INTERMEDIATE COMPUTER SKILLS CERTIFICATE

University of Kentucky
Lexington Community College

Format for Initiation of an Academic Certificate

Intermediate Computer Skills
Academic Certificate

Computer Information Systems/BSIST
Program/Area

Fall 2004
Proposed Starting Date

Signatures of Approval:

Program/Area Coordinator: _____ Date: _____

Division Program Development Committee Chair: _____ Date: _____

Division Chair: _____ Date: _____

President of Lexington Community College: _____ Date: _____

Date of Notice to the Faculty: _____

University of Kentucky Senate Council: _____ Date: _____

ACTION OTHER THAN APPROVAL: _____

Preface

Lexington Community College
Academic Certificates

Purpose statement: **Lexington Community College may offer academic certificates responsive to community need that prepare students to attain competencies needed for identified workplace needs and/or prepare students for regional or national examinations.**

Role of advisory committee: **In addition to reporting on other determining factors and as a way of demonstrating need for the proposed academic certificate, comment and support from the program advisory committee shall be sought if proposed certificate is linked to an existing program. If the proposed certificate is not linked to an existing program, consultation with the LCC President regarding the formation of an advisory committee shall be pursued prior to submission of the certificate proposal.**

Academic certificate review after implementation: **Academic Certificates will be reviewed on a five-year cycle or at any time a specified performance standard is not met. If linked to an existing program, the academic certificate will be reviewed each time the program is reviewed.**

Requirements for certificate curricula:

1.) **All certificate curricula must be approved by the Academic Council for Lexington Community College and the University of Kentucky Senate.**

2.) **The number of credit hours comprising a certificate will be 18-36.**

3.) **Students admitted to certificate curricula are subject to college admission and mandatory placement guidelines.**

4.) **Six hours of general education courses are included in each academic certificate. The number and type of general education courses shall be specified in the proposal. (Note: Faculty can petition to not include general education courses by demonstrating that all general education learning outcomes are met through other courses comprising the certificate.)**

5.) **The requirements for academic certificates shall include:**
a) a grade of C or better in each core certificate course,
b) a final cumulative GPA of 2.0 or better on the courses taken to satisfy certificate requirements,
c) a cumulative GPA, at the time of awarding the certificate, of 2.0 or better on all courses taken at the Lexington Community College and the University of Kentucky.

6.) **At least 50% of coursework required for the certificate must be completed through Lexington Community College.**

7.) **Successful completion of certificate curricula will be recorded on the students' transcript by the Lexington Community College registrar.**

In addition to demonstration of the requirements listed above, proposals for approval of new academic certificates must include:

- **Local or regional demand for a program of study of this length**
- **Relationship to new or existing associate degree program(s) including:**
  - **Projected impact on existing program(s)**
  - **Rationale for a certificate rather than a traditional degree plan**
- **Curriculum, including number of credit hours and identification of new, core, and general education courses**
- **Program and course competencies**
- **External licensing or certifying entity**
- **Collaboration with other institutions in the community in developing and delivering the curriculum**
- **Anticipated enrollments and completions for the next three years**
- **Projected implementation date**
- **Resources—faculty, learning resources required, projected costs**

I. MISSION, INFLUENCE, ORGANIZATION

1.1 Consistency With Mission

State the relevance of this academic certificate to the institution's mission and to its long-range instructional plan.

The mission of Lexington Community College is to provide open access to quality education for our diverse and growing community. As an independently accredited community college, Lexington Community College offers

- **associate degree programs focused on career-oriented technical curricula and transferable prebaccalaureate curricula,**
- **programs and services supporting academic success,**
- **lifelong learning opportunities,**
- **economic and workforce development,**
- **an inclusive, student-centered environment,**
- **and a commitment to community service.**

The faculty reaffirmed this mission in November, 2001.

The proposed Intermediate Computer Skills Certificate is consistent with the mission of Lexington Community College by offering "programs and services supporting academic success", "lifelong learning opportunities" and "economic and workforce development." The certificate will serve as a mark of achievement, by a student, in the CIS program without having to earn the degree. It will offer those who cannot afford the time or money to complete a degree, a way of showing employers that they have successfully completed a certificate program and that they have displayed basic knowledge of computers.

Offering this certificate is consistent with Lexington Community College's Strategic Plan, Goal 3: Ensure an inclusive and responsive learning environment.

1.2 Internal/External Influences

a. Briefly describe any identified institutional, local, and regional needs to which the proposed certificate would be responsive (do not include manpower need data).

The importance of information technology has increased the demand for a certificate of varying levels of competencies. Currently, students must complete the Computer Information Systems program in order to show competency in the area of computers. The Intermediate Computer Skills Certificate, as a follow-up to the Basic Computer Skills Certificate, would give a

progressive assessment of their computer skills, and would build toward an Associates in Applied Science in Computer Information Systems.

b. Describe how certificate will prepare students for identified workplace needs.

A certificate for Intermediate Computer Skills from an accredited college would give students a means of demonstrating their ability in the field of computers to potential employers. This certificate would also serve as an alternative to earning a minor in CIS.

c. Describe any unusual or special faculty/student needs to which the certificate would be responsive.

This certificate will be a natural progression of classes for those looking to complete an Associate in Applied Science in Computer Information Systems. It would be of particular benefit to students whose progress toward a degree is interrupted or delayed. It will also give those who are unable or do not need to complete a degree, a way of conveying their level of computer proficiency.

d. Describe any exceptional circumstances that favor the development of this certificate. For example, special facilities, grants, patrons, etc.

This certificate contains classes that are already in place at Lexington Community College. They are a portion of the core classes for admission into the CIS program.

e. Describe, if applicable, how certificate will prepare students to pass regional or national certification exams.

The Intermediate Computer Skills Certificate will prepare students to complete the Certiport Internet and Computing Core Certification. This certification is recognized by the National Educational Technology Standards (NETS) for both teachers and students. The certificate will also prepare students for Basic Microsoft Office Systems (MOS) exams as well as the CompTIA A+ and Net+ exams.

1.3 <u>Relationship to College Organizational Structure</u>

Describe the organizational placement of the certificate within the institution's organizational structure.

The new Intermediate Computer Skills Certification will be located in the Computer Information Systems program within the Behavioral Science and Information Systems Technology Division.

II. CERTIFICATE DESCRIPTION

2.1 Curriculum

a. Describe the curriculum of the proposed certificate and indicate the semester by semester sequence of courses taken by a typical student to complete the certificate. Indicate the credit hours for each course. Indicate the total number of hours for each semester as well as the total for the certificate.

Certificate Requirements:

Have been awarded a Basic Computer Skills Certificate

MA 109	**3**
ENG 102	**3**
CIS 150	**3**
CIS 160	**4**
ET 134	**3**
Approved Level I Programming Language	**3**
Approved CIS Technical Course	**3**
Certificate Total	**22**

No CIS or CS credits more than ten years old may be used to fulfill the Intermediate Computer Skills certificate requirements.

Semester by Semester Sequence:

Semester 1

MA 109	**3**
CIS 150	**3**
CIS 160	**4**
Total	**10**

Semester 2

ENG 102	**3**
ET 134	**3**
Approved Programming Language I	**3**
Approved CIS Technical Course	**3**
Total	**12**

Certificate Total Hours 22

b. Designate which courses are general education courses

MA 109 and ENG 102

c. Designate which courses will be new courses.

N/A

2.2 Didactic/Clinical Relationship

a. If a clinical/experiential component is part of the curriculum, discuss the objectives of this component and how the didactic and clinical/experiential components are integrated into the overall curriculum.

There is no clinical/experiential component of curriculum.

b. List and discuss the nature and appropriateness of clinical sites used for the certificate. Supply letters of commitment by the provider of each clinical site specifying the number of students that can be accommodated and identifying other programs that also use the facilities. State the number of clinical hours per credit hour for each clinical course.

This certificate will not utilize clinical sites.

c. Discuss the nature, location, and availability of experiential/co-op/practicum opportunities required by the certificate.

This certificate will not utilize experiential/co-op/practicum components.

2.3 Accreditation/Certification

Are there recommended curricula and/or other certificate standards available from an accrediting body, certifying agency, or professional society? If so, identify the source and compare the certificate with the recommendations and/or standards.

The IC³ training and certification program covers a broad range of computing knowledge and skills that proves competency in the areas described below. Individuals seeking IC³ certification are required to take and pass all three IC³ exams: Computing Fundamentals, Key Applications, and Living Online.

IC³ — Computing Fundamentals
This exam covers the following areas:

Computer Hardware:

- Identify different types of computers, how computers work (process information) and how individual computers fit into larger systems
- Identify the function of computer hardware components and common problems associated with individual components
- Identify issues relating to computer performance and how it is affected by different components of the computer
- Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home

Computer Software:

- Identify how software works and how software and hardware work together to perform computing tasks
- Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category

Using an Operating System:

- Identify what an operating system is and how it works
- Be able to manipulate and control the Windows desktop, files and disks
- Be able to change system settings and install software

IC³ — Key Applications

This exam covers the following areas:

Common Program Functions:

- Be able to start and exit a Windows application and utilize sources of online help
- Identify common on-screen elements of Windows applications, change application settings, and manage files within an application
- Perform common editing (cut, copy, paste, spell check, etc.) and formatting (fonts, margins, tabs, etc.) functions
- Perform common printing functions

Word Processing Functions:

- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to add tables and graphics to a document

Spreadsheet Functions:

- Be able to modify worksheet data and structure
- Be able to sort data and manipulate data using formulas and functions
- Be able to format a worksheet
- Be able to add pictures and charts to a worksheet

IC³ — Living Online

This exam covers the following areas:

Networks and the Internet:
- Identify network fundamentals and the benefits and risks of network computing
- Identify the relationship between computer networks, other communications networks (e.g. the telephone network) and the Internet

Electronic Mail:
- Identify how electronic mail works
- Identify how to use an electronic mail application
- Identify the appropriate use of e-mail and e-mail related "netiquette"

Using the Internet:
- Identify different types of information sources on the Internet
- Be able to use a Web browsing application
- Be able to search the Internet for information

The Impact of Computing and the Internet on Society:
- Identify how computers are used in different areas of work, school, and home
- Identify the risks of using computer hardware and software
- Identify how to use the Internet safely and legally

Although the Intermediate Computer Skills Certificate goes beyond these introductory-level competencies, the IC³ requirements represent a core group of abilities.

2.4 Admission Criteria/Standards/Procedures

a. List and describe any certificate admission or transfer criteria, standards, or procedures which are more specific than published institution-wide admission or transfer criteria, standards, or procedures.

Lexington Community College accepts all Kentucky residents who are high school graduates or GED recipients.

The college subscribes to an open admissions policy whereby anyone capable of doing college-level work is provided the opportunity to attend college without meeting restrictive admissions criteria. To assist students in realizing their full academic potential, the college maintains an extensive program of developmental courses and laboratories in reading, study skills, English, and mathematics.

Enrollment in the Computer Information Systems program may be limited because of available laboratory facilities, faculty and financial resources at the community college. Classes are open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation or mental

or physical disability. In addition to the other qualifications, the college will, in compliance with University regulations and in the manner and to the extent permitted by law, endeavor to recruit students who add to the diversity of the student population.

b. State any provisions for advanced placement.

Lexington Community College has in place advertised procedures by which students may receive credit by special examination, CLEP examinations, Tech-Prep articulation agreemens, the Advanced Placement Program, and requirements for students who have already pased industry standard certification exams.

2.5 Objectives/Evaluation Scheme

List the certificate competencies and discuss the evaluation scheme planned for the certificate. Emphasis should be placed on discussing how competencies pertain to the workplace, if applicable.

1. Install, use, and maintain systems software and applications software.

This will be implemented and evaluated by requiring that students successfully complete assignments on installation, use, and maintenance of different types of software while taking CIS 160.

2. Analyze and implement simple applications.

This will be implemented and evaluated by requiring that students successfully complete programming and design projects while taking a Level I Programming Language.

3. Resolve technical questions using existing documentation.

This will be implemented and evaluated by requiring that students successfully troubleshoot projects in CIS 160, ET 134, and a Level I Programming Language.

4. Write end-user documentation using technical resources.

This will be implemented and evaluated by requiring that students successfully complete programming projects while taking a Level I Programming Language.

5. Employ basic diagnostic tools to identify and solve hardware and software problems.

This will be implemented and evaluated by requiring that students successfully complete hands-on projects while taking CIS 160 and ET 134.

6. Utilize logical, mathematical, and analytical skills to facilitate problem solving.

This will be implemented and evaluated by requiring that students successfully implement mathematical programs while taking a Programming Language I course using skills acquired in MA 109.

7. Understand ethical and legal issues in computing such as privacy, corporate property, copyright, and security of software, hardware, and information.

This will be implemented and evaluated through lecture and discussion by requiring that students take and successfully complete CIS 150 and CIS 160.

8. Understand and use network applications.

This will be implemented and evaluated by requiring that students successfully complete hands-on projects using network applications while taking CIS 150 and CIS 160.

Lexington Community College routinely evaluates all elements of the Computer Information Systems program to ensure it reaches its stated objectives. These evaluations include the following:

1. Review of program to ensure that the curriculum is consistent with business and industry needs.
2. **Review by program advisory committee to ascertain relevance of curriculum to business and industry.**
3. **Review of program by college's administration to ensure proper funding and staffing levels.**
4. **Review of program by graduates using both the exit survey and the Alumni Survey.**
5. **Review of program by annual employer evaluation of graduates.**

In addition to these scheduled evaluations, the college reviews all facets of its operation during the Commission on Colleges/Southern Association of Colleges and Schools reaffirmation of accreditation process which occurs every ten years and the Fifth Year Unit Review performed at five year intervals between these.

2.6 Advisory Committee

Describe the role an advisory committee has had in the development of the proposal. List committee members and their affiliation.

Local input and suggestions for developing a computer science curriculum came from Lexington Community College's Computer Information Systems Program Advisory Committee, composed of:

Dr. Anthony Baxter – University of Kentucky, Computer Science Department
Mr. Charles Clark – Ashland, Inc.
Mr. Pat Greer – Computer Professionals, Inc.
Ms. Mechealle Hanks – Lexington Herald Leader Co.
Mr. Paul Johnson – CIS Graduate
Mr. Russ King – ACS Government Systems
Mr. Lindsay Morris – Gresham Enterprise Storage
Ms. Shannan Taylor – IBM Global Services
Mr. Robert Swartzertruber – Lexmark, Inc.

This advisory committee meets on a regular basis, most recently on October 10, 2003.

2.7 Plans for Articulation/Transfer Cooperation

a. Describe how this certificate will articulate with related programs in the institution and in the state.

The Intermediate Computer Skills Certificate is designed as a second step toward earning a CIS degree at LCC, and thus fully articulates into that program. The certificate requirements are also roughly the same as the second semester of the Kentucky Community and Technical College System Computer Information Systems and Information Technology programs, allowing for easy transfer into one of those programs.

b. Describe the extent to which student transfer has been explored and coordinated with other institutions.

Student transfer has not been explored with other institutions. However, the certificate requirements are roughly the same as the first two semesters of the KCTCS CIS and IT programs, allowing easy transfer to one of those programs.

2.8 Time Limitation

Indicate if there will be any time limitation imposed for course work completion.

This certificate program has the same time limitations as the CIS program itself, namely "Non-general education course credits more than 10 years old cannot be used to meet graduation requirements."

III. SUPPORTIVE DATA

3.1 Employment Information

a. Is this certificate designed to prepare students primarily for the local, regional, or state market?

The curriculum in this program is designed to prepare the graduate for comprehensive employment needs (local, state, regional and national markets).

b. What are the general employment prospects for graduates of the proposed certificate? What are the specific prospects in the market identified in 3.1a? Explain your response by:

1) local, regional, and/or state manpower demand and supply projections,

Current workforce assessments and projection data indicate that a need for computer professionals exists at national, state and local levels. Nationally, jobs in the Information Services area are expected to grow by over 600,000 topping 4 million in 2012.

According to the Bureau of Labor Statistics:

The 10 industries with the fastest wage and salary employment growth, 2002-12
(Numbers in thousands of jobs)

Industry	Employment		Change		Annual growth rate (percent)
	2002	2012	Number	Percent	
Software publishers	256.0	429.7	173.7	67.9	5.3
Management, scientific, and technical consulting services	731.8	1,137.4	405.6	55.4	4.5
Community care facilities for the elderly and residential care facilities, n.e.c.	695.3	1,077.6	382.3	55.0	4.5
Computer systems design and related services	1,162.7	1,797.7	635.0	54.6	4.5
Employment services	3,248.8	5,012.3	1,763.5	54.3	4.4
Individual, family, community, and vocational rehabilitation services	1,269.3	1,866.6	597.3	47.1	3.9

Ambulatory health care services except offices of health practitioners	1,443.6	2,113.4	669.8	46.4	3.9
Water, sewage, and other systems	48.5	71.0	22.5	46.4	3.9
Internet services, data processing, and other information services	528.8	773.1	244.3	46.2	3.9
Child day care services	734.2	1,050.3	316.1	43.1	3.6

NOTE: n.e.c. = not elsewhere classified.

According to the publication "Kentucky Occupational Outlook to 2010", by the Kentucky Workforce Development Cabinet, the occupations in the Top 50 Kentucky occupations requiring an associates degree or higher are:

Top 50 Kentucky Occupations
Patricia Dobbins

Ranked by Total Annual Openings due to growth and Replacements

Occupation Title	% Change 2000-2010	Avg. Annual Openings	2001 Avg. Hourly Wage
Associate's Degree or Higher			
Registered Nurses	30.6	1,035	20.29
Computer Support Specialists	98.4	613	15.93
General and Operations Managers	14.2	505	29.00
Computer Software Engineers, Applications	95.1	335	29.89
Teachers, Primary, Secondary, & Adult, All Other	16.2	228	n/a
Computer Systems Analysts	47.2	210	28.27
Network and Computer Systems Administrators	74.5	176	22.42

2) the experience of similar programs, and/or

No data from similar programs is available.

3) other data.

No other data is available.

3.2 Similar Programs in Kentucky

a. Identify similar programs or certificates available elsewhere in the state.

Currently there are no other similar programs in the state. KCTCS has developed a number of certificates based on vendor-based curriculums.

b. Do you consider this proposed certificate duplicative of any existing programs or certificates? Please provide rationale.

No, because no similar programs exist.

c. Describe how the proposed certificate may affect enrollment in similar programs or certificates within the state.

No effect on enrollment is expected.

d. Has the possibility of collaborative and/or sharing of resources with similar programs or certificates within the state been examined? What were the results of the examination?

Collaborative efforts exist with the Kentucky Community and Technical College System to offer the courses state-wide using the latest distance learning technologies including Interactive TV, CD-ROM, asynchronous and World Wide Web based delivery.

3.3 Student Demand

a. Project the headcount enrollment of students in the proposed certificate for each of the first three years.

Year	Full Time Headcount	Part Time Headcount	FTE
Fall 2004	**20**	**15**	**28**
Fall 2005	**25**	**20**	**35**
Fall 2006	**30**	**25**	**42**

b. Show how the above projections were determined.

Projections are based on the current number of students in CIS150, CIS160, ET134, and Programming Language courses who may be interested in earning a certificate as they pursue an Associate in Applied Science Degree in CIS. Growth will be generated through enrollment of students interested in earning a certificate to demonstrate mastery of the material, though not pursuing an Associate in Applied Science Degree in Computer Information Systems.

c. Estimate the number of students projected above who will be drawn from existing programs within the institution.

None are expected.

d. Project the number of graduates for each of the first three years.

2004 – 10
2005 – 15
2006 – 20

3.4 Evaluation Results of Related Programs

a. If the proposed certificate relates to or articulates with an existing program within the institution, describe the process and results of the most recent evaluation of this related program which may provide a base of support for the proposed certificate.

The Computer Information Systems department at Lexington Community College underwent a program evaluation in the spring of 2000. Program evaluations are developed by compiling data taken from student evaluations, graduate evaluations, and employer evaluations, interviews with faculty and advisory committee members, and current and past student success, retention, and attrition records.

At the time of the program evaluation, the CIS department had just begun a major series of revisions. The program's successful Network Technology Option, projected to have 30 students at this point, has roughly 125 majors. The spring 2000 program review listed the strengths of the CIS program:

- **its popularity (39% growth from Spring 1999 to Spring 2000),**
- **the number of new faculty lines (new lines added each year from 1997-1999),**
- **the new teaching facilities (the NetLab and AT 203),**
- **interactive television classes, and**
- **expansion of program (network technology option, Cisco Networking Academy)**

b. Describe the projected impact on any existing programs within the institution.

No negative impact is expected. An improvement of completion rates within the CIS program is expected.

c. Explain why student needs will be met by means of a certificate rather than by a new degree or new option to an existing degree.

This certificate is designed to be both a stepping stone toward a degree as well as an indicator of skill level for students not completing an Associate in Applied Science in Computer Information Systems.

3.5 Anticipated Issues/Trends

Describe current issues and anticipated trends which provide a base of support for the proposed certificate.

There is no doubt that the demand for information technology workers will continue to grow in the coming years. Along with this growth comes a need for IT workers at all education levels. This certificate is designed to assist and guide students working toward an Associate in Applied Science in Computer Information Systems as well as act as a skill indicator for non-IT students who will use IT in the workplace.

IV. RESOURCES

4.1 Resources Required

a. Facilities

1) Describe the facilities to be used for this certificate. If existing facilities are available, will they be temporary or permanent? If new facilities are required, describe renovation or construction plans. Include a statement of review by the college administration indicating concurrence with the above description.

Computerized classrooms exist in rooms 203, 213, and 215 of the Academic/Technical Building. These are the primary instruction areas currently used by the department. A networking lab (NetLab) has been established in room 119 of the Oswald Building where lecture, hands-on instruction, and self-paced lab work will take place. An interactive television (ITV) classroom has been established in room 109 of the Moloney Building. All of these facilities are now permanent. Additional facilities will be needed in the next two years to support anticipated growth. Computer classrooms at LCC-South have been designated for the CIS program.

2) Describe off-campus facilities (space, equipment, etc.) necessary for the certificate if applicable.

Using off-campus facilities is not anticipated for this program.

b. Library

1) Provide a statement by the librarian concerning the availability of current and proposed library resources.

See attachment

2) Compare holdings to standards/recommendations of national accrediting agencies, the Association of College and Research Libraries, and/or any other recognized measure of adequacy.

See attachment

c. Faculty

1) Submit by means of curriculum vitae (see Form 3) the qualifications of current faculty members including adjunct faculty who will launch the certificate.

See attachments

2) If additional faculty will be required immediately or in the next three years, indicate the number and submit specific qualifications for each new faculty member. Discuss recruitment potential.

No additional faculty will be required to offer this certificate.

4.2 Expenditures

Present all anticipated certificate expenditures for the next three years on Form 1. Use Form 1A to provide a rationale for the expenditure data.

No additional expenditures are expected as a result of this certificate.

4.3 Source of Revenue

c. Using Form 2, specify the amount of revenue available for the certificate and identify each source.

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No additional revenue is currently projected for maintaining this certificate.

d. If applicable, provide evidence of institutional intent to maintain the certificate as described herein when grant or other outside funds are terminated.

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Not applicable

FORM 1

Departmental Expenditures for the Program (Academic Year)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
I. Personnel				
1. Full-time ranked faculty (FTRF)				
a. Number of FTEF* **	**0**	**0**	**0**	**0**
b. Average salary	**0**	**0**	**0**	**0**
c. Fringes per average salary	**0**	**0**	**0**	**0**
Cost of FTEF: a x (b+c)	**$0**	**$0**	**$0**	**$0**
2. Part-time faculty (PTF)				
a. course credit hours taught by PTF	**0**	**0**	**0**	**0**
b. Average PTF salary per credit hour	**0**	**0**	**0**	**0**
c. Average PTF fringes per credit hour	**0.00**	**0.00**	**0.00**	**0.00**
Cost of PTF: a x (b+c)	**$0**	**$0**	**$0**	**$0**
3. Teaching assistants (TA)				
a. Course credit/contact hours taught by TA	**0**	**0**	**0**	**0**
b. average TA salary per hour	**0.00**	**0.00**	**0.00**	**0.00**
c. Average TA fringes per hour	**0.00**	**0.00**	**0.00**	**0.00**
Cost of TA: a x (b+c)	**0.00**	**0.00**	**0.00**	**.000**
4. External instructional assistants (EIA) (Preceptors, etc.)				
a.Student contact hours	**0**	**0**	**0**	**0**
a. Average EIA fee				
Cost of EIA	**0.00**	**0.00**	**0.00**	**0.00**
5. Other (specify)*				
Categories %				
(e.g., secy.) full-time rate				

Cost of other	**0.00**	**0.00**	**0.00**	**0.00**
Total Personnel Costs	**$0**	**$0**	**$0**	**$0**

II. Operating costs*

1. Supplies	**0**	**0**	**0**	**0**
2. Travel	**0**	**0**	**0**	**0**
3. Library**				
Department Budget				
a. Journals	**0**	**0**	**0**	**0**
b. Books	**0**	**0**	**0**	**0**
c. other (specify)	**0**	**0**	**0**	**0**
Central library budget				
a. journals	**0**	**0**	**0**	**0**
b. books	**0**	**0**	**0**	**0**
c. other (specify)	**0**	**0**	**0**	**0**
4. Student support (assistantships, fellow-ships, tuition waiver)	**0**	**0**	**0**	**0**
5. Equipment**				
a. instructional	**0**	**0**	**0**	**0**
b. research	**0**	**0**	**0**	**0**
c. other	**0**	**0**	**0**	**0**
6. Off-campus facilities	**0**	**0**	**0**	**0**
7. Accreditation	**0**	**0**	**0**	**0**
8. Other (specify)	**0**	**0**	**0**	**0**
Total operating costs	**$0**	**$0**	**$0**	**$0**

III. Capital Costs*

1. Facilities				
a. new construction	**0**	**0**	**0**	**0**
b. renovation	**0**	**0**	**0**	**0**
c. furnishings	**0**	**0**	**0**	**0**
2. Other (specify)	**0**	**0**	**0**	**0**
Total Capital Costs	**0**	**0**	**0**	**0**
Total Expenditures	**$0**	**$0**	**$0**	**$0**

***If the department will operate programs other than the proposed program, use the ratio of the projected student credit hours generated within the department by the program to the student credit hours generated by the department to allocate costs to the proposed program when it is otherwise difficult or impossible to allocate the programs' responsibility for the cost. If such a ratio is used, enter its value here N/A, and identify items to which it is applied with an asterisk.** (Ratio has been applied to ALL items.)
****Insert here the annual portion of the departmental budget set aside for this item of the program. Extraordinary or special purchases beyond the regular or continuing line item should be recorded in III.2.**
*****Show how FTEF is calculated on FORM 2A.**

FORM 2A

BUDGET JUSTIFICATION

A rationale should be provided for all costs recorded on FORM 2. If explanation of an expenditure is contained elsewhere in the proposal, it is necessary only to record on this form the section in which it appears.

No additional expenditures are expected as a result of this certificate.

FORM 3

AMOUNT AND SOURCES OF REVENUE

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
1. Regular state appropriation and tuition and fees				
a. new money				
b. internal reallocation*	**$0**	**$0**	**$0**	**$0**
2. Institutional allocation from restricted endowment				
3. Institutional allocation from unrestricted endowment				
4. Gifts				
5. Extraordinary state appropriation				
6. Grants or contracts**				
a. private sector				
b. local government				
c. state				
d. federal				
e. other				
7. Capitation				
8. Capital				
9. Other (specify)				
TOTAL REVENUES	**$0**	**$0**	**$0**	**$0**

***If revenue will be provided through reallocation within the university, explain in detail how this will be done.**

Funding for personnel will be established through the creation of additional faculty lines.

****Name funding source and specify funding period.**

February 23, 2004

Dear Dr. Kerley:

The Lexington Community College Learning Resources Center will provide adequate support and information resources, print and non-print, for the four new Computer Information Systems options: Computer Science, Internet Technologies, GIS and Computer Security.

The Center currently maintains a basic book, periodical and non-print collection for existing computer information systems courses. We will add new materials as identified by the faculty. Students will have access to LCC and University of Kentucky databases, both bibliographic and full-text as well as Kentucky Virtual Library databases. Many of the needed resources may already be available full-text online. We will also supplement faculty and student needs through interlibrary loans.

We look forward to working with CIS faculty to develop holdings to support these new options.

Sincerely,

Charles James

Acting Director, Learning Resources

James Reid Kolasa
Professor
Computer Information Systems
Lexington Community College
University of Kentucky
Lexington, KY 40506
jkolasa@uky.edu
(859) 257-4872x4013

Education:

1994 – present		**Computer Science**	**University of Kentucky**
		15 Additional Graduate-Level Credit Hours	
1994 – 1995		**American Sign Language**	**Lexington Community College**
		6 Credit Hours	
1986 -1994	**M.S.**	**Computer Science**	**University of Kentucky**
1982 - 1986	**B.S**	**Computer Science**	**Transylvania University**

Title of Master's Thesis: The Pyramidal Structure and Improving the Speed of PROLOG Programs, graduate advisor: Dr. Jerzy W Jaromczyk, University of Kentucky

Professional Experience:

2000 – 2001	Lexington Community College	CIS Assistant Program Coordinator
1998 – 2000	Lexington Community College	CIS Program Coordinator
1989 – present	**Lexington Community College**	**CIS Faculty**
1987 – 1989	**University of Kentucky**	**Teaching Assistant**
1983 – 1986	**Transylvania University**	**Student Programmer**

Honors/Awards:

2001	**Exceptional Contribution Faculty Award**
2000	**Exceptional Contribution Faculty Award**
1999	**Exceptional Contribution Faculty Award**
1998	**Exceptional Contribution Faculty Award**
1998	**Master Gardener Association 50 Hour Community Service Award**
1994	**Lexington Children's Museum 60 Hour Community Service Award**

Professional Organizations

- **Member, Association for Computer Machinery**
- **Member and Newsletter Editor, Fayette County Master Gardener Association**
- **Member, Central Kentucky Computer Society**

Grant Activities

- Principle Investigator, National Science Foundation, Advanced Technology – Centers of Excellence grant, "Collaborative Project: Kentucky Information Technology Center", Co-PI/PD – Lillie Crowley, Lexington Community College, Co-PI – James Kerley, President, Lexington Community College, Co-PD – Thomas Papanicolaou, Lexington Community College, $2,000,000, matched with $2,000,000, awarded 2001
- Principle Faculty Member, Lexington Community College Faculty/Staff Development Grant, "CIS Tutoring Activity for Students with Disabilities", $1000, awarded 2000
- Associate, National Science Foundation – Advanced Technology Education grant, "A Network Administration Program for Kentucky", PI – Lillie Crowley, Lexington Community College, $850,000, awarded 1999
- Co-PI, National Science Foundation - Computer Science, Engineering and Mathematics grant, "UK/LCC CSEM Undergraduate Scholarship Program", PI/PD - Phillip J. Kraemer, University of Kentucky, Co-PIs - Lillie Crowley, Lexington Community College, Dr. Bruce Walcott and Dr. Carl Eberhart, University of Kentucky, $270,000, awarded 2000.

Certifications

- **SkillDrill Java 2 Programming Certification, November, 2001**
- **Cisco Certified Academy Instructor, August, 2001**
- **Cisco Certified Network Associate, June, 2001**
- **Registered Cabling Installation Apprentice, BICSI Certification, September, 2000**
- **Microsoft Certified System Engineer, June 2000**
- **Microsoft Certified Professional, July 1999**

Professional Development Activities

- **Completed Cisco Semesters 2, 3, and 4 Instructor Training, Spring/Summer, 2001**
- **Attended UK Network Research Center Colloquium Series, Fall, 2000**
- **Completed 40 hours of training for BICSI Apprentice Certification, Fall, 2000**
- **Studied for Microsoft Certified System Engineer exams (6), Spring/Summer 2000**
- **Attended Course Technology National Conference, Orlando, Florida, March, 2000**
- **Completed CS585, Intermediate Topics in Computer Science, Translation and File Transmission, Spring 1999**
- **Attended ITV and UK Distance Learning training, December, 1998**
- **Presented "Web Publishing" at Faculty/Staff Development Day, August, 1998**
- **Attended Top Class Demonstration, November, 1998**
- **Completed CS585 Intermediate Topics in Computer Science: Algorithms – Theory and Practice, Spring, 1998**
- **Attended Course Technology National Conference, Orlando Florida, April, 1998**

Committee Service

University Committees

2001 – present – UK/LCC/KCTCS KITCenter Grant Advisory Committee
2000 – present – UK/LCC CSEMS Grant Advisory Committee
1998 – present – Academic Council of Lexington Community College

System Committees (either KCTCS or UKCCS)

2001 – present – KCTCS Information Technology Steering Committee
1998 – 2000 – KCTCS CIS Ad Hoc Committee
1998 – 2000 – KCTCS NIS Ad Hoc Committee
1998 – 2000 – KCTCS NIS Advisory Committee

College Committees

2001 – present – CIS Admissions Committee
2001 – present - President's Advisory Committee on the New Building
1999 – Office Systems Faculty Search Committee
1999 – Academic Dean Search Committee
1999 – Distance Learning Task Force
1998, 1999 – CIS Faculty Search Committee
1998 – Geographic Information Systems Curriculum Development Committee
1998 – present – CIS Advisory Committee
1998 - 2000 – SACS Educational Support Committee
1998 – Student Retention & Success Committee - Secretary
1998 – LCC Admissions Committee

Division Committees

1998 – present – BSIST Program Development Committee, chair in 1998-99
1998 – BSIST CE/CS Committee

Community Service

- **Gardener at Master Gardener Demonstration Garden, UK/LFUCG Arboretum, 1997 – present, ~40 hours each year**
- **Newsletter Editor, Master Gardener Newsletter, 1998 – 2001, ~55 hours each year**
- **Science Olympiad Scorekeeper, Spring 1998, 1999, 2000, 2001, 2002**

College Leadership

- **2000 – 2001 – Computer Information Systems Assistant Coordinator**
- **1998 – 2000 - Computer Information Systems Program Coordinator**