and applications.

	This will be implemented and evaluated in IMD 100, IMD 210, IMD 235, and IMD 270. Students will discuss office technology issues in class and perform hands-on activities with several applications.

6.	Use current software including operating systems, database management, spreadsheet, word processing, desktop information management, electronic mail, and web browsers.

	This will be implemented and evaluated in IMD 100, IMD 210, and IMD 235. Students will complete many hands-on activities in several applications.

7.	Create and publish web pages.

	This will be implemented and evaluated in IMD 130 and IMD 235. Students will complete web pages and publish them to a server.

8.	Use page layout software to prepare publications for print.

	This will be implemented and evaluated in IMD 126. Students will prepare many different publications during the semester and create a portfolio of their publications.

9.	Demonstrate an understanding of such ethical issues in computing as privacy, piracy, copyright and computer viruses.

	This will be implemented and evaluated in IMD 100 and IMD 130 through lecture, discussions, papers, projects and exams.

10.	Demonstrate a basic understanding of management principles as they relate to the workplace.

	This will be implemented and evaluated in IMD 275 through class lectures, various assignments, and exams.

11.	Utilize strategies for entering the workforce including preparation of a professional portfolio.

	This will be implemented and evaluated in IMD 270 and IMD 271 or COE 199 through lectures and assignments.

	<u>Computer Office Technologies Option</u>
Upon successful completion of this option, the graduate will be able to:

1.	Demonstrate basic double-entry accounting skills.

	This will be implemented and evaluated in an accounting course.

2.   Use administrative office procedures and current software with an emphasis on productivity.

This will be implemented and evaluated in IMD 118, IMD 212, and IMD 220 through assignments and simulation activities.

3.   Exhibit effective human relations skills, initiative, and a professional attitude.

This will be implemented and evaluated in IMD 215 and IMD 220 through hands-on activities, role playing, or simulations activities.

4.   Use advanced skills in database management and spreadsheet applications for preparation of business documents.

This will be implemented and evaluated in IMD 212 through hands-on activities and exams..

Graphic Design Option Competencies
Upon successful completion of this option, the graduate will be able to:

7.   Demonstrate the ability to conceptualize and design digital and printed publications utilizing appropriate techniques.

This will be implemented and evaluated in IMD 115, IMD 127, IMD 128, IMD 224, IMD 226, and IMD 280 through assignments, projects and exams.

8.   Apply graphic design theory and techniques through appropriate use of industry-standard design applications.

This will be implemented and evaluated in IMD 115, IMD 127, 128, IMD 224, IMD 226, and IMD 280 through mastery of graphic and web design applications as demonstrated in the completion of assignments, projects and exams.

9.   Create computer design-intensive portfolios of students' works.

This will be implemented and evaluated in IMD 280. Students will submit portfolios as part of the class requirements for evaluation.

10.   Conceptualize, design and complete graphic projects from concept through production and distribution.

This will be implemented and evaluated in IMD 280 through projects and a portfolio as part of the class requirements for evaluation.

Web Design Option Competencies
Upon successful completion of this option, the graduate will be able to:

1. **Create well-formed web documents based on the latest HTML and web design standards.**
   This will be implemented and evaluated through IMD 180 and IMD 230 through exams and projects including extensive final projects.

2. **Plan, design and develop web sites that are attractive, accessible, and user-friendly.**

   This will be implemented and evaluated through IMD 180, IMD 185 and IMD 225 through the creation and implementation of web site projects.

3. **Learn and use industry-standard web development and design applications.**

   This will be implemented and evaluated through IMD 185, IMD 225, IMD 232 and IMD 240 through examinations and the creation and implementation of website projects.

4. **Create and optimize graphics, animation and multimedia for the web.**

   This will be implemented in IMD 185, IMD 225, and IMD 240 through the creation and use of web graphics and multimedia.

5. **Understand and use web technologies and dynamic web sites to improve the operability of a web site.**

   This will be implemented and evaluated through IMD 180, IMD 230, and IMD 232 through the use of web technologies in web site projects.

6. **Understand, analyze and create web sites based on specific goals and needs.**

   This will be implemented in IMD 180, IMD 230, and IMD 232 through examinations, case studies, and web site projects.

7. **Create web design-intensive portfolios of students' works.**

   This will be implemented and evaluated in IMD 292. Students will create and submit webt portfolios as part of the class requirements for evaluation.

Library & Information Technology Option Competencies
Upon successful completion of this option, the graduate will be able to:

1. **Perform basic library reference service.**

   This will be implemented and evaluated in LIT 115 through written assignments and a workplace service-learning project.

2. **Plan and produce library programs.**

This will be implemented and evaluated in LIT 115, LIT 124 and LIT 243/LIT 245/LIT 247 through written assignments and workplace service learning projects.

3. **Use the Internet for library reference, acquisitions, cataloging, collection development and public relations.**

This will be implemented and evaluated in LIT 115, LIT 132,and LIT 243/LIT 245/LIT 247.

3. Description for LCC Catalog:

Present

The Information Management & Design program prepares students to work in an integrated workplace of people, processes, and technologies. In response to the challenging technology-based work environment, this program requires students to become proficient in using computer technology for multifaceted workplace productivity. The program combines cutting-edge computer applications courses with additional curriculum courses for an area of expertise that is chosen by the student. Graduates also complete general education courses in writing, oral communications, economics, heritage/humanities/foreign languages, science, and mathematics. Prior to graduation, students enjoy a supervised work experience, giving them the experience that is often invaluable to land the right job.

Students may choose from four options within the Information Management & Design program to specialize their degree.

The Computer Office Technologies option prepares graduates to work in a multitasking environment utilizing skills in electronic commerce, web authoring, project management, workplace management, information management, and employing various industry-standard office applications.

The Graphic Design option provides the concepts and skills needed to create and produce design projects such as brochures, flyers, newsletters, logos, product packaging, photo restorations and manipulations, multimedia presentations, simple illustrations, and web sites using industry-standard techniques and graphic design applications.

The Web Design option provides the concepts and skills needed to create and produce web sites using industry-standard techniques using graphic and web design applications. The Web Design option graduates will have the ability to create and maintain professional sites and also be capable of working with other web professionals such as programmers, network administrators and database administrators as well as interfacing with management and clients.

The Library and Information Technology option prepares graduates for paraprofessional library work.

Graduates may choose to sit for the Certified Administrative Professional Exam and/or the Microsoft Office User Specialist Exam for computer office applications certifications. Graduates from the Graphic Design option would be prepared to sit for Adobe Certified Expert Exam. The Web Design option graduates would be qualified to sit for three of the five parts of the Certified Internet Webmaster (CIW) certification exam. The Library and Information Technology option courses may be used to meet Kentucky public library certification requirements.

Proposed

The Information Management & Design program prepares students to work in an integrated workplace of people, processes, and technologies. In response to the challenging technology-based work environment, this program requires students to become proficient in

using computer technology for multifaceted workplace productivity. The program combines cutting-edge computer applications courses with additional industry-standards based courses to provide learning opportunities within the student's area of study. Graduates also complete general education courses in writing, oral communications, social interaction, heritage/humanities/foreign languages, science, and mathematics. Prior to graduation, students participate in a supervised work experience, gaining invaluable experience often necessary to secure a position within their chosen field.

> Students may choose from four options within the Information Management & Design program to specialize their degree.

The Computer Office Technologies option prepares graduates to work in a multitasking environment utilizing skills in electronic commerce, web authoring, project management, workplace management, information management, and employing various industry-standard office applications.

The Graphic Design option provides the concepts and skills needed to create and produce design projects such as brochures, flyers, newsletters, logos, product packaging, photo restorations and manipulations, multimedia presentations, simple illustrations, and web sites using industry-standard techniques and graphic design applications.

> The Web Design option provides the concepts and skills needed to create and produce web sites using industry-standard techniques using graphic and web design applications. The Web Design option graduates will have the ability to create and maintain professional sites and also be capable of working with other web professionals such as programmers, network administrators and database administrators as well as interfacing with management and clients.

The Library and Information Technology option prepares graduates for paraprofessional library work.

Graduates may choose to sit for the Certified Administrative Professional Exam and/or the Microsoft Office Specialist Exam for computer office applications certifications. Graduates from the Graphic Design option would be prepared to sit for Adobe Certified Expert Exam. The Web Design option graduates would be qualified to sit for three of the five parts of the Certified Internet Webmaster (CIW) certification exam. The Library and Information Technology option courses may be used to meet Kentucky public library certification requirements.

4. Summary of How the Proposed Changes Will Result in Changes in the Level or Source of Funding:

The majority of the proposed changes will not affect the activities of the program. However, constant shifts in trends and technologies in the field of information management and design require constant retraining, curricular updates and new expertise. Funding has repeatedly been requested over the past four years for two additional faculty, funding for high-end technology training, and a designated budget for new applications and application upgrades to little avail.

Two new faculty lines (including benefits):	$79,232
Conference/training:	30,000
Faculty software application annual budget	30,000
Total annual increase in funding for IMD	$139,232.00