

**WCCC Curriculum Committee**  
**Meeting Minutes**  
**February 9, 2021**  
Teams

**Members Present:** Wayne Smith; Joe Quesenberry, Michael Carsten, Karrie Stanfill, Jason Roberson, Denise McKenney

**Members Absent:**

**Ex-officio members present:** Morgan Bridge, Aaron Osborne, Christi Hein, Maggie Bodyfelt, Janel Davis, Tracie Seurer, Curt Martin

**Guests:** Megan Englund

**Recording Secretary:** Bonnie Aman

Chair Smith called the meeting to order at 3:32 pm.

**I. Information Items**

Revisions to Curriculum Handbook

**II. Curriculum Proposals**

**(A) Applied Business**

Course Addition

1. ABUS 210 – MicroBusiness Money Management (3)

**Motion: To approve the Course Addition of ABUS 210 – MicroBusiness Money Management for Applied Business. (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the course addition for Applied Business.**

Program Modification

2. 1104: Applied Business: Business Foundations (TCT)

**Motion: To approve the Program Modification for 1104: Applied Business: Business Foundations (TCT) (Stanfill/Quesenberry). No Discussion. The committee voted unanimously to approve the program modification for Applied Business.**

3. 1300: Applied Business: Administrative Support (AAS)

**Motion: To approve the Program Modification for 1300: Applied Business: Administrative Support (AAS) (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the program modification for Applied Business.**

4. 1302: Applied Business: Marketing Communications (AAS)

**Motion: To approve the Program Modification for 1302: Applied Business: Marketing Communications (AAS) (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the program modification for Applied Business.**

#### **(B) Early Childhood Education**

##### Program Addition

5. Early Childhood Education Assistant Teacher (TCT)

**Motion: To approve the Program Addition for Early Childhood Education Assistant Teacher (TCT) (Roberson/Carsten). No Discussion. The committee voted unanimously to approve the program addition for Early Childhood Education.**

#### **(C) Information and Communication Technology**

##### Course Addition

6. TECI 120 – A+ Certification Preparation (3)

**Motion: To approve the Course Addition: TECI 120 – A+ Certification Preparation for Information and Communication Technology. (Roberson/Quesenberry). No Discussion. The committee voted unanimously to approve the course addition for Information and Communication Technology.**

7. TECI 201 – Linux Configuration (OS) (3)

**Motion: To approve the Course Addition: TECI 201 – Linux Configuration (OS) for Information and Communication Technology. (Carsten/Stanfill). No Discussion. The committee voted unanimously to approve the course addition for Information and Communication Technology.**

8. TECI 202 – Unix/Linux Server Administration (3)

**Motion: To approve the Course Addition: TECI 202 – Unix/Linux Server Administration for Information and Communication Technology (Stanfill/Quesenberry). No Discussion. The committee voted unanimously to approve the course addition for Information and Communication Technology.**

9. TECI 211 – Windows Configuration (OS) (3)

**Motion: To approve the Course Addition: TECI 211 – Windows Configuration (OS) for Information and Communication Technology (Stanfill/Roberson).** No Discussion. **The committee voted unanimously to approve the course addition for Information and Communication Technology.**

10. TECI 270 – Cisco certified Network Associate, Security (4)

**Motion: To approve the Course Addition: TECI 270 – Cisco certified Network Associate, Security for Information and Communication Technology (Roberson/Stanfill).** No Discussion. **The committee voted unanimously to approve the course addition for Information and Communication Technology.**

Program Modification

11. 1116: Information and Communication Technology: Healthcare Information (TCT)

**Motion: To approve the Program Modification for 1116: Information and Communication Technology: Healthcare Information for Information and Communication Technology (Carsten/Roberson).** No Discussion. **The committee voted unanimously to approve the program modification for Information and Communication Technology.**

12. 1118: Information and Communication Technology: Network Technician (TCT)

**Motion: To approve the Program Modification for 1118: Information and Communication Technology: Network Technician for Information and Communication Technology (Roberson/Quesenberry).** Maggie Bodyfelt expressed that in deleting TECI 235 Cisco IV and transferring all relevant material to TECI 230 CISCO III that there is no course modification. Smith discussed this with Charles White and the changes were minor and did not warrant a course modification. **The committee voted unanimously to approve the program modification for Information and Communication Technology.**

13. 1318: Information and Communication Technology (AAS)

**Motion: To approve the Program Modification for 1318: Information and Communication Technology (AAS) for Information and Communication Technology.(Roberson/Stanfill).** Maggie Bodyfelt asked if the change from MATH 108 to MATH 110 should be discussed with the MATH Department. It was felt that with multiple offerings of MATH 110 that there would not be a conflict. It was brought up that there was no documentation of conversation with Computer Science and Engineering about adding CSCI 110 Beginning Programming. Chair Smith stated that there was a

conversation, it just did not get added to the proposal. **The committee voted unanimously to approve the Program Modification pending inclusion of documentation of the discussion with Scott Kessler, Head of Computer Science and Engineering regarding the addition of CSCI 110 Beginning Programming to this degree for Information and Communication Technology.**

#### **(D) Wildland Fire Management**

##### Course Addition

14. FSWM 149: Interagency Incident Business Operations (1)

**Motion: To approve the Course Addition: FSWM 149: Interagency Incident Business Operations for Wildland Fire Management (Carsten/Roberson). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

15. FSWM 154: Wildland Fire Origin Cause Determination (2)

**Motion: To approve the Course Addition: FSWM 154: Wildland Fire Origin Cause Determination for Wildland Fire Management (Stanfill/Carsten). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

16. FSWM 243: Fire Engine Operator (3)

**Motion: To approve the Course Addition: FSWM 243: Fire Engine Operator for Wildland Fire Management (Stanfill/Roberson). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

17. FSWM 244: Wildland Training for Structural Fire Fighters (2)

**Motion: To approve the Course Addition: FSWM 244: Wildland Training for Structural Fire Fighters for Wildland Fire Management (Roberson/Stanfill). No Discussion. The committee voted unanimously to approve the course addition for Wildland Fire Management.**

##### Program Modification

18. 1363: Wildland Fire Management (AAS)

**Motion: To approve the Program Modification for 1363: Wildland Fire Management (AAS) for Wildland Fire Management (Carsten/Quesenberry). Dr. Morgan Bridge commented that there were already a lot of restricted electives offered and more were added. Her concern is that with so many, will they all be able to be offered for students. The committee voted unanimously to approve the program modification for Wildland Fire Management.**

Karrie Stanfill made a motion to adjourn the meeting.

With no objections from the committee, Chair Smith adjourned the meeting at 4:28 pm.

Respectfully submitted by Bonnie L. Aman, February 10, 2021.

Effective Term Summer 2021

***Applied Business***

**Courses**

Proposal Committee Action Members Motion/Second

**ABUS 210: MicroBusiness** **Approved** **Carsten/Roberson**

**Money Management**

**WCCC Discssion:** No Discussion

**Change Item Description**

**Department Justification**

Course Addition

A more hands-on practical approach to accounting and money management for a microbusiness is more relevant than ACCT 201 for Applied Business students. All the ABUS students should understand how to manage money for a microbusiness. This course will teach students how to use software programs like QuickBooks to help with the process. They will learn how to manage payroll, budgeting for a small business, determine business organization, track revenue and expenses, pay taxes, and understand the financial status of their business through analyzing basic financial statements.

**Programs**

Proposal Committee Action Members Motion/Second

**1104: Applied Business:** **Approved** **Stanfill/Quesenberry**

**Business Foundations (TCT)**

**WCCC Discssion:** MARK 231 Principles of Marketing is being replaced by ABUS 105 Internet Marketing Strategies.

**Change Item Description**

**Department Justification**

Program Modification

ABUS 105 is an applied approach to marketing. Students will be able to create a website, manage an email list, manage SEO and build a brand online. It is a more focused approach to marketing that will allow them to apply what they have learned to their own microbusiness or a business for which they work. Students will be able to market their own company or one that they work for through online resources. This is a very applied approach to marketing for the microbusiness.

Proposal Committee Action Members Motion/Second

**1300: Applied Business:** **Approved** **Carsten/Roberson**

**Administrative Support**

(AAS)

**WCCC Discssion:** No Discussion

**Change Item Description**

**Department Justification**

Program Modification

TECI 142 Internet of Things is replaced with the new course ABUS 105 Internet Marketing Strategies. TECI 142 is no longer relevant to Applied Business Students as they teach about networks as they relate to drones and robotics. ABUS 105 Internet Marketing Strategies is relevant to the students.

Changing ACCT 201 Principles of Financial Accounting to the new course ABUS 201 MicroBusiness Money Management will allow students to learn practical and applied approaches for managing money and finances for a microbusiness.

Removing the ABUS elective and making ABUS 160 Introduction to Customer Service a program requirement to give students a better foundation.

Changing the Capstone 289 class to ABUS 299 Internship will provide hands-on learning experiences, essential to student success in the changing business environment and provide more relevant and applied knowledge than ABUS 289.

Proposal	Committee Action	Members Motion/Second
----------	------------------	-----------------------

<b>1302: Applied Business: Marketing Communications (AAS)</b>	<b>Approved</b>	<b>Carsten/Roberson</b>
---	-----------------	-------------------------

**WCCC Discssion: No Discussion**

<b>Change Item Description</b>	<b>Department Justification</b>
Program Modification	<p>Changing CSCI 106 Web Page Design I to ABUS 105 Internet Marketing Strategies will give students the knowledge to use rograms like Wix which allow businesses to use website building templates which is more relevant for Applied Business students than CSCI 106 which teaches about coding and building a website from scratch. Technology now provides software venues for the microbusiness that easily facilitates building a microbusiness webpage.</p> <p>Swaping ABUS 299 Internship with ABUS 289 Capstone is a great way for students to get hands-on learning experience and provides the relevant knowledge needed in a changing business environment; a better course for this program than ABUS 289.</p> <p>Replacing TECI 142 Internet of Things with ABUS 210 MicroBusiness Money Management is important for students creating their own business since financial and money management is essential for the success of the business.</p>

***Early Childhood Education***

**Programs**

Proposal	Committee Action	Members Motion/Second
----------	------------------	-----------------------

<b>Early Childhood Education Assistant Teacher (TCT)</b>	<b>Approved</b>	<b>Roberson/Carsten</b>
--	-----------------	-------------------------

**WCCC Discssion:** This certificate is replacing the Early Childhood Education Entry-Level Teacher (1194). It is a name change and the addition of three elective choices; however, since a program number cannot be "reused" in CIM/Banner, a new program proposal must be created as opposed to a program modification. As such a new budget and library assessment are not required since a new program, just a new name for an existing program is occurring. Early Childhood Education Entry-Level Teacher (1194) is slated for deletion in Summer 2022 after all current students have completed coursework.

<b>Change Item Description</b>	<b>Department Justification</b>
--------------------------------	---------------------------------

Program Modification

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Information and Communication Technology**

**Courses**

Proposal	Committee Action	Members Motion/Second
<b>TECI 120 – A+ Certification Preparation</b>	<b>Approved</b>	<b>Roberson/Quesenberry</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

**Change Item Description**  
Course Addition

**Department Justification**

We can prepare students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques. Being able to demonstrate that they have the knowledge to pass an industry recognized certification is essential when applying for an entry-level IT position.

Proposal	Committee Action	Members Motion/Second
<b>TECI 201 – Linux Configuration (OS)</b>	<b>Approved</b>	<b>Carsten/Stanfill</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

**Change Item Description**  
Course Addition

**Department Justification**

Today, Linux systems are used throughout computing, from embedded systems to virtually all supercomputers, and have secured a place in server installations such as the popular LAMP application stack. Use of Linux distributions in home and enterprise desktops has been growing. The Linux OS is frequently packaged as a Linux distribution for both desktop and server use, and includes the Linux kernel (the core of the operating system) as well as supporting tools and libraries. Popular Linux OS distributions include Debian, Ubuntu, Fedora, Red Hat and openSUSE. Linux is used all around us from NASA to Roku and in your car.

Proposal	Committee Action	Members Motion/Second
<b>TECI 202 – Unix/Linux Server Administration</b>	<b>Approved</b>	<b>Stanfill/Quesenberry</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

**Change Item Description**

**Department Justification**



Course Addition

The LPIC-1 certification gives the candidate a good understanding of low-level maintenance tasks, such as backup, restore, reboot, and shutdown. The professional should have a basic knowledge of Linux, GNU, and UNIX command. They must be capable of installing Linux workstations, monitoring access permissions, and understanding basic system architecture. The job prospects for Linux System Administrator are favorable. According to the US Bureau of Labor Statistics (BLS), there is expected to be a growth of 6 percent from 2016 to 2026. Candidates who have a firm hold on cloud computing and other latest technologies have bright chances. The professionals can also look out for freelance work on portals such as FieldEngineer.com. These portal offer excellent opportunities and salary.

Proposal	Committee Action	Members Motion/Second
<b>TECI 211 – Windows Configuration (OS)</b>	<b>Approved</b>	<b>Stanfill/Roberson</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

Change Item Description	Department Justification
Course Addition	System Configuration MSConfig is a system utility designed to troubleshoot the Microsoft Windows startup process. It can disable or re-enable software, device drivers or Windows services that run at startup, and it can change boot parameters. This makes MSConfig an extremely useful troubleshooting utility.

Proposal	Committee Action	Members Motion/Second
<b>TECI 270 – Cisco certified Network Associate, Security</b>	<b>Approved</b>	<b>Roberson/Stanfill</b>

**WCCC Discssion:** After looking a the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course.

Change Item Description	Department Justification
Course Addition	Computer Network Security is the fastest growing field within Information and Communication Technology. Preparing students for a CCNA Security certification only enhances a student's resume when combined with other certifications (CCNA and CompTia).

**Programs**

Proposal	Committee Action	Members Motion/Second
<b>1116: Information and Communication Technology: Healthcare Information (TCT)</b>	<b>Approved</b>	<b>Carsten/Roberson</b>

**WCCC Discssion:** Adding TECI 242 Cloud Computing and TECI 230 Cisco III will increase the total certificate hours from 27 to 30.

Change Item Description	Department Justification
-------------------------	--------------------------

**Program Modification**

Adding TECI 242 to this certificate will help students learn about cloud based storage and be better prepared for the way of the future.

This certificate prepares students to learn how to secure a Network, TECI 230 is needed in addition to TECI 180, and TECI 185 so students have all three networking courses. Health information systems include those systems that handle data related to the activities of providers and health organizations. As an integrated effort, these may be leveraged to improve patient outcomes, inform research, and influence policy-making and decision-making. Because health information systems commonly access, process, or maintain large volumes of sensitive data, security is a primary concern.

Proposal	Committee Action	Members Motion/Second
<b>1118: Information and Communciation Technology: Network Technician (TCT)</b>	<b>Approved</b>	<b>Roberson/Quesenberry</b>

**WCCC Discssion:** TECI 163 Convergent Technologies is being replaced with TECI 142 Internet of Things. MATH 108 is being added as is ABUS 257 Managing Office Technologies. TECI 235 CISCO IV is being removed. Total Certificate hours will increase from 27 to 31.

Maggie Bodyfelt expressed that in deleting TECI 235 Cisco IV and transferring all relevant material to TECI 230 CISCO III that there is no course modification. Smith discussed this with Charles White and the changes were minor and did not warrant a course modification.

**Change Item Description**      **Department Justification**  
 Program Modification

TECI 142 Internet of Things is a more recently developed course based on CISCO Network Academy Material Updates. It includes relevant material from TECI 163 plus more information relevant to students pursuing a Network Technician certificate or degree. MATH 108 Technical Mathematics is necessary to help understand Algorithms. In mathematics and computer science, an algorithm is a finiRelevant material was transferred to TECI 230, CISCO III.te sequence of well-defined, computer-implementable instructions, typically to solve a class of problems or to perform a computation.

Relevant material was transferred from CISC 235 to TECI 230, CISCO III.

ABUS 257 develops skills needed in this field for writing job proposals, conducting cost spreadsheets, and making presentations.

Proposal	Committee Action	Members Motion/Second
<b>1318: Information and Communication Technology (AAS)</b>	<b>Approved - pending inclusion of documentation of the discussion with Scott Kessler, Head of Computer Science and Engineering regarding the addition of CSCI 110 Beginning Programming to this degree for Information and Communication Technology.</b>	<b>Roberson/Stanfill</b>

**WCCC Discssion:** Removing courses that are less relevant to todays workforce needs and adding courses that will make the

degree relevant in the current workplace. After the meeting, we learned that Scott Bevill is now the Department Head for Computer Science and Engineering. Included in the proposal is information regarding Scott Bevill's approval.

Maggie Bodyfelt asked if the change from MATH 108 to MATH 110 should be discussed with the MATH Department. It was felt that with multiple offerings of MATH 110 that there would not be a conflict. It was brought up that there was no documentation of conversation with Computer Science and Engineering about adding CSCI 110 Beginning Programming. Chair Smith stated that there was a conversation, it just did not get added to the proposal.

### **Change Item Description**

### **Department Justification**

Program Modification

ABUS 160 Introduction to Customer Service (3) Replace with ABUS 257 Managing Office Technology I (3). Customer Service is covered by TECI 131 and TECI 132. Students do need to learn Managing Office Technology, encompassing Microsoft Office.

TECI 163 Convergent Technologies (3) Replace with CSCI 110 Beg Programming:Python (3). The material in TECI 163 Convergent Technologies is covered in TECI 142 Internet of Things which is already in the AAS. Programming in Python is necessary for the program due to the Internet of Things.

TECI 111 Healthcare Data Management and Information Systems (3) Replace with TECI 120 A+ Certification Preparation (3). TECI 111 is more appropriate to the Health Care Certificate since it is a major course for that area. However for the AAS, 120A+ is more appropriate.

ABUS 128 Workplace Behavior (3) Replace with TECI 201 Linux Configuration:(OS) (3). Aspects of workplace behavior are addressed in TECI 131 and TECI 132. Linux configuration is very important for configuring networks using Linux.

TECI 235 Cisco Networking IV (3) Replace with TECI 211 Windows Configuration (OS) (3). CISCO IV is now compacted into CISCO III. Windows configuration is very important for configuring networks using Windows.

TECI 265 Advanced IT Hardware and System Software (3) Replace with TECI 202 Unix/Linux Server Admin (3). Hardware is address in TECI 132. Software training will be found in the new Unix/Linux courses. Unix/Linux server administration is a needed skill.

TECI 292 Capstone in Technical Engineering Planning and Economics (4) Replace with TECI 270 CCNA Security (4). The capstone was focused on building and maintaining networks which is covered in multiple courses. Since Security is a prominent topic today, it was necessary to add this course.

Modified wording of Student Learning Outcomes. Student Learning Outcomes were edited for clarity and brevity.

## ***Wildland Fire Management***

### **Courses**

Proposal	Committee Action	Members Motion/Second
<b>FSWM 149: Interagency Incident Business Operations</b>	<b>Approved</b>	<b>Carsten/Roberson</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
Course Addition	This is a reactivation of a course that was previously built but never taught. This industry standard NWCG course offers students the business and financial side of wildland fire. It will enhance the wildland fire students understanding of the business management side of wildland fire. Having taken this course will complement student employment for fire positions. To this date, we have not offered any fire courses in this specific field.

Proposal	Committee Action	Members Motion/Second
<b>FSWM 154: Wildland Fire Origin Cause Determination</b>	<b>Approved</b>	<b>Stanfill/Carsten</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
Course Addition	This course is updating our wildland fire program to match and better reflect on our Industry Standards. It will provide students with job opportunities in the field of fire investigation.

Proposal	Committee Action	Members Motion/Second
<b>FSWM 243: Fire Engine Operator</b>	<b>Approved</b>	<b>Stanfill/Roberson</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
Course Addition	This course is proposed to be under the restrictive electives section in our Fire program sheet. The wildland fire agencies teach this course annually and many of our second year students take it, with their Agency. In the future, it could be instructed at the community college level for three credits, when partnering with the Agencies. It is important to support students choosing a career in wildland fire and recognize this NWCG industry standard course.

Proposal	Committee Action	Members Motion/Second
<b>FSWM 244: Wildland Training for Structural Fire Fighters</b>	<b>Approved</b>	<b>Roberson/Stanfill</b>

**WCCC Discssion:** No Discussion

Change Item Description	Department Justification
-------------------------	--------------------------

Course Addition

This course is designed to provide wildland firefighting skills (Firefighter Type 1) to structural firefighters who meet NFPA 1001 for Structural Firefighter 2 or equivalency.

**Programs**

Proposal	Committee Action	Members Motion/Second
<b>1363: Wildland Fire Management (AAS)</b>	<b>Approved</b>	<b>Carsten/Quesenberry</b>

**WCCC Discssion:** Dr. Morgan Bridge commented that there were already a lot of restricted electives offered and more were added. Her concern is that with so many, will they all be able to be offered for students

**Change Item Description**

**Department Justification**

Program Modification

Remove Restrictive elective courses: FSWM-158 Driving for the Fire Service, 2 credits and FSWM-205 Introduction to Fire Behavior Calculations, 2 credits. These courses are rarely or never taught so it is appropriate to remove them from the degree.

Add Restrictive elective courses: FSWM 149, Inter-agency Incident Business Operations, 1 credit; FSWM-154 Wildland Fire Origin and Cause Determination, 2 credits; FSWM 244 Wildland Training for Structural Fire Fighters for structural fire, 2 credits; FSWM 243, Fire Engine Operator, 3 credits; and ABUS 116 Principles of Supervision, 3 credits. The courses being added will better prepare students for the state of wildland firefighting, including adding business skills.

Correction: EMTS 101, Emergency medical tech basic is currently listed under restrictive elections and should read as EMTS 102. EMTS 101 does not adequately prepare students for emergency situations. EMTS 102 provides advanced training in emergent medical care. EMTS 101 was incorrectly listed previously and needs to be removed.

# ABUS 210: MICROBUSINESS MONEY MANAGEMENT

---

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Library Representative WCCC (tseurer@coloradomesa.edu)
5. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
6. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. Final Approvals (mbridge@coloradomesa.edu)
9. Course Scheduler (academic\_scheduling@coloradomesa.edu)
10. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
11. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Wed, 04 Nov 2020 14:22:56 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Wed, 04 Nov 2020 17:07:15 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Thu, 05 Nov 2020 17:03:48 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Thu, 05 Nov 2020 17:22:33 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
5. Fri, 15 Jan 2021 17:44:56 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
6. Tue, 02 Feb 2021 23:38:33 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
7. Tue, 09 Feb 2021 23:30:45 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## New Course Proposal

Date Submitted: Mon, 02 Nov 2020 20:43:12 GMT

**Viewing: ABUS 210 : MicroBusiness Money Management**

**Last edit: Tue, 09 Feb 2021 22:40:49 GMT**

Changes proposed by: Megan Englund (menglund)

### Course prefix:

ABUS - Applied Business (ABUS)

### Course number:

210

### Department:

WCCC (WCCC)

### Credit hours:

3

### Course name:

MicroBusiness Money Management

### Course abbreviated schedule name:

MicroBus. Money Management

### Effective Term:

Summer 2021

### Type of Instructional Activity:

Lecture

**Contact Hours per Week:****Lecture:**

3

**Total Contact Hours:**

3

**Academic engagement minutes per term:**

2250

**Student preparation minutes for a term:**

4500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Overview of managing money for small businesses. Recording, analyzing, reporting cash functions, managing payroll, budgeting and planning for the future will be discussed. Programs that assist with money management will be reviewed.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall  
Spring

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Applied Business: Marketing Communications (AAS)
AAS	Applied Business: Administrative Support (AAS)

**Justification for this Proposal:**

A more hands-on practical approach to accounting and money management for a microbusiness is more relevant than ACCT 201 for Applied Business students. All the ABUS students should understand how to manage money for a microbusiness. This course will teach students how to use software programs like QuickBooks to help with the process. They will learn how to manage payroll, budgeting for a small business, determine business organization, track revenue and expenses, pay taxes, and understand the financial status of their business through analyzing basic financial statements.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

Based upon faculty experience and student input and with WCCC Administration conversations, a more applied approach to microbusiness money management was needed. The pandemic emphasized the fragility of the microbusiness and the absolute need for financial planning, particularly for the microbusiness. These conversations occurred fall 2020.

**Topical Course Outline:**

Estimating start-up costs  
 Choosing a business structure  
 Obtaining a TIN or EIN  
 Budgeting for a small business  
 Filing taxes  
 Hiring employees and managing payroll  
 Using finance software resources  
 Payment collection options (Square)  
 Planning for growth  
 Read and understand an income statement, balance sheet, and statement of cash flows

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

Manage finances for a microbusiness.

Manage payroll.

Read and analyze basic financial statements to make sound financial decisions.

Record and track revenue and expenses for a microbusiness using appropriate microbusiness financial software.

Prepare a budget for a microbusiness.

**Library Assessment**

WCCC ABUS 210.docx

**Reviewer Comments:**

**Christine Hein (chein) (Wed, 04 Nov 2020 17:05:57 GMT):** Changes the academic engagement minutes to 2250 to reflect a 3 credit lecture class.

**Christine Hein (chein) (Wed, 04 Nov 2020 17:07:06 GMT):** Should student engagement minutes change since the academic engagement minutes changes?

**Maggie Bodyfelt (mbodyfelt) (Thu, 05 Nov 2020 17:00:51 GMT):** Corrected total weekly contact hours and student prep minutes.

Key: 5588



# 1104: APPLIED BUSINESS: BUSINESS FOUNDATIONS

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Wed, 04 Nov 2020 14:20:30 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Wed, 04 Nov 2020 16:31:50 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 01 Jan 2021 23:36:54 GMT  
Morgan Bridge (mbridge): Approved for WCCC Substantive Reviewer
4. Fri, 15 Jan 2021 17:26:16 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:38:11 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Tue, 09 Feb 2021 23:30:54 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Sep 3, 2019 by clmig-jwehrheim

Date Submitted: Mon, 02 Nov 2020 21:57:16 GMT

**Viewing: 1104 : Applied Business: Business Foundations (TCT)**

**Last approved: Tue, 03 Sep 2019 15:25:58 GMT**

**Last edit: Thu, 28 Jan 2021 20:58:41 GMT**

Changes proposed by: Megan Englund (menglund)

**Status:**

Active

**Effective Catalog Edition:**

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

**Primary Department:**

WCCC

**Is this program interdisciplinary?**

No

**Degree/award type:**

Technical Certificate

**Name of major/minor/certificate:**

Applied Business: Business Foundations

**Abbreviated program name:**

Appl Busi: Business Foundatns

**Academic Level:**

Undergraduate

**Intended Campus for Delivery:**

Bishop/WCCC

**List all proposed changes to the program:**

Change MARK 231 to ABUS 105.

**Justify each proposed modification to the program:**

ABUS 105 is an applied approach to marketing. Students will be able to create a website, manage an email list, manage SEO and build a brand online. It is a more focused approach to marketing that will allow them to apply what they have learned to their own microbusiness or a business for which they work. Students will be able to market their own company or one that they work for through online resources. This is a very applied approach to marketing for the microbusiness.

**Describe discussions about this proposal within the department and outcomes.**

Based upon faculty experience and student input, and with WCCC Administration conversations, a more applied approach to marketing was needed to allow students to function effectively in the online environment. The pandemic emphasized the need for an online presence for all businesses, particularly microbusiness. These conversations occurred fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This program prepares students to be effective, efficient, entry-level professionals. Students develop skills in business basics, marketing basics, and customer service. The Business Foundations curriculum prepares the student to be an effective staff member in business, government or non-profit organizations and/or start their own microbusiness.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	Learning Outcome	Courses	Assessment
1	Explain the importance of customer service. (Critical Thinking)	ABUS 160	Exams Projects Discussions
2	Demonstrate effective communication skills. (Applied Learning)	ABUS 105	Projects Case Studies
3	Compare and contrast different functions of business (Specialized Knowledge).	ABUS 102	Discussions Projects Exams

**Institutional Degree Requirements:**

The following institutional requirements apply to all CMU or WCCC Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

**Program-Specific Courses / Requirements:**

(9 semester hours, must earn a grade of "C" or better in each course.)

Code	Title	Semester Credit Hours
<b>Required Courses</b>		
ABUS 102	Business Basics	3
ABUS 160	Introduction to Customer Service	3
ABUS 105	Internet Marketing Strategies	3
<b>Total Semester Credit Hours</b>		<b>9</b>

**Suggested Course Plan:**

First Year

Fall Semester

		Semester Credit Hours
ABUS 102	Business Basics	3
ABUS 160	Introduction to Customer Service	3
ABUS 105	Internet Marketing Strategies	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>9</b>

**Reviewer Comments:**

**Joseph Quesenberry (joquesen) (Wed, 04 Nov 2020 14:18:23 GMT):** Hours do not match - should be 9 hours total instead of 6 - looks like hours for ABUS 105 not showing in form. Possibly because course is new and not in system yet?

**Joseph Quesenberry (joquesen) (Wed, 04 Nov 2020 14:20:26 GMT):** Total hours do not match - should be 9 hours instead of 6. Looks like ABUS 105 hours not showing - possibly because is a new course?

Key: 186

# 1300: APPLIED BUSINESS: ADMINISTRATIVE SUPPORT

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Wed, 04 Nov 2020 14:28:42 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Wed, 04 Nov 2020 16:55:55 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 01 Jan 2021 23:36:59 GMT  
Morgan Bridge (mbridge): Approved for WCCC Substantive Reviewer
4. Fri, 15 Jan 2021 18:07:15 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:38:21 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Tue, 09 Feb 2021 23:31:00 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Aug 20, 2019 by clmig-jwehrheim

Date Submitted: Mon, 02 Nov 2020 21:30:08 GMT

**Viewing: 1300 : Applied Business: Administrative Support (AAS)**

**Last approved: Tue, 20 Aug 2019 21:29:59 GMT**

**Last edit: Fri, 05 Feb 2021 19:33:10 GMT**

Changes proposed by: Megan Englund (menglund)

**Status:**

Active

**Effective Catalog Edition:**

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

**Primary Department:**

WCCC

**Is this program interdisciplinary?**

No

**Degree/award type:**

AAS

**Name of major/minor/certificate:**

Applied Business: Administrative Support

**Abbreviated program name:**

Appl Busi: Admin Support

**Academic Level:**

Undergraduate

**Intended Campus for Delivery:**

Bishop/WCCC

## Main

**List all proposed changes to the program:**

1. Change TECI 142 to ABUS 105 Internet Marketing Strategies
2. Change ACCT 201 to ABUS 210 MicroBusiness Money Management
3. Change ABUS elective to ABUS 160 Introduction to Customer Service
4. Delete Capstone 289 and only offer ABUS 299 Internship

**Justify each proposed modification to the program:**

1. Change TECI 142 is no longer relevant to Applied Business Students as they teach about networks as they relate to drones and robotics. ABUS 105 Internet Marketing Strategies is relevant to the students.
  2. Students will learn practical and applied approaches for managing money and finances for a microbusiness, which will be more applicable than ACCT 201.
  3. ABUS 160 will allow students to provide exceptional customer service, which is applicable both for owning a microbusiness and working in the world of business.
  4. ABUS 299 will provide hands-on learning experiences, essential to student success in the changing business environment and provide more relevant and applied knowledge than ABUS 289.
- The Applied Business Program strives to live up to the name "applied" by giving students ready-to-use knowledge for real-world scenarios, particularly for the microbusiness.

**Describe discussions about this proposal within the department and outcomes.**

Based upon faculty experience, student input and conversations with WCCC Administration, the above changes were discussed and approved fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This program prepares students to be effective, efficient professionals. Students develop skills in budget analysis, office technology, grammar, oral presentations, information systems, current software programs, human relations and communications. The administrative support curriculum prepares the student to be an effective and efficient staff member in business, government or non-profit organizations and/or their own microbusiness.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	Learning Outcome	Courses	Assessment
1	Create professional business documents per industry standards. (Communication Fluency)	ABUS 102	Project APA Research Papers
2	Utilize business software applications proficiently.(Critical Thinking)	ABUS 257 ABUS 258	Projects Exams
3	Recognize and illustrate effective, efficient, entry level office professional behavior. (Applied Learning)	ABUS 128	Projects Exams APA Research Papers
4	Define and identify the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude.(Specialized Knowledge)	ABUS 128 ABUS 299	Projects Exams APA Research Papers Survey from employer for internship

**Institutional Degree Requirements:**

The following institutional degree requirements apply to all CMU and WCCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.

- A course may only be used to fulfill one requirement for each degree/certificate.
- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

### Specific to this degree:

- 62 semester hours total for the AAS in Applied Business, Administrative Support emphasis.

### Essential Learning Requirements:

(18 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

Code	Title	Semester Credit Hours
<b>Communication</b>		
ENGL 111	English Composition I-GTC01	3
ENGL 112	English Composition II-GTC02	3
SPCH 101	Interpersonal Communications	3
<b>Mathematics</b>		
MATH 107	Career Math (or higher)	3
<b>Other Essential Learning Core Courses</b>		
	Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course	3
	Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course	3
<b>Total Semester Credit Hours</b>		<b>18</b>

### Other Lower Division Requirements:

Code	Title	Semester Credit Hours
<b>Wellness Requirement</b>		
KINE 100	Health and Wellness	1
KINA 1XX	Activity Course	1
<b>Total Semester Credit Hours</b>		<b>2</b>

### Foundation Courses:

(21 semester hours)

Code	Title	Semester Credit Hours
ABUS 102	Business Basics	3
ABUS 128	Workplace Behavior	3
ABUS 156	Problem Solving in the Business Environment	3
ABUS 210	MicroBusiness Money Management	3
ABUS 257	Managing Office Technology I	3
BUGB 211	Business Communications	3
MANG 201	Principles of Management	3
<b>Total Semester Credit Hours</b>		<b>21</b>

### Program-Specific Courses / Requirements:

(21 semester hours, must complete with a grade of "C" or better.)

Code	Title	Semester Credit Hours
<b>Core Courses</b>		
ABUS 105	Internet Marketing Strategies	3
ABUS 116	Principles of Supervision	3
ABUS 155	Social Media for Business	3
ABUS 160	Introduction to Customer Service	3
ABUS 200	Business Rules and Regulations	3
ABUS 258	Managing Office Technology II	3
ABUS 299	Internship	3
<b>Total Semester Credit Hours</b>		<b>21</b>

**Suggested Course Plan:****First Year****Fall Semester**

		Semester Credit Hours
ABUS 102	Business Basics	3
ABUS 128	Workplace Behavior	3
ABUS 155	Social Media for Business	3
ABUS 257	Managing Office Technology I	3
ENGL 111	English Composition I-GTC01	3
KINE 100	Health and Wellness	1
<b>Semester Credit Hours</b>		<b>16</b>

**Spring Semester**

ABUS 116	Principles of Supervision	3
ABUS 258	Managing Office Technology II	3
ENGL 112	English Composition II-GTC02	3
MATH 107	Career Math	3
SPCH 101	Interpersonal Communications	3
<b>Semester Credit Hours</b>		<b>15</b>

**Second Year****Fall Semester**

ABUS 160	Introduction to Customer Service	3
ABUS 200	Business Rules and Regulations	3
BUGB 211	Business Communications	3
MANG 201	Principles of Management	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
KINA 1XX	Activity Course	1
<b>Semester Credit Hours</b>		<b>16</b>

**Spring Semester**

ABUS 105	Internet Marketing Strategies	3
ABUS 156	Problem Solving in the Business Environment	3
ABUS 210	MicroBusiness Money Management	3
ABUS 299	Internship	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>62</b>

**Reviewer Comments:**

**Joseph Quesenberry (joquesen) (Wed, 04 Nov 2020 14:28:39 GMT):** Hours do not match up - no hours listed for ABUS 105 and ABUS 210.

**Christine Hein (chein) (Wed, 04 Nov 2020 16:55:50 GMT):** ABUS 105 and ABUS 210 were not showing credit hours. Corrected the credit hours to reflect 3 credit hours each in multiple areas.

Key: 7

# 1302: APPLIED BUSINESS: MARKETING COMMUNICATIONS

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Wed, 04 Nov 2020 14:30:10 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Wed, 04 Nov 2020 17:00:32 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 01 Jan 2021 23:38:21 GMT  
Morgan Bridge (mbridge): Approved for WCCC Substantive Reviewer
4. Fri, 15 Jan 2021 18:29:27 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:38:25 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Tue, 09 Feb 2021 23:31:04 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Aug 30, 2019 by clmig-mringgenberg

Date Submitted: Mon, 02 Nov 2020 21:50:21 GMT

**Viewing: 1302 : Applied Business: Marketing Communications (AAS)**

**Last approved: Fri, 30 Aug 2019 15:20:37 GMT**

**Last edit: Fri, 05 Feb 2021 20:13:14 GMT**

Changes proposed by: Megan Englund (menglund)

### Status:

Active

### Effective Catalog Edition:

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

### Primary Department:

WCCC

### Is this program interdisciplinary?

No

### Degree/award type:

AAS

### Name of major/minor/certificate:

Applied Business: Marketing Communications

### Abbreviated program name:

Appl Busi: Marketing Comm

### Academic Level:

Undergraduate

### Intended Campus for Delivery:

Bishop/WCCC



## Main

**List all proposed changes to the program:**

1. Delete CSCI 106 Web Page Design I and replace with ABUS 105 Internet Marketing Strategies.
2. Delete ABUS 289 Capstone with ABUS 299 Internship.
3. Delete TECI 142 Internet of Things and replace with ABUS 210 MicroBusiness Money Management.

**Justify each proposed modification to the program:**

1. Programs like Wix allow businesses to use website building templates which is more relevant for Applied Business students than CSCI 106 which teaches about coding and building a website from scratch. Technology now provides software venues for the microbusiness that easily facilitates building a microbusiness webpage.
2. ABUS 299 is a great way for students to get hands-on learning experience and provides the relevant knowledge needed in a changing business environment; a better course for this program than ABUS 289.
3. MicroBusiness Money Management is important for students creating their own business since financial and money management is essential for the success of the business.

**Describe discussions about this proposal within the department and outcomes.**

Based upon faculty experience, student input and conversations with WCCC Administration, these changes were discussed and approved, fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This program prepares students to be effective, efficient, entry-level marketing professionals and microbusiness owners. Students develop skills in customer service, digital design tools, human behavior in organizations, and social media. The Marketing Communications curriculum prepares the student to be an effective staff member in business, government or non-profit organizations and/or microbusiness owner. Students learn how to work with others, how to help others, how to use social media to the businesses advantage, and how to use entry level digital tools.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	Learning Outcome	Courses	Assessment
1	Identify essential marketing concepts used in entry level marketing positions. (Applied Learning)	ABUS 105 ABUS 155	Project APA Research Papers
2	Create marketing material using Adobe Photoshop, Illustrator, and InDesign and other marketing materials programs. (Applied Learning)	ABUS 114 ABUS 120	Projects Exams
3	Evaluate the use and strategy of the implementation of social media. (Communication Fluency)	ABUS 155	Projects Exams APA Research Papers
4	Define and identify the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude. (Specialized Knowledge)	ABUS 128 ABUS 299	Projects Exams APA Research Papers Survey from employer for internship

**Institutional Degree Requirements:**

The following institutional degree requirements apply to all CMU and WCCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.

- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

### Specific to this degree:

- 62 semester hours total for the AAS in Applied Business, Marketing Communication emphasis.

### Essential Learning Requirements:

(18 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

Code	Title	Semester Credit Hours
<b>Communication</b>		
ENGL 111	English Composition I-GTCO1	3
ENGL 112	English Composition II-GTCO2	3
SPCH 101	Interpersonal Communications	3
<b>Mathematics</b>		
MATH 107	Career Math (or higher)	3
<b>Other Essential Learning Core Courses</b>		
	Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course	3
	Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course	3
<b>Total Semester Credit Hours</b>		<b>18</b>

### Other Lower Division Requirements:

Code	Title	Semester Credit Hours
<b>Wellness Requirement</b>		
KINE 100	Health and Wellness	1
KINA 1XX	Activity Course	1
<b>Total Semester Credit Hours</b>		<b>2</b>

### Foundation Courses:

(21 semester hours)

Code	Title	Semester Credit Hours
ABUS 102	Business Basics	3
ABUS 128	Workplace Behavior	3
ABUS 156	Problem Solving in the Business Environment	3
ABUS 210	MicroBusiness Money Management	3
ABUS 257	Managing Office Technology I	3
BUGB 211	Business Communications	3
MANG 201	Principles of Management	3
<b>Total Semester Credit Hours</b>		<b>21</b>

### Program-Specific Courses / Requirements:

(21 semester hours, must earn a grade of "C" or higher in all courses.)

Code	Title	Semester Credit Hours
<b>Core Courses</b>		
ABUS 105	Internet Marketing Strategies	3
ABUS 114	Digital Layout	3
ABUS 120	Digital Design Tools	3
ABUS 155	Social Media for Business	3
ABUS 160	Introduction to Customer Service	3
ABUS 299	Internship	3
MARK 231	Principles of Marketing	3
<b>Total Semester Credit Hours</b>		<b>21</b>

**Suggested Course Plan:****First Year****Fall Semester**

		Semester Credit Hours
ABUS 102	Business Basics	3
ABUS 120	Digital Design Tools	3
ABUS 257	Managing Office Technology I	3
KINE 100	Health and Wellness	1
ENGL 111	English Composition I-GTC01	3
MATH 107	Career Math	3
<b>Semester Credit Hours</b>		<b>16</b>

**Spring Semester**

ABUS 105	Internet Marketing Strategies	3
ABUS 114	Digital Layout	3
ABUS 128	Workplace Behavior	3
ABUS 160	Introduction to Customer Service	3
ENGL 112	English Composition II-GTC02	3
<b>Semester Credit Hours</b>		<b>15</b>

**Second Year****Fall Semester**

ABUS 156	Problem Solving in the Business Environment	3
BUGB 211	Business Communications	3
MANG 201	Principles of Management	3
SPCH 101	Interpersonal Communications	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
KINA 1XX	Activity Course	1
<b>Semester Credit Hours</b>		<b>16</b>

**Spring Semester**

ABUS 155	Social Media for Business	3
ABUS 210	MicroBusiness Money Management	3
ABUS 299	Internship	3
MARK 231	Principles of Marketing	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>62</b>

**Reviewer Comments:**

**Joseph Quesenberry (joquesen) (Wed, 04 Nov 2020 14:30:07 GMT):** Hours not matching - no hours listed for ABUS 105 and ABUS 210

**Christine Hein (chein) (Wed, 04 Nov 2020 17:00:28 GMT):** Corrected credit hours for ABUS 105 and ABUS 210 to reflect 3 credits each.

Key: 108

# : EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. VP for Academic Affairs (khaas@coloradomesa.edu)
4. Budget Office (wsutton@coloradomesa.edu)
5. Financial Aid (cumartin@coloradomesa.edu)
6. Library Representative WCCC (tseurer@coloradomesa.edu)
7. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
8. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
10. WCCC Final Approvals (mbridge@coloradomesa.edu)
11. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)

## Approval Path

1. Sat, 02 Jan 2021 15:36:28 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Mon, 04 Jan 2021 20:26:53 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 15 Jan 2021 23:48:24 GMT  
Kurt Haas (khaas): Approved for VP for Academic Affairs
4. Mon, 18 Jan 2021 21:11:49 GMT  
Whitney Sutton (wsutton): Approved for Budget Office
5. Mon, 18 Jan 2021 21:30:00 GMT  
Curt Martin (cumartin): Approved for Financial Aid
6. Tue, 19 Jan 2021 16:57:35 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
7. Thu, 28 Jan 2021 21:21:51 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
8. Tue, 02 Feb 2021 23:40:16 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
9. Tue, 09 Feb 2021 23:31:09 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## New Program Proposal

Date Submitted: Wed, 09 Dec 2020 21:26:56 GMT

**Viewing: : Early Childhood Education Assistant Teacher (TCT)**

**Last edit: Tue, 02 Feb 2021 23:16:23 GMT**

Changes proposed by: Tammie Shoultz-McCole (vshoultz)

**Effective Catalog Edition:**

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

**Primary Department:**

WCCC

**Is this program interdisciplinary?**

No

**Degree/award type:**

Technical Certificate

**Name of major/minor/certificate:**

Early Childhood Education Assistant Teacher

**Abbreviated program name:**

Early Child Assistant Teacher

**Academic Level:**

Undergraduate

**Intended Campus for Delivery:**Bishop/WCCC  
Main  
Montrose**Will 50% or more of the program be taught external to CMU/WCCC?**

No

**Describe discussions about this proposal within the department and outcomes.**

This certificate is replacing the Early Childhood Education Entry-Level Teacher (1194). It is a name change and the addition of three elective choices; however, since a program number cannot be "reused" in CIM/Banner, a new program proposal must be created as opposed to a program modification. As such a new budget and library assessment are not required since a new program, just a new name for an existing program is occurring. Early Childhood Education Entry-Level Teacher (1194) is slated for deletion in Summer 2022 after all current students have completed coursework.

The three changes to the Early Childhood Education Entry Level Teacher follow:

1. The Justification for the changed of the title comes from the 2:2 Community College meeting held on September 18th, 2020. The Early Childhood Education Discipline meeting voted to create a consistent title for the first certificate that students earn. The title for the first certificate offered is to be Assistant Teacher. Governor Polis's office communicated with the Community College System Office the desire to have colleges use the same title for similar certificates to help streamline data collection.
2. The Justification for the addition of EDEC 205 is that it was accidentally left off during the initial creation.
3. The Justification for the addition of EDEC 200 Observation and Assessment in Early Childhood Education and EDEC 201 Observations and Assessment Early Childhood Techniques is that both of these courses were added to the Colorado Community College System and are slated to be added to the articulation agreement that currently stands between the Community College System and several 4 year colleges including Colorado Mesa University. These courses were created as a result of several years documenting needs of the child care businesses paired with request from 4 year colleges asking for additional course work specific to observation and assessment.

**Is there a need to request PTO designation for this program and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

The Early Childhood Education program is designed to prepare students to work with young children (birth to age eight) in a variety of settings. This certificate is designed for students wishing to work as lead teachers in a childcare classroom. Students who wish to work in licensed early childhood care and education programs may complete the sequence of courses for Early Childhood Education Assistant Teacher and then continue on to earn an Associate of Arts degree in Early Childhood Education. The Early Childhood Education Assistant Teacher certificate enables students to meet the educational qualifications established by the Colorado Department of Human Services.

For more information on what you can do with this major, visit Career Services' What to Do with a Major? (<https://www.coloradomesa.edu/career/students/explore/major.html>) resource.

For more information on what you can do with this major, visit WCCC's Programs of Study page (<https://www.coloradomesa.edu/wccc/programs/>).

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	<b>Learning Outcome</b>	<b>Courses</b>	<b>Assessment</b>
1	Demonstrate effective written and verbal communication skills. (Communication Fluency)	EDEC 101	Final presentation of resources available to teachers.
2	Evaluate current professional resources relating to several different domains of early childhood education. (Critical Thinking)	EDEC 101	Paper that evaluates the difference between professional resources and mainstream media information.
3	Explain the impact of the Colorado Department of Child Care Rules and Regulations on children and families. (Specialized Knowledge)	EDEC 101	Journal Reflection.

4	Apply the National Association for the Education of Young Children principles and practices in interactions with young children, families and other professionals. (Applied Learning) EDEC 101	Journal reflection on personal ethical practices.
---	--	---

**Program goals as they pertain to Colorado Mesa University's goals and objectives and Colorado Mesa University's Role and Mission.**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Program strengths, special features, innovations, and/or unique elements.**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**External agencies, such as program accreditations, professional associations, as well as licensing requirements that have helped shape the program's curriculum (i.e. effects such as length of the program, on program content or mode of delivery, etc.). Do faculty members anticipate seeking program accreditation at appropriate date?**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Program admissions requirements (if any beyond admission to institution).**

None

**Rationale and justification for the program demonstrating the demand, as evidenced by:**

**(1) Employer need/demand as demonstrated by evidence such as: (a) identification of several potential employers of program graduates; (b) projected regional and/or statewide need for graduates from current labor market analyses and/or future workforce projections/studies (required source: US Department of Labor's Bureau of Labor Statistics' employment projections); (c) surveys made by external agencies; (d) letters of direct employer support may be used. Include letters indicating the availability of positions for graduates of the proposed programs, signed by individual in a senior position of authority. Any letters or other supporting documentation can be uploaded in the supporting documents section of this form.**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**(2) Provide evidence of student demand for the program. Ideally, this would include outcomes of surveys assessing interest and potential enrollment. If there is a specific student population that would benefit from the implementation of this program, please note that as well. Any documentation evincing student demand may also be uploaded in the supporting document section below. Just be sure to note that supporting documents have been uploaded in the text box in this case.**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Relationship of the proposed program to existing programs on campus and to similar programs within the state, with a rationale reflecting that proposed program demand cannot be met by another program (i.e., program implementation is not an unnecessary duplication).**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Institutional Degree Requirements:**

The following institutional requirements apply to all CMU or WCCC Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.

- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See “Requirements for Undergraduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

Specific to this degree:

- 9 semester hours required for the Technical Certificate in Early Childhood Education Assistant Teacher.

### Program-Specific Courses / Requirements:

(9 semester hours)

Code	Title	Semester Credit Hours
<i>Required Courses:</i>		
EDEC 101	Introduction to Early Childhood	3
<i>Select one of the following:</i>		3
EDEC 103	Guidance Strategies	
EDEC 113	Infant and Toddler Theory and Practice	
EDEC 205	Nutrition, Health, Safety	
EDEC 238	Early Childhood Development 0-8 Years	
EDEC 240	Curriculum and Development: Early Childhood	
EDEC 250	Exceptionalities in Early Education	
<i>Select three credit hours from the following:</i>		3
EDEC 102	Introduction to Early Childhood Professions Lab Experiences	
EDEC 114	Introduction to Infant/Toddler Lab Techniques	
EDEC 200	Observation and Assessment in Early Childhood Education	
EDEC 201	Observation and Assessment in Early Childhood Techniques	
EDEC 241	Early Childhood Administration: Human Relations	
EDEC 256	Working with Parents, Families, and Community Systems	
EDEC 299	Student Teaching in Early Education	
<b>Total Semester Credit Hours</b>		<b>9</b>

### Suggested Course Plan:

First Year

Fall Semester

		Semester Credit Hours
EDEC 101	Introduction to Early Childhood	3
<i>Select one of the following:</i>		3
EDEC 103	Guidance Strategies	
EDEC 113	Infant and Toddler Theory and Practice	
EDEC 205	Nutrition, Health, Safety	
EDEC 238	Early Childhood Development 0-8 Years	
EDEC 240	Curriculum and Development: Early Childhood	
EDEC 250	Exceptionalities in Early Education	
<b>Semester Credit Hours</b>		<b>6</b>

Spring Semester

Select three credit hours from the following:

EDEC 102	Introduction to Early Childhood Professions Lab Experiences	
EDEC 114	Introduction to Infant/Toddler Lab Techniques	
EDEC 200	Observation and Assessment in Early Childhood Education	
EDEC 201	Observation and Assessment in Early Childhood Techniques	
EDEC 241	Early Childhood Administration: Human Relations	
EDEC 256	Working with Parents, Families, and Community Systems	
EDEC 299	Student Teaching in Early Education	
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>9</b>

### List of faculty and their qualifications. Is there a need for additional faculty?

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.



**Description of learning resources needed for implementation. Scope and quality of library holdings, laboratories, clinical facilities, and technological support as applicable. Department's recommendations for additions to the Library's collection.**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Intended delivery mode for program. For programs delivering any of its coursework via 1) alternative formats, 2) outsourcing, and/or 3) a consortial relationship, the program proposal must demonstrate compliance with requirements as specified by the U.S. Department of Education and articulated in the Higher Learning Commission's policies. To demonstrate this compliance, the proposing department must submit a statement to the VPAA's office.**

This is not a new program proposal. It is a minor name change to an existing program. To allow CIM/Banner functionality, a new program proposal form must be used for the name change not a program modification, which is the curriculum process that would ordinarily be used for this change, if the proposal did not include a name change.

**Does this need approved by the Board of Trustees?**

No

**Does this need approved by CDHE?**

No

Key: 334



# TECI 120: A+ CERTIFICATION PREPARATION

---

## Validation Report

### In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Description Editor (jvarner@coloradomesa.edu)
5. Library Representative WCCC (tseurer@coloradomesa.edu)
6. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
7. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. Final Approvals (mbridge@coloradomesa.edu)
10. Course Scheduler (academic\_scheduling@coloradomesa.edu)
11. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
12. Banner (Banner@coloradomesa.edu)

### Approval Path

1. Fri, 28 Feb 2020 20:48:26 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Fri, 28 Feb 2020 20:50:07 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 28 Feb 2020 21:48:29 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Mon, 02 Mar 2020 13:29:16 GMT  
Johanna Varner (jvarner): Approved for Description Editor
5. Tue, 06 Oct 2020 16:05:39 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
6. Tue, 24 Nov 2020 18:34:28 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
7. Tue, 02 Feb 2021 23:39:43 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
8. Tue, 09 Feb 2021 23:31:15 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

### New Course Proposal

Date Submitted: Thu, 27 Feb 2020 21:27:49 GMT

### Viewing: TECI 120 : A+ Certification Preparation

Last edit: Thu, 04 Feb 2021 22:46:29 GMT

Changes proposed by: Charles White (chwhite)

#### Course prefix:

TECI - Info & Comm Technology (TECI)

#### Course number:

120

#### Department:

WCCC (WCCC)

#### Credit hours:

3

#### Course name:

A+ Certification Preparation

#### Course abbreviated schedule name:

A+ Certification Preparation

#### Effective Term:

Summer 2021

**Type of Instructional Activity:**

Lecture

**Contact Hours per Week:****Lecture:**

3

**Total Contact Hours:**

3

**Academic engagement minutes per term:**

2250

**Student preparation minutes for a term:**

4500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Personal computer hardware, networking concepts, operational procedures, and troubleshooting for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. Preparation for the first CompTIA A+ Exam.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall  
Spring

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

Yes

**Explain:**

TECI 120 A+ Certification Preparation directly prepares students for the CompTIA A+ certification examination. There is some material overlap with TECI 132 and TECI 180 but neither of those courses adequately prepares students to sit for examination.

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
Technical Certificate	Information and Communication Technology: Computer Repair (TCT)
AAS	Information and Communication Technology (AAS)

**Justification for this Proposal:**

We can prepare students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques. Being able to demonstrate that they have the knowledge to pass an industry recognized certification is essential when applying for an entry-level IT position.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

**Topical Course Outline:**

Introduction to the Personal Computer  
 Lab Procedures and Tool Use  
 Safe Lab procedures  
 Proper Tool use  
 Computer Assembly  
 Preventive Maintenance and Troubleshooting  
 Preventive maintenance basics  
 Troubleshooting process  
 Networks  
 Create network  
 Maintain network  
 Laptops  
 Construction of laptop  
 Basic configuration, maintenance and troubleshooting  
 Printers

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

Examine the COMPTIA objectives for the current A+ certification examination.

Demonstrate computer assembly.

Perform hardware repair and troubleshooting.

Demonstrate OS installation.

Demonstrate OS navigation and troubleshooting.

Install and troubleshoot printers.

Build a basic and a wireless network.

Apply procedures to secure computers and networks.

Demonstrate preventive maintenance operations.

Complete practice tests on current A+ objectives with a passing score.

**Library Assessment**

WCCC TECI 120.docx

**Attach Supporting Documents**

Courses at CO CC s with same or similar courses being proposed.docx

**Reviewer Comments:**

**Maggie Bodyfelt (mbodyfelt) (Fri, 28 Feb 2020 21:45:04 GMT):** Corrected course number (should only list number, not TECI) and course title (do not need to list course subject/number in title).

**Maggie Bodyfelt (mbodyfelt) (Fri, 28 Feb 2020 21:47:18 GMT):** Corrected total contact hours and removed "none" from prereq.

**Johanna Varner (jvarner) (Mon, 02 Mar 2020 13:29:08 GMT):** Modified catalog description to begin with a noun phrase and reduce < 60 words.

Key: 5520

# TECI 201: LINUX CONFIGURATION (OS)

---

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Library Representative WCCC (tseurer@coloradomesa.edu)
5. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
6. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. Final Approvals (mbridge@coloradomesa.edu)
9. Course Scheduler (academic\_scheduling@coloradomesa.edu)
10. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
11. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Fri, 28 Feb 2020 21:01:42 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Thu, 12 Mar 2020 20:51:04 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Tue, 29 Sep 2020 21:16:55 GMT  
Maggie Bodyfelt (mbodyfelt): Rollback to Initiator
4. Mon, 05 Oct 2020 14:06:05 GMT  
Joseph Quesenberry (joquesen): Rollback to Initiator
5. Mon, 19 Oct 2020 13:03:04 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
6. Wed, 21 Oct 2020 20:07:40 GMT  
Christine Hein (chein): Approved for WCCC Head
7. Fri, 30 Oct 2020 20:30:34 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
8. Fri, 30 Oct 2020 20:39:01 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
9. Tue, 24 Nov 2020 18:34:31 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
10. Tue, 02 Feb 2021 23:39:48 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
11. Tue, 09 Feb 2021 23:31:19 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## New Course Proposal

Date Submitted: Tue, 13 Oct 2020 20:27:20 GMT

**Viewing: TECI 201 : Linux Configuration (OS)**

**Last edit: Tue, 09 Feb 2021 22:55:40 GMT**

Changes proposed by: Charles White (chwhite)

### Course prefix:

TECI - Info & Comm Technology (TECI)

### Course number:

201

### Department:

WCCC (WCCC)

### Credit hours:

3

### Course name:

Linux Configuration (OS)

**Course abbreviated schedule name:**

Linux Configuration (OS)

**Effective Term:**

Summer 2021

**Type of Instructional Activity:**

Lecture

**Contact Hours per Week:**

**Lecture:**

3

**Total Contact Hours:**

3

**Academic engagement minutes per term:**

2250

**Student preparation minutes for a term:**

4500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Installation of a Linux operating system (OS). Configure and manage OS using command line interface (CLI) and text editor. Topics include installation and configuration of updates, services, file system, users and groups, file and folder permissions, networking, and remote access.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall  
Spring  
Summer

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Information and Communication Technology (AAS)

**Justification for this Proposal:**

Today, Linux systems are used throughout computing, from embedded systems to virtually all supercomputers, and have secured a place in server installations such as the popular LAMP application stack. Use of Linux distributions in home and enterprise desktops has been growing. The Linux OS is frequently packaged as a Linux distribution for both desktop and server use, and includes the Linux

kernel (the core of the operating system) as well as supporting tools and libraries. Popular Linux OS distributions include Debian, Ubuntu, Fedora, Red Hat and openSUSE. Linux is used all around us from NASA to Roku and in your car.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

#### **Topical Course Outline:**

- Introduce Linux OS
- History of Linux and open source
- Concept of Linux distributions
- Install Linux
- System hardware requirements
- Various installations methods
- Install Linux OS
- Update OS and utilities
- Linux CLI basics
- Basic commands
- Basic utilities
- Text editor
- Linux configuration basics
- Compile source code
- Install and configure source code
- Update source code and binaries
- Add and manage users and groups
- Configure file and folder permissions
- Read and run shell scripts
- Linux filesystem and processes
- Filesystem
- Processes
- Additional topics
- Networking
- Remote access
- Desktop flavors

#### **Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

- Install Linux OS.
- Practice the compile, install and update of source code and binaries.
- Configure and manage OS and utility updates.
- Configure and manage file system and processes using CLI.
- Configure and manage network and remote access using CLI.
- Configure and manage user and group accounts using CLI.
- Configure and manage file and folder permissions using CLI.
- Troubleshoot boot process and other system problems using CLI.
- Demonstrate proficiency with basic Linux utilities and commands using CLI through successful completion of lab.
- Demonstrate proficiency with text editor using CLI through successful completion of lab.
- Explain and execute simple shell scripts.

#### **Library Assessment**

WCCC TECI 201,202,211.docx

#### **Attach Supporting Documents**

TECI 201 same as CNG 201 Linux Configuration OS.docx

#### **Reviewer Comments:**

**Joseph Quesenberry (joquesen) (Fri, 28 Feb 2020 21:01:31 GMT):** First sentence in course description should be a fragment, otherwise looks good.

**Maggie Bodyfelt (mbodyfelt) (Tue, 29 Sep 2020 21:16:55 GMT):** Rollback: Looks like this proposal was held over from last year. Not sure if you are still planning to submit changes for this upcoming cycle. Am returning so that the proposal can be reviewed and resubmitted if needed for this year's curriculum cycle.

**Joseph Quesenberry (joquesen) (Mon, 05 Oct 2020 14:06:05 GMT):** Rollback: Catalog description should begin with a fragment.

**Joseph Quesenberry (joquesen) (Mon, 19 Oct 2020 13:02:59 GMT):** Same issue with course description.

**Christine Hein (chein) (Wed, 21 Oct 2020 20:07:23 GMT):** Justification: Looking at career skills, what is the practical application of this course in industry.

**Maggie Bodyfelt (mbodyfelt) (Fri, 30 Oct 2020 20:27:23 GMT):** Corrected total contact hours. Removed "None" from prereq and coreq fields (should just be left blank). I'm not really clear on the ":(OS)" part of the title... is this course going to have variable titles for different operating systems (e.g. CSCI 110 has for different programming languages)?

**Maggie Bodyfelt (mbodyfelt) (Fri, 30 Oct 2020 20:30:16 GMT):** Need program modifications for those affected programs listed on this proposal.

**Wayne Smith (wasmith) (Tue, 01 Dec 2020 17:31:49 GMT):** Revised the course description per the recommendation of the course description reviewer.

**Janel Davis (jandavis) (Tue, 01 Dec 2020 22:25:13 GMT):** Change course abbreviated schedule name to match course name as the full name is less than 30 characters.

Key: 5521

# TECI 202: UNIX/LINUX SERVER ADMINISTRATION

---

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Library Representative WCCC (tseurer@coloradomesa.edu)
5. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
6. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. Final Approvals (mbridge@coloradomesa.edu)
9. Course Scheduler (academic\_scheduling@coloradomesa.edu)
10. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
11. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Mon, 19 Oct 2020 13:04:29 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Wed, 21 Oct 2020 20:09:03 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 30 Oct 2020 20:34:03 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Fri, 30 Oct 2020 20:39:47 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
5. Tue, 24 Nov 2020 18:34:36 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
6. Tue, 02 Feb 2021 23:39:52 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
7. Tue, 09 Feb 2021 23:31:22 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## New Course Proposal

Date Submitted: Thu, 15 Oct 2020 17:32:01 GMT

**Viewing: TECI 202 : Unix/Linux Server Administration**

**Last edit: Tue, 01 Dec 2020 17:33:47 GMT**

Changes proposed by: Charles White (chwhite)

### Course prefix:

TECI - Info & Comm Technology (TECI)

### Course number:

202

### Department:

WCCC (WCCC)

### Credit hours:

3

### Course name:

Unix/Linux Server Administration

### Course abbreviated schedule name:

Unix/Linux Server Admin

### Effective Term:

Summer 2021

### Type of Instructional Activity:

Lecture



**Contact Hours per Week:****Lecture:**

3

**Total Contact Hours:**

3

**Academic engagement minutes per term:**

2250

**Student preparation minutes for a term:**

4500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Knowledge and skills required to configure, administer and secure data, users and services in a UNIX or Linux server environment. Emphasis will be on command-line interface (CLI). Topics will also include system monitoring, performance tuning, troubleshooting and interoperability with Windows servers and clients.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall  
Spring  
Summer

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Information and Communication Technology (AAS)

**Justification for this Proposal:**

The LPIC-1 certification gives the candidate a good understanding of low-level maintenance tasks, such as backup, restore, reboot, and shutdown. The professional should have a basic knowledge of Linux, GNU, and UNIX command. They must be capable of installing Linux workstations, monitoring access permissions, and understanding basic system architecture. The job prospects for Linux System Administrator are favorable. According to the US Bureau of Labor Statistics (BLS), there is expected to be a growth of 6 percent from 2016 to 2026. Candidates who have a firm hold on cloud computing and other latest technologies have bright chances. The professionals can also look out for freelance work on portals such as FieldEngineer.com. These portal offer excellent opportunities and salary.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

**Topical Course Outline:**

- Install open-source UNIX/Linux server
- Explore various installation methods
- Create and install custom images
- Users and groups
  - Create users and groups
  - Manage users and groups
  - Secure users and groups
- Linux file system
  - Manage file system
  - Secure files and directories
- Use Logical Volume Management
- Configure network services
  - Configure TCP/IP (Transfer Control Protocol/Internet Protocol)
  - DNS (Domain Name Service)
  - DHCP (Dynamic Host Configuration Protocol)
- Configure servers
  - File
  - Print
  - Remote access
  - Web
  - Mail
- System monitoring and performance tuning
- Virtualization
  - Install, upgrade, and manage software
  - Package management
  - Build software from source
- Configure security
  - Configure PAM (Pluggable Authentication Module)
  - Configure firewall
  - System logs
  - Backup/restore and archive
- Interoperability with Windows
  - Configure interoperability between network servers
  - Configure interoperability between clients and network services
- Troubleshoot UNIX/Linux server

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

- Install, configure and secure a UNIX or open-source Linux server.
- Manage and secure UNIX/Linux file systems, files, directories and logical volume management (LVM).
- Configure network services.
- Configure file, print, remote access, web and mail servers.
- Perform system monitoring and performance tuning.
- Configure virtualization.
- Configure interoperability between UNIX/Linux and Windows servers and clients.
- Install, upgrade and manage software.

**Library Assessment**

WCCC TECI 201,202,211.docx

**Attach Supporting Documents**

TECI 202 Support Documents.docx

**Reviewer Comments:**

**Christine Hein (chein) (Wed, 21 Oct 2020 20:09:00 GMT):** Justification: Review last sentence, "These portal offer excellent opportunities and salary." Portals? Also, what is the practical career application?

**Maggie Bodyfelt (mbodyfelt) (Fri, 30 Oct 2020 20:31:47 GMT):** Corrected total contact hours. Removed "None" from prereq and coreq fields (should just be left blank).

**Maggie Bodyfelt (mbodyfelt) (Fri, 30 Oct 2020 20:32:27 GMT):** Changed "Admin" to "Administration" in full courses name. Should not use abbreviations in full name.

**Wayne Smith (wasmith) (Tue, 01 Dec 2020 17:33:47 GMT):** Revised the course description per the recommendations of the course description reviewer.

Key: 5578

# TECI 211: WINDOWS CONFIGURATION (OS)

---

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Library Representative WCCC (tseurer@coloradomesa.edu)
5. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
6. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. Final Approvals (mbridge@coloradomesa.edu)
9. Course Scheduler (academic\_scheduling@coloradomesa.edu)
10. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
11. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Mon, 19 Oct 2020 13:05:18 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Wed, 21 Oct 2020 20:09:43 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 30 Oct 2020 20:38:56 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Fri, 30 Oct 2020 20:39:52 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
5. Tue, 24 Nov 2020 18:34:40 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
6. Tue, 02 Feb 2021 23:39:57 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
7. Tue, 09 Feb 2021 23:31:26 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## New Course Proposal

Date Submitted: Thu, 15 Oct 2020 17:57:21 GMT

**Viewing: TECI 211 : Windows Configuration (OS)**

**Last edit: Tue, 09 Feb 2021 22:58:16 GMT**

Changes proposed by: Charles White (chwhite)

### Course prefix:

TECI - Info & Comm Technology (TECI)

### Course number:

211

### Department:

WCCC (WCCC)

### Credit hours:

3

### Course name:

Windows Configuration (OS)

### Course abbreviated schedule name:

Windows Configuration (OS)

### Effective Term:

Summer 2021

### Type of Instructional Activity:

Lecture

**Contact Hours per Week:****Lecture:**

3

**Total Contact Hours:**

3

**Academic engagement minutes per term:**

2250

**Student preparation minutes for a term:**

4500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall  
Spring  
Summer

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Information and Communication Technology (AAS)

**Justification for this Proposal:**

System Configuration MSConfig is a system utility designed to troubleshoot the Microsoft Windows startup process. It can disable or re-enable software, device drivers or Windows services that run at startup, and it can change boot parameters. This makes MSConfig an extremely useful troubleshooting utility.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

**Topical Course Outline:**

Install Microsoft Windows Client OS System

Planning an Installation of Microsoft Operating System  
 Installing Operating System from a Product CD  
 Installing Operating System over a Network  
 Upgrading to Microsoft Windows Operating System  
 Transferring User Settings by Using the USMT  
 Activating Windows Operating System  
 Troubleshooting Failed Installations  
 Automate an installation of Microsoft Windows Client OS  
 Introduction to Automating an Installation of Windows Operating System  
 Creating Answer Files  
 Creating a Uniqueness Database File  
 How Setup Uses Answer Files and UDFs  
 Performing an Automated Installation of Windows Client OS  
 Introduction to Creating and Deploying an Image  
 Preparing a Reference Computer  
 Creating, Testing, and Deploying an Image Remote Installation Services  
 Configure hardware on a computer running Windows Client OS  
 Installing and Configuring Hardware Devices  
 Working with Drivers  
 Troubleshooting Hardware Devices  
 Manage Disks  
 Working with Disk Management  
 Working with Basic Disks  
 Working with Dynamic Disks  
 Preparing Disks When Upgrading to Windows Client OS  
 Managing Disks  
 Defragmenting Volumes  
 Configure and manage file systems  
 Working with File Systems  
 Managing Data Compression  
 Securing Data by Using EFS  
 Troubleshoot the boot process and other system issues  
 Examining the Windows Client OS Boot Process  
 Controlling System Settings during the Boot Process  
 Changing Startup Behavior using the Boot.ini File  
 Using Advanced Boot Options to Troubleshoot Startup Problems  
 Using the Recovery Console to Start the Computer  
 Restoring a Computer to a Previous State  
 Configure the desktop environment  
 Configuring User Desktop Settings  
 Customizing the Desktop Environment  
 Configuring System Settings  
 Understanding How User Profiles and Group Policy Affect Desktop Customization  
 Using Remote Assistance  
 Configure TCP/IP addressing and name resolution  
 Configuring IP Addresses  
 Troubleshooting IP Addresses  
 Determining TCP/IP Name Resolution Methods  
 Configuring a DNS and WINS Client  
 Connecting to a Remote Host  
 Configure Microsoft Windows Client OS to operate in Microsoft networks  
 Examining Workgroups and User Accounts  
 Creating and Authenticating Local User Accounts  
 Configuring Local Security  
 Configuring Logon Options in a Workgroup  
 Configuring Networking Options in a Workgroup  
 Joining a Domain  
 Operating in a Domain  
 Support Remote Users  
 Establishing Remote Access Connections  
 Connecting to Virtual Private Networks  
 Configuring Inbound Connections  
 Configuring Authentication Protocols and Encryption  
 Using Remote Desktop  
 Storing User Names and Passwords to Facilitate Remote Connections  
 Configure Windows Client OS for mobile computing  
 Configuring Hardware for Mobile Computing  
 Configuring Power Management Options for Mobile Computing

Making Files, Folders, and Web Pages Available for Offline Use  
Monitor resources and performance  
Determining System Information  
Using Task Manager to Monitor System Performance  
Using Performance and Maintenance Tools to Improve Performance  
Monitoring Event Logs  
Configuring Program Compatibility

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

- Install Windows Client OS.
- Setup program to install Windows Client OS without user intervention by using answer files and Uniqueness Database File (UDFs).
- Configure hardware devices and drivers on a computer running Windows Client OS.
- Configure disk drives and perform common disk management tasks.
- Configure and manage file systems.
- Troubleshoot the boot process and other system problems.
- Configure desktop settings and understand how user profiles and Group Policy affects desktop customization.
- Configure and manage TCP/IP for Microsoft Windows Client OS to operate in an active directory, access to remote computers, and Operating System for mobile computing.
- Monitor and interpret system and performance information on computers.

**Library Assessment**

WCCC TECI 201,202,211.docx

**Attach Supporting Documents**

TECI 211 Support Documents.docx

**Reviewer Comments:**

- Christine Hein (chein) (Wed, 21 Oct 2020 20:09:41 GMT):** Justification: Review verbiage.
- Maggie Bodyfelt (mbodyfelt) (Fri, 30 Oct 2020 20:35:51 GMT):** Corrected total contact hours. Removed "None" from prereq and coreq fields (should just be left blank). I'm not really clear on the ":(OS)" part of the title... is this course going to have variable titles for different operating systems (e.g. CSCI 110 has for different programming languages)? If so, need to explain that in justification so we can get the course set up correctly.
- Wayne Smith (wasmith) (Tue, 01 Dec 2020 17:35:19 GMT):** Revised the course description per the recommendation of the course description reviewer.
- Janel Davis (jandavis) (Tue, 01 Dec 2020 22:55:52 GMT):** Change course abbreviated schedule name to match course name as the full name is less then 30 characters.

Key: 5580

# TECI 270: CISCO CERTIFIED NETWORK ASSOCIATE, SECURITY

## Validation Report

### In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Description Editor (jvarner@coloradomesa.edu)
5. Library Representative WCCC (tseurer@coloradomesa.edu)
6. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
7. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. Final Approvals (mbridge@coloradomesa.edu)
10. Course Scheduler (academic\_scheduling@coloradomesa.edu)
11. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
12. Banner (Banner@coloradomesa.edu)

### Approval Path

1. Fri, 28 Feb 2020 20:51:21 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Fri, 28 Feb 2020 20:51:58 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Tue, 03 Mar 2020 16:28:10 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Sun, 22 Mar 2020 16:52:46 GMT  
Johanna Varner (jvarner): Approved for Description Editor
5. Tue, 06 Oct 2020 16:05:42 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
6. Tue, 24 Nov 2020 18:34:43 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
7. Tue, 02 Feb 2021 23:40:03 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
8. Tue, 09 Feb 2021 23:31:28 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

### New Course Proposal

Date Submitted: Thu, 27 Feb 2020 22:55:34 GMT

**Viewing: TECI 270 : Cisco Certified Network Associate, Security**

**Last edit: Tue, 09 Feb 2021 22:42:06 GMT**

Changes proposed by: Charles White (chwhite)

#### Course prefix:

TECI - Info & Comm Technology (TECI)

#### Course number:

270

#### Department:

WCCC (WCCC)

#### Credit hours:

4

#### Course name:

Cisco Certified Network Associate, Security

#### Course abbreviated schedule name:

CCNA Security

#### Effective Term:

Summer 2021



**Type of Instructional Activity:**

Lecture/Lab: Vocational/Tech

**Contact Hours per Week:**

**Field/Studio/Other:**

6

**Total Contact Hours:**

6

**Academic engagement minutes per term:**

4500

**Student preparation minutes for a term:**

4500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Core and advanced security concepts and skills for Cisco networks.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall  
Spring

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

**Prerequisites:**

TECI 180 and TECI 185

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

Yes

**Explain:**

TECI 131 and TECI 245 introduce concepts of security. TECI 270 is a security certification course with advanced materials.

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Information and Communication Technology (AAS)

**Justification for this Proposal:**

Computer Network Security is the fastest growing field within Information and Communication Technology. Preparing students for a CCNA Security certification only enhances a student's resume when combined with other certifications (CCNA and CompTia).

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

**Topical Course Outline:**

- Modern network security threats
- Securing network devices
- Authentication, authorization, and accounting
- Implementing firewall technologies
- Implementing intrusion prevention
- Securing the Local-Area Network
- Cryptographic Systems
- Implementing VPN
- Implementing the Cisco Adaptive Security Appliance
- Advanced Cisco Adaptive Security Appliance
- Managing a secure network

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

- Explain the security threats facing modern network infrastructures.
- Build and secure Cisco routers.
- Develop Authentication, Authorization, and Accounting (AAA) for Cisco routers using a local router database and external Access Control System (ACS).
- Appraise threats to Cisco routers and networks and mitigate using Access Control Lists (ACLs).
- Plan and implement secure network design, management, and reporting.
- Examine security defenses for common Layer 2 attacks.
- Choose appropriate features to implement with the Cisco Internetwork Operating System (IOS) firewall.
- Design a site-to-site Virtual Private Network (VPN).
- Construct a remote access VPN.

**Library Assessment**

WCCC TECI 270.docx

**Attach Supporting Documents**

TECI 270 - CNG 270 CCNA Security.docx

**Reviewer Comments:**

**Maggie Bodyfelt (mbodyfelt) (Mon, 02 Mar 2020 18:12:33 GMT):** Corrected Academic Engagement and Student Prep minutes to match curriculum manual requirements for Lecture/Lab: Voc/Tech courses.

**Maggie Bodyfelt (mbodyfelt) (Mon, 02 Mar 2020 18:13:56 GMT):** Need to review Contact Hours at Exec Committee. Lecture/Lab: Vocational Tech courses require 1.5 hours/credit, so this course should have a total of 6 contact hours and it currently only lists 4 (3 lecture, 1 lab).

**Johanna Varner (jvarner) (Sun, 22 Mar 2020 16:52:41 GMT):** Modified catalog description to begin with a noun phrase.

**Wayne Smith (wasmith) (Tue, 02 Feb 2021 01:59:42 GMT):** Corrected contact hour designation.

Key: 5522

# 1116: INFORMATION AND COMMUNICATION TECHNOLOGY: HEALTHCARE INFORMA

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Mon, 19 Oct 2020 12:54:47 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Mon, 19 Oct 2020 18:44:57 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Sat, 31 Oct 2020 00:26:38 GMT  
Morgan Bridge (mbridge): Approved for WCCC Substantive Reviewer
4. Tue, 24 Nov 2020 19:24:24 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:39:27 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Tue, 09 Feb 2021 23:31:33 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Sep 4, 2019 by clmig-mringgenberg

Date Submitted: Fri, 16 Oct 2020 19:31:59 GMT

**Viewing: 1116 : Information and Communication Technology: Healthcare Informa (TCT)**

**Last approved: Wed, 04 Sep 2019 19:19:40 GMT**

**Last edit: Wed, 03 Feb 2021 20:18:38 GMT**

Changes proposed by: Charles White (chwhite)

### Status:

Active

### Effective Catalog Edition:

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

### Primary Department:

WCCC

### Is this program interdisciplinary?

No

### Degree/award type:

Technical Certificate

### Name of major/minor/certificate:

Information and Communication Technology: Healthcare Informa

### Abbreviated program name:

ICT Healthcare Info Networking

### Academic Level:

Undergraduate

**Intended Campus for Delivery:**

Bishop/WCCC

Online (can be completed fully online)

**List all proposed changes to the program:**

1. Add TECI 242 Cloud Computing to add the fact that databases and storage are now moving to the cloud and students need to be able to utilize this technology.
2. Replace TECI 163 Convergent Technologies with TECI 230 Cisco III
3. This increases the technical certificate from 27 hours to 30 hours to better prepare the student.

**Justify each proposed modification to the program:**

1. TECI 242 Cloud Computing: The cloud is where some of our records are already stored, but where all of our records will eventually be stored.
2. TECI 230 Cisco III: You need all Three Cisco Networking courses (TECI 180, 185 and 230) if you want to learn how to secure a Network. Health information systems include those systems that handle data related to the activities of providers and health organizations. As an integrated effort, these may be leveraged to improve patient outcomes, inform research, and influence policy-making and decision-making. Because health information systems commonly access, process, or maintain large volumes of sensitive data, security is a primary concern.
3. This increases the technical certificate from 27 hours to 30 hours to better prepare the student.

**Describe discussions about this proposal within the department and outcomes.**

This is required to better prepare student to work in the IT departments of Hospitals and the like. After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This certificate prepares students for Healthcare ICT jobs by teaching them the special needs of the healthcare industry including the Health Insurance Portability and Accountability Act, Electronic Health Records, the Universal Protocol and how to design, implement, monitor, and troubleshoot networks in healthcare environments. This course complements the Cisco CCNA curriculum and is designed for students who would like to expand their networking abilities by developing specialized healthcare networking skills. Hands-on labs throughout the course help students gain practical experience, including procedural and troubleshooting labs, skills integration challenges, and model building.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	<b>Learning Outcome</b>	<b>Courses</b>	<b>Assessment</b>
1	Describe the concepts and provisions of Electronic Health Records and the Health Insurance Portability and Accountability Act. (Specialized Knowledge/Applied Learning)	TECI 111 Healthcare Data Management and Information Systems TECI 242 Cloud Computing	Weekly work will consist of discussion questions. Discussion requirements consist of one initial post and then 1 ore more peer response posts.
2	Describe how Information and Communication Technology is used in the Healthcare Industry. (Communication Fluency)	TECI 111 Healthcare Data Management and Information Systems	Weekly work will consist of discussion questions. Discussion requirements consist of one initial post and then 1 ore more peer response posts.
3	Describe the unique requirements and solutions for protecting healthcare information and networks. (Specialized Knowledge/Applied Learning)	TECI 111 Healthcare Data Management and Information Systems	Weekly work will consist of discussion questions. Discussion requirements consist of one initial post and then 1 ore more peer response posts.

4	Explain how to support, maintain, and troubleshoot a medical group network. (Critical Thinking)	TECI 180 Cisco I TECI 185 Cisco II TECI 230 Cisco III TECI 111 Healthcare Data Management and Information Systems	Cisco I - III module exams and a final exam. Labs and packet tracer activities. Weekly work will consist of discussion questions. Discussion requirements consist of one initial post and then 1 ore more peer response posts.
---	---	--	--

**Institutional Degree Requirements:**

The following institutional requirements apply to all CMU or WCCC Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A grade lower than “C” will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See “Requirements for Undergraduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

**Program-Specific Courses / Requirements:**

(30 semester hours, must earn a grade of “C” or better in each course.)

Code	Title	Semester Credit Hours
<b>Required Courses</b>		
ABUS 128	Workplace Behavior	3
ABUS 160	Introduction to Customer Service	3
TECI 111	Healthcare Data Management and Information Systems	3
TECI 131	Principles of Information Assurance	3
TECI 132	Introduction to IT Hardware and System Software	3
TECI 142	Internet of Things	3
TECI 180	Cisco Networking I	3
TECI 185	Cisco Networking II	3
TECI 230	Cisco Networking III	3
TECI 242	Cloud Computing	3
<b>Total Semester Credit Hours</b>		<b>30</b>

**Suggested Course Plan:**

First Year		Semester Credit Hours
Fall Semester		
TECI 111	Healthcare Data Management and Information Systems	3
TECI 131	Principles of Information Assurance	3
TECI 132	Introduction to IT Hardware and System Software	3
TECI 180	Cisco Networking I	3
<b>Semester Credit Hours</b>		<b>12</b>
Spring Semester		
ABUS 128	Workplace Behavior	3
ABUS 160	Introduction to Customer Service	3
TECI 142	Internet of Things	3
TECI 185	Cisco Networking II	3
<b>Semester Credit Hours</b>		<b>12</b>

**Second Year**

**Fall Semester**

TECI 230	Cisco Networking III	3
TECI 242	Cloud Computing	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Total Semester Credit Hours</b>		<b>30</b>

**Reviewer Comments:**

**Christine Hein (chein) (Mon, 19 Oct 2020 18:43:29 GMT):** In regard to justifying the program changes, I am a little confused regarding the explanation for TECI 242. Can you elaborate?

**Wayne Smith (wasmith) (Tue, 01 Dec 2020 17:50:33 GMT):** Corrected typo in Discussions within department section.

**Wayne Smith (wasmith) (Tue, 02 Feb 2021 22:39:23 GMT):** Corrected typo in proposed changes 160 to 163.

Key: 252

# 1118: INFORMATION AND COMMUNICATION TECHNOLOGY: NETWORK TECHNICIAN

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Sat, 02 Jan 2021 15:37:44 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Mon, 04 Jan 2021 20:35:25 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Mon, 11 Jan 2021 22:28:08 GMT  
Morgan Bridge (mbridge): Approved for WCCC Substantive Reviewer
4. Mon, 11 Jan 2021 22:28:29 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:39:31 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Tue, 09 Feb 2021 23:31:38 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Sep 4, 2019 by clmig-mringgenberg

Date Submitted: Sat, 26 Dec 2020 15:45:27 GMT

**Viewing: 1118 : Information and Communication Technology: Network Technician (TCT)**

**Last approved: Wed, 04 Sep 2019 19:33:01 GMT**

**Last edit: Thu, 04 Feb 2021 22:30:49 GMT**

Changes proposed by: Charles White (chwhite)

### Status:

Active

### Effective Catalog Edition:

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

### Primary Department:

WCCC

### Is this program interdisciplinary?

No

### Degree/award type:

Technical Certificate

### Name of major/minor/certificate:

Information and Communication Technology: Network Technician

### Abbreviated program name:

ICT: Network Technician

### Academic Level:

Undergraduate

**Intended Campus for Delivery:**

Bishop/WCCC

**List all proposed changes to the program:**

1. Replace TECI 163 Convergent Technologies with TECI 142 Internet of Things
2. Add MATH 108 Technical Mathematics
3. Changed certificate hours from 27 to 31 due to addition of Math 108
4. Updated Student Learning Outcomes.
5. Delete TECI 235 CISCO IV.
6. Add ABUS 257 Managing Office Technology.

**Justify each proposed modification to the program:**

1. TECI 142 Internet of Things is a more recently developed course based on CISCO Network Academy Material Updates. It includes relevant material from TECI 163 plus more information relevant to students pursuing a Network Technician certificate or degree.
2. MATH 108 Technical Mathematics is necessary to help understand Algorithms. In mathematics and computer science, an algorithm is a finite sequence of well-defined, computer-implementable instructions, typically to solve a class of problems or to perform a computation.
3. The addition of Math 108 better prepares students for the mathematical background needed for this certificate.
4. Student Learning Outcomes were modified to be specific to the degree program.
5. Relevant material was transferred to TECI 230, CISCO III.
6. ABUS 257 develops skills needed in this field for writing job proposals, conducting cost spreadsheets, and making presentations.

**Describe discussions about this proposal within the department and outcomes.**

TECI 163 will still be an active course taught to Mechatronics students along with TECI 142 Internet of Things. It doesn't belong in a Help Deck Tech Certificate. After looking at the top 5-7 largest community colleges in Colorado, this course is offered by those community colleges and in addition will allow students to complete their certification in addition to completing the course. This was discussed with the former instructor, other instructors and a former alum who is currently working in the industry and was discussed with C. Hein fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This certificate is based on the Cisco CCNA Routing and Switching series of courses and prepares students for the Cisco Certified Network Associate exam. The CCNA certification will prepare students for any entry-level networking career. Additional classes cover computers, information security, convergent communications technologies, best practice customer relations and workplace behavior.

The coursework in this certificate is aligned with national and international certifications including Cisco, A+/N+, CET, and Convergent Technology Professional (CTP). Program content has been structured to give a basic education to all graduates entering this field. Emphasis has been placed on providing a common core of training for all students due to the convergence of the communication industries.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	Learning Outcome	Courses	Assessment
1	Identify best practice information security policies.(Specialized Knowledge)	TECI 131 Principles of Assurance TECI 142 Internet of Things TECI 180 Cisco I TECI 185 Cisco II TECI 230 Cisco III	Hands on labs using Servers and Virtual labs using Packet Tracer
2	Demonstrate proficiency and knowledge required for basic use of computer hardware, software, and the Internet. (Specialized Knowledge)	TECI 132 Intro to IT Hardware/System Software	Hands on labs using donated desktop and laptops. Virtual labs
3	Ability to install, configure and provide instruction on basics of using common office software tools. (Critical Thinking)	TECI 180 Cisco I TECI 185 Cisco II TECI 230 Cisco III	Hands on labs using Servers and Virtual labs using Packet Tracer



4	Ability to identify, manage and overcome barriers to information technology communication. (Communication Fluency)	ABUS 128 Workplace Behavior ABUS 160 Intro to Customer Service	Presentations and assignments
---	--	---	-------------------------------

**Institutional Degree Requirements:**

The following institutional requirements apply to all CMU or WCCC Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A grade lower than “C” will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See “Requirements for Undergraduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

**Program-Specific Courses / Requirements:**

(31 semester hours, must earn a grade of “C” or better in each course.)

Code	Title	Semester Credit Hours
<b>Required Courses</b>		
ABUS 128	Workplace Behavior	3
ABUS 160	Introduction to Customer Service	3
ABUS 257	Managing Office Technology I	3
MATH 108	Technical Mathematics	4
TECI 131	Principles of Information Assurance	3
TECI 132	Introduction to IT Hardware and System Software	3
TECI 142	Internet of Things	3
TECI 180	Cisco Networking I	3
TECI 185	Cisco Networking II	3
TECI 230	Cisco Networking III	3
<b>Total Semester Credit Hours</b>		<b>31</b>

**Suggested Course Plan:**

First Year		Semester Credit Hours
Fall Semester		
MATH 108	Technical Mathematics	4
TECI 131	Principles of Information Assurance	3
TECI 132	Introduction to IT Hardware and System Software	3
TECI 180	Cisco Networking I	3
<b>Semester Credit Hours</b>		<b>13</b>
Spring Semester		
ABUS 128	Workplace Behavior	3
ABUS 160	Introduction to Customer Service	3
ABUS 257	Managing Office Technology I	3
TECI 142	Internet of Things	3
TECI 185	Cisco Networking II	3
<b>Semester Credit Hours</b>		<b>15</b>

**Second Year**  
**Fall Semester**

TECI 230	Cisco Networking III	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>31</b>

Key: 255

# 1318: INFORMATION AND COMMUNICATION TECHNOLOGY

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Mon, 24 Feb 2020 20:58:31 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Mon, 24 Feb 2020 21:16:34 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Wed, 26 Feb 2020 15:13:32 GMT  
Bonnie Aman (baman): Approved for WCCC Substantive Reviewer
4. Tue, 03 Mar 2020 17:23:40 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:39:36 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Wed, 10 Feb 2021 20:17:25 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Sep 4, 2019 by clmig-mringgenberg

Date Submitted: Tue, 11 Feb 2020 18:03:40 GMT

**Viewing: 1318 : Information and Communication Technology (AAS)**

**Last approved: Wed, 04 Sep 2019 19:27:34 GMT**

**Last edit: Wed, 10 Feb 2021 20:17:08 GMT**

Changes proposed by: Charles White (chwhite)

**Status:**

Active

**Effective Catalog Edition:**

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

**Primary Department:**

WCCC

**Is this program interdisciplinary?**

No

**Degree/award type:**

AAS

**Name of major/minor/certificate:**

Information and Communication Technology

**Abbreviated program name:**

Information and Comm Tech

**Academic Level:**

Undergraduate

**Intended Campus for Delivery:**

Bishop/WCCC

**List all proposed changes to the program:**

1. ABUS 160 Introduction to Customer Service (3) Replace with ABUS 257 Managing Office Technology I (3)
2. TECI 163 Convergent Technologies (3) Replace with CSCI 110 Beg Programming:Python (3)
3. TECI 111 Healthcare Data Management and Information Systems (3) Replace with TECI 120 A+ Certification Preparation (3)
4. ABUS 128 Workplace Behavior (3) Replace with TECI 201 Linux Configuration:(OS) (3)5
5. TECI 235 Cisco Networking IV (3) Replace with TECI 211 Windows Configuration (OS) (3)
6. TECI 265 Advanced IT Hardware and System Software (3) Replace with TECI 202 Unix/Linux Server Admin (3)
7. TECI 292 Capstone in Technical Engineering Planning and Economics (4) Replace with TECI 270 CCNA Security (4)
8. Modified wording of Student Learning Outcomes.

**Justify each proposed modification to the program:**

All proposed course additions are more relevant to today's workforce needs.

1. Customer Service is covered by TECI 131 and TECI 132. Students do need to learn Managing Office Technology, encompassing Microsoft Office.
2. The material in TECI 163 Convergent Technologies is covered in TECI 142 Internet of Things which is already in the AAS. Programming in Python is necessary for the program due to the Internet of Things.
3. TECI 111 is more appropriate to the Health Care Certificate since it is a major course for that area. However for the AAS, 120A+ is more appropriate.
4. Aspects of workplace behavior are addressed in TECI 131 and TECI 132. Linux configuration is very important for configuring networks using Linux.
5. CISCO IV is now compacted into CISCO III. Windows configuration is very important for configuring networks using Windows.
6. Hardware is address in TECI 132. Software training will be found in the new Unix/Linux courses. Unix/Linux server administration is a needed skill.
7. The capstone was focused on building and maintaining networks which is covered in multiple courses. Since Security is a prominent topic today, it was necessary to add this course.
8. Student Leaning Outcomes were edited for clarity and brevity.

**Describe discussions about this proposal within the department and outcomes.**

Informative discussions with employers and employees working in the IT industry, as to what courses should be taught to better prepare students for the workforce. Information and communication technology industry is an ever evolving entity, so we need to adapt our courses as technology advances. This was discussed with C Hein fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This program, Information and Communication Technology, prepares students for a variety of specializations within the rapidly evolving information and communications technology field. The core of the program is the Cisco Certified Network Associate (CCNA) series of classes. As computer network security has become a major focus in the industry, course content will reflect this emphasis. These classes are the best path to achieving Cisco and CompTia certifications.

It is designed to educate students in areas of business-class computer hardware and software, convergent data/voice/media communication hardware and software, computer network hardware and software, and the Internet of Things hardware and software. The program utilizes CISCO curriculum for most courses, including the core Cisco Certified Network Associate (CCNA) courses to prepare students for the certification exam.

Curriculum is accredited, approved and aligned with national and international certifications by major business and industry in the networking and ICT career fields.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	<b>Learning Outcome</b>	<b>Courses</b>	<b>Assessment</b>
1	Apply business communication skills, listening, verbal, written, and electronic, needed for entry level information technology employment. (Communication Fluency)	ABUS 257 Managing Office Technology I (3)	Tests, labs, written reports and presentations.

2	Apply mathematical concepts to meet information technology industry employment requirements. (Quantitative Fluency)	CSCI 110 Beginning Programming: Python (3)	Tests over digital messaging and labs.
3	Research, evaluate, synthesize and apply information/data relevant to information technology careers. (Critical Thinking)	TECI 132 Introduction to IT Hardware and System Software(3) TECI 120 A+ Certification Preparation (3)	Troubleshoot network problems, labs and exams.
4	Demonstrate knowledge of terminology, symbols, business practices, and principles and application of information technology technical skills. (Specialized Knowledge/Applied Learning)	TECI 201 Linux Configuration (OS) (3) TECI 180 Cisco Networking I (3) TECI 185 Cisco Networking II (3) TECI 230 Cisco Networking III (3)	Maintenance tasks on the command line, install and configure a computer running Linux, and configure basic networking, using virtual machines running Linux. Switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. Describe the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks through written reports and presentations.
5	Demonstrate ethical, civic, and work place responsibility as part of information technology professional behavior. (Specialized Knowledge)	TECI 131 Principles of Information Assurance (3) TECI 242 Cloud Computing (3)	Hands-on labs dealing with cybercrime, security principles, technologies, and procedures used to defend networks.

### Institutional Degree Requirements:

The following institutional degree requirements apply to all CMU and WCCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

### Specific to this program:

- 60 semester hours total for the AAS Information and Communication Technology.

### Essential Learning Requirements:

(15 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

Code	Title	Semester Credit Hours
<b>Communication</b>		
ENGL 111	English Composition I-GTC01	3
Select one of the following courses:		3
ENGL 112	English Composition II-GTC02	
SPCH 101	Interpersonal Communications	

SPCH 102	Speechmaking	
<b>Mathematics</b>		
MATH 110	Mathematical Investigations-GTMA1	3
<b>Other Essential Learning Core Courses</b>		
Select one Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course		3
Select one Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course		3
<b>Total Semester Credit Hours</b>		<b>15</b>

**Other Lower Division Requirements:**

Code	Title	Semester Credit Hours
<b>Wellness Requirement</b>		
KINE 100	Health and Wellness	1
Select one Activity Course		1
<b>Total Semester Credit Hours</b>		<b>2</b>

**Program-Specific Courses / Requirements:**

(43 semester hours, each course must be completed with a grade of "C" or higher.)

Code	Title	Semester Credit Hours
ABUS 257	Managing Office Technology I	3
CSCI 110	Beginning Programming	3
TECI 120	A+ Certification Preparation	3
TECI 131	Principles of Information Assurance	3
TECI 132	Introduction to IT Hardware and System Software	3
TECI 142	Internet of Things	3
TECI 180	Cisco Networking I	3
TECI 185	Cisco Networking II	3
TECI 201	Linux Configuration (OS)	3
TECI 202	Unix/Linux Server Administration	3
TECI 211	Windows Configuration (OS)	3
TECI 230	Cisco Networking III	3
TECI 242	Cloud Computing	3
TECI 270	Cisco Certified Network Associate, Security	4
<b>Total Semester Credit Hours</b>		<b>43</b>

**Suggested Course Plan:****First Year**

<b>Fall Semester</b>		Semester Credit Hours
ABUS 257	Managing Office Technology I	3
KINE 100	Health and Wellness	1
MATH 110	Mathematical Investigations-GTMA1	3
TECI 132	Introduction to IT Hardware and System Software	3
TECI 180	Cisco Networking I	3
<b>Semester Credit Hours</b>		<b>13</b>

**Spring Semester**

CSCI 110	Beginning Programming	3
ENGL 111	English Composition I-GTC01	3
TECI 142	Internet of Things	3
TECI 185	Cisco Networking II	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
Select one KINA Activity course		1
<b>Semester Credit Hours</b>		<b>16</b>

**Second Year****Fall Semester**

Select one of the following:		3
ENGL 112	English Composition II-GTC02	
SPCH 101	Interpersonal Communications	

SPCH 102	Speechmaking	
TECI 131	Principles of Information Assurance	3
TECI 120	A+ Certification Preparation	3
TECI 201	Linux Configuration (OS)	3
TECI 230	Cisco Networking III	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Spring Semester</b>		
TECI 202	Unix/Linux Server Administration	3
TECI 211	Windows Configuration (OS)	3
TECI 242	Cloud Computing	3
TECI 270	Cisco Certified Network Associate, Security	4
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

Discuss the proposal with all departments affected by the program, including all departments that offer required/suggested coursework in support of the program. List the departments and the date and outcome of the discussion. Enter NA in none.

Affected Department(s)	Date	Outcome
Business	2/7/2020	Discussed dropping ABUS 128 & 160 and installing ABUS 257. Offered to teach ABUS 257 if needed.

#### Other Supporting Documents

Red Rocks CC.docx

Aurora CC.docx

CO Community College IT Certificates.xlsx

Authorization by head of CSCI department for TECI to teach CSCI 110 Beg Programming Python.pdf

#### Reviewer Comments:

**Christine Hein (chein) (Mon, 24 Feb 2020 21:16:29 GMT):** Expand the "justify" section and be more specific with your reasoning. CH

**Charles White (chwhite) (Thu, 27 Feb 2020 19:56:57 GMT):** Justification <https://telecomreseller.com/2019/03/08/colorado-governor-encourages-high-school-girls-to-join-cybersecurity-competition/> <https://www.mastersportal.com/articles/2722/why-you-should-study-a-cyber-security-degree-in-2020.html> <https://www.arapahoe.edu/academics-programs/programs/computer-network-technology> <https://www.frontrange.edu/programs-and-courses/a-z-program-list/computer-networking-virtualization-cybersecurity>

**Wayne Smith (wasmith) (Wed, 10 Feb 2021 20:17:08 GMT):** Attached documentation of approval to teach CSCI 110 on WCCC Bishop Campus.

Key: 254

# FSWM 149: INTERAGENCY INCIDENT BUSINESS OPERATIONS

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WPSA Head (WPSA Head@coloradomesa.edu)
4. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
5. Description Editor (jvarner@coloradomesa.edu)
6. Library Representative WCCC (tseurer@coloradomesa.edu)
7. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
8. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
10. Final Approvals (mbridge@coloradomesa.edu)
11. Course Scheduler (academic\_scheduling@coloradomesa.edu)
12. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
13. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Thu, 27 Feb 2020 21:15:25 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Fri, 28 Feb 2020 18:12:31 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Tue, 03 Mar 2020 17:33:02 GMT  
Morgan Bridge (mbridge): Approved for WPSA Head
4. Thu, 05 Mar 2020 14:54:47 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
5. Sun, 22 Mar 2020 21:56:03 GMT  
Johanna Varner (jvarner): Approved for Description Editor
6. Tue, 06 Oct 2020 16:07:46 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
7. Thu, 28 Jan 2021 20:10:36 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
8. Tue, 02 Feb 2021 23:38:59 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
9. Tue, 09 Feb 2021 23:31:42 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

Date Submitted: Thu, 27 Feb 2020 03:26:20 GMT

**Viewing: FSWM 149 : Interagency Incident Business Operations**

**Last edit: Thu, 04 Feb 2021 23:02:20 GMT**

Changes proposed by: Alison Robb (arobb)

### Course prefix:

FSWM - Wildland Fire Mgmt (FSWM)

### Course number:

149

### Department:

WCCC (WCCC)

### Credit hours:

1

### Course name:

Interagency Incident Business Operations

### Course abbreviated schedule name:

Interagency Business Ops



**Effective Term:**

Summer 2021

**Type of Instructional Activity:**

Lecture

**Contact Hours per Week:**

**Lecture:**

1

**Total Contact Hours:**

1

**Academic engagement minutes per term:**

750

**Student preparation minutes for a term:**

1500

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Training needs of all positions involving interagency incident business management. Provides basic policy and direction for incident business management. Consists of curriculum and activities included in the National Wildfire Coordinating Group Firefighting Training class: S-260.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Wildland Fire Management (AAS)

**Justification for this Proposal:**

This is a reactivation of a course that was previously built but never taught. This industry standard NWCG course offers students the business and financial side of wildland fire. It will enhance the wildland fire students understanding of the business management side of wildland fire. Having taken this course will complement student employment for fire positions. To this date, we have not offered any fire courses in this specific field.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

There was a general discussion with the department head and verbal concurrence to offer this course since our fire program doesn't have any wildland fire business specific classes available to students. This will be the first. It will not affect other departments since it focuses solely on all hazard and wildland fire incidents only. This occurred Fall 2020.

**Topical Course Outline:**

**Conduct & Ethics**

List prohibited conduct and consequences for incidents  
Identify conduct and ethics as they relate to incident business management

**Recruitment and Classification of Casuals**

List situations that authorize the hiring of casuals  
Describe conditions of hire in the Pay Plan for Emergency Workers

**Pay Provisions and Timekeeping/Recordings**

Apply regulations with respect to work/rest, length of assignment, and day off. Identify and complete timekeeping and recording forms: SF-261 and OF-288

**Commissary**

Describe the types of commissary  
Complete forms required to process and post commissary

**Compensation for Injury or Illness**

Identify the personnel involved in the injury/illness reporting process and their responsibilities  
Define traumatic injury and complete the reporting forms required for each

**Travel**

Describe per diem and the process for reimbursement of travel expenses  
Describe the regulations and restrictions on POV and rental car usage

**Acquisitions**

Describe procurement authorities, policies, and the processes for requesting equipment, supplies, and/or services on an incident  
Describe contract claims procedures

**Property Management**

Define accountable, durable, and consumable property  
Discuss property accountability controls and property requiring special management considerations

**Cooperative Agreements**

List the types of cooperative agreements and their implementing documents  
Describe how cooperative agreements impact or affect incident management

**Claims**

Describe the role and responsibilities of all personnel in the claims process  
List the needed documentation and processing procedures for claims for or against the government

**Cost Accounting**

List and define incident cost categories  
Describe the relationship among incident actions, cost analysis, and containment measures

**All Hazard Incident**

List the elements of incidents requiring FEMA assistance  
Identify other considerations for business management of all hazard incidents

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

Apply ethics in incident support.

Create an Acquisition.

Explain the managing and tracking of government property.

Describe Interagency coordination and cooperation.

Prepare investigating, documenting, and reporting claims.

Explain cost containment.

Describe All Hazard Incidents.

**Library Assessment**

WCCC FSWM 149,154,243,244.docx

**Attach Supporting Documents**

Interagency Incident Business outline S-260.docx

**Reviewer Comments:**

**Christine Hein (chein) (Fri, 28 Feb 2020 17:51:15 GMT):** Please review your justification for the course. Being online is not justification. Is the course needed to align with industry standards? Will it allow our students more job opportunities? Give more breadth and depth to their understanding of Wildland Fire?

**Maggie Bodyfelt (mbodyfelt) (Thu, 05 Mar 2020 14:53:48 GMT):** Updated student prep minutes to match Curriculum Manual guidelines for lecture courses.

**Maggie Bodyfelt (mbodyfelt) (Thu, 05 Mar 2020 14:54:30 GMT):** Changed department to WCCC since WPSA department code is no longer used.

**Johanna Varner (jvarner) (Sun, 22 Mar 2020 21:55:59 GMT):** Modified catalog description to be less than 60 words, start with a noun phrase, and remove pedagogy.

Key: 2373

# FSWM 154: WILDLAND FIRE ORIGIN & CAUSE DETERMINATION

---

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WPSA Head (WPSA Head@coloradomesa.edu)
4. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
5. Description Editor (jvarner@coloradomesa.edu)
6. Library Representative WCCC (tseurer@coloradomesa.edu)
7. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
8. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
10. Final Approvals (mbridge@coloradomesa.edu)
11. Course Scheduler (academic\_scheduling@coloradomesa.edu)
12. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
13. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Thu, 27 Feb 2020 21:17:15 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Fri, 28 Feb 2020 18:13:15 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Tue, 03 Mar 2020 17:33:07 GMT  
Morgan Bridge (mbridge): Approved for WPSA Head
4. Thu, 05 Mar 2020 14:57:53 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
5. Sun, 22 Mar 2020 21:55:32 GMT  
Johanna Varner (jvarner): Approved for Description Editor
6. Tue, 06 Oct 2020 16:07:52 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
7. Thu, 28 Jan 2021 20:15:54 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
8. Tue, 02 Feb 2021 23:39:05 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
9. Tue, 09 Feb 2021 23:31:46 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

Date Submitted: Thu, 27 Feb 2020 03:30:16 GMT

**Viewing: FSWM 154 : Wildland Fire Origin & Cause Determination**

**Last edit: Thu, 04 Feb 2021 23:03:47 GMT**

Changes proposed by: Alison Robb (arobb)

### Course prefix:

FSWM - Wildland Fire Mgmt (FSWM)

### Course number:

154

### Department:

WCCC (WCCC)

### Credit hours:

2

### Course name:

Wildland Fire Origin & Cause Determination

**Course abbreviated schedule name:**

Wildland Fire Origin and Cause

**Effective Term:**

Summer 2021

**Type of Instructional Activity:**

Lecture

**Contact Hours per Week:**

**Lecture:**

2

**Total Contact Hours:**

2

**Academic engagement minutes per term:**

1500

**Student preparation minutes for a term:**

3000

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Knowledge and skills for the Wildland Fire Origin and Cause Determination Investigator (INVF). Concepts will help an INVF perform at a nationally acceptable level without regard to geographic boundaries. Course consists of the curriculum and activities included in the National Wildfire Coordinating Group Firefighting Training program class FI-210.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Wildland Fire Management (AAS)

**Justification for this Proposal:**

This course is updating our wildland fire program to match and better reflect on our Industry Standards. It will provide students with job opportunities in the field of fire investigation.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

There was a general discussion within the department and verbal concurrence to offer this course and update our program to match Industry Standards Fall 2020. Our fire program will have its first course targeting fire investigation.

**Topical Course Outline:**

Understand fire behavior patterns  
 Describe administrative actions to reduce future fires, risk to the public and/or property loss  
 List methodology of fire scene evidence  
 Court proceedings under civil law to recover costs for suppression, and/or property loss  
 Collecting witness statements and interviewing, courtroom testimony  
 Documenting scene and evidence  
 Ignition Factors and sources  
 Arson Recognition  
 Development, implementation of fire prevention programs, and pre-suppression planning

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

Perform the common roles and responsibilities of an INVF involved in an initial investigation environment.  
 Practice wildland fire investigation methods, evidence collection and document processes in a realistic environment.  
 Identify the laws, regulations and related court procedures associated with administrative, civil and criminal litigation processes.  
 Describe the fundamentals of investigation.  
 Explain the elements of professional code of ethics.

**Library Assessment**

FI-210 Wildland Fire Origin & Cause Determination write up.docx  
 WCCC FSWM 149,154,243,244.docx

**Reviewer Comments:**

**Christine Hein (chein) (Fri, 28 Feb 2020 18:12:18 GMT):** Again, expand your justification-state that you are updating your program to better reflect the needs of the industry.

**Maggie Bodyfelt (mbodyfelt) (Thu, 05 Mar 2020 14:56:45 GMT):** Changed department to WCCC since WPSA department code is no longer used. Removed "none" from prereq/coreq fields; those must be blank if no prereq/coreq.

**Maggie Bodyfelt (mbodyfelt) (Thu, 05 Mar 2020 14:57:11 GMT):** Updated abbreviated course title to include as much of the full title as possible.

**Johanna Varner (jvarner) (Sun, 22 Mar 2020 21:55:29 GMT):** Modified catalog description to be less than 60 words, start with a noun phrase, and remove pedagogy.

Key: 2378

# FSWM 243: FIRE ENGINE OPERATOR

---

## Validation Report

### In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Description Editor (jvarner@coloradomesa.edu)
5. Library Representative WCCC (tseurer@coloradomesa.edu)
6. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
7. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. Final Approvals (mbridge@coloradomesa.edu)
10. Course Scheduler (academic\_scheduling@coloradomesa.edu)
11. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
12. Banner (Banner@coloradomesa.edu)

### Approval Path

1. Thu, 27 Feb 2020 21:19:13 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Fri, 28 Feb 2020 18:13:46 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 28 Feb 2020 18:55:36 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Fri, 28 Feb 2020 19:42:51 GMT  
Johanna Varner (jvarner): Approved for Description Editor
5. Tue, 06 Oct 2020 16:07:54 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
6. Thu, 28 Jan 2021 20:23:06 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
7. Tue, 02 Feb 2021 23:39:11 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
8. Tue, 09 Feb 2021 23:31:49 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

### New Course Proposal

Date Submitted: Thu, 27 Feb 2020 03:27:48 GMT

**Viewing: FSWM 243 : Fire Engine Operator**

**Last edit: Tue, 02 Feb 2021 21:33:28 GMT**

Changes proposed by: Alison Robb (arobb)

#### Course prefix:

FSWM - Wildland Fire Mgmt (FSWM)

#### Course number:

243

#### Department:

WCCC (WCCC)

#### Credit hours:

3

#### Course name:

Fire Engine Operator

#### Course abbreviated schedule name:

Fire Engine Operator

#### Effective Term:

Summer 2021

**Type of Instructional Activity:**

Lecture/Lab: Vocational/Tech

**Contact Hours per Week:**

**Field/Studio/Other:**

4.5

**Total Contact Hours:**

4.5

**Academic engagement minutes per term:**

3375

**Student preparation minutes for a term:**

3375

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Performance proficiency in the duties associated with engine boss, single resource (ENGB) to include: engine crew capabilities and limitations, information sources, fire size up considerations, tactics and wildland-urban interface. This course consists of the curriculum and activities included in the National Wildfire Coordinating Group Firefighting Training classes: S-231.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

**Prerequisites:**

FSWM 100 and FSWM 156

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Wildland Fire Management (AAS)

**Justification for this Proposal:**

This course is proposed to be under the restrictive electives section in our Fire program sheet. The wildland fire agencies teach this course annually and many of our second year students take it, with their Agency. In the future, it could be instructed at the community college level for three credits, when partnering with the Agencies. It is important to support students choosing a career in wildland fire and recognize this NWCG industry standard course.



**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

There was a general discussion with the department head and verbal concurrence to add this course to our restrictive electives, fall 2020. This course is offered by industry standard wildland fire Agencies and provides an opportunity for students to get prior learning credits.

It will not affect other departments since it focuses on all hazard and wildland fire engine operations.

**Topical Course Outline:**

Perform the correct vehicle and pump maintenance procedures on a wildland fire engine

Document maintenance and repair issues correctly in the FEMPR

Identify tasks to be considered by ENOPs during pre-suppression, suppression, and postfire operations

Describe pump theory and demonstrate pump operation

Discuss the various tactical operations in which engines will be involved

Troubleshoot various mechanical problems encountered on engines

Identify equipment limitations and capabilities

Conduct ongoing risk assessment to identify hazardous situations and identify corrective actions to mitigate risk

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

Drive to and operate engine at fire locations.

Perform or direct others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, appropriate nozzle use, and effective use of water and additives.

Perform and inspect, check, service and adjust the pump, hose lays, tank and reels for equipment readiness.

Inspect and service hand fire tools.

Identify and assess capability of engine and assigned personnel.

Coordinate and communicate with adjacent forces.

Locate and map water sources.

Identify and correct performance deficiencies.

**Library Assessment**

WCCC FSWM 149,154,243,244.docx

**Reviewer Comments:**

**Maggie Bodyfelt (mbodyfelt) (Fri, 28 Feb 2020 18:53:58 GMT):** Changed abbreviated title to match full title, since full title is less than 30 characters. Removed "none" from coreq. Removed dashes and section number from prereq.

Key: 5518

# FSWM 244: WILDLAND TRAINING FOR STRUCTURAL FIRE FIGHTERS

---

Validation Report

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. Registrar's Office (mbodyfelt@coloradomesa.edu; hteal@coloradomesa.edu)
4. Description Editor (jvarner@coloradomesa.edu)
5. Library Representative WCCC (tseurer@coloradomesa.edu)
6. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
7. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
8. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
9. Final Approvals (mbridge@coloradomesa.edu)
10. Course Scheduler (academic\_scheduling@coloradomesa.edu)
11. Instruction Workload Approver (mbodyfelt@coloradomesa.edu)
12. Banner (Banner@coloradomesa.edu)

## Approval Path

1. Thu, 27 Feb 2020 21:19:50 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Fri, 28 Feb 2020 18:14:02 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Fri, 28 Feb 2020 19:01:32 GMT  
Maggie Bodyfelt (mbodyfelt): Approved for Registrar's Office
4. Fri, 28 Feb 2020 19:43:35 GMT  
Johanna Varner (jvarner): Approved for Description Editor
5. Tue, 06 Oct 2020 16:07:57 GMT  
Tracie Seurer (tseurer): Approved for Library Representative WCCC
6. Thu, 28 Jan 2021 20:28:12 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
7. Tue, 02 Feb 2021 23:39:16 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
8. Tue, 09 Feb 2021 23:31:52 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## New Course Proposal

Date Submitted: Thu, 27 Feb 2020 03:28:26 GMT

**Viewing: FSWM 244 : Wildland Training for Structural Fire Fighters**

**Last edit: Thu, 28 Jan 2021 20:28:06 GMT**

Changes proposed by: Alison Robb (arobb)

### Course prefix:

FSWM - Wildland Fire Mgmt (FSWM)

### Course number:

244

### Department:

WCCC (WCCC)

### Credit hours:

2

### Course name:

Wildland Training for Structural Fire Fighters

### Course abbreviated schedule name:

Wildland for Structural Fire

**Effective Term:**

Summer 2021

**Type of Instructional Activity:**

Lecture

**Contact Hours per Week:**

**Lecture:**

2

**Total Contact Hours:**

2

**Academic engagement minutes per term:**

1500

**Student preparation minutes for a term:**

3000

**Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):**

Preparation for the training requirements outlined in the Wildland Fire Qualification System Guide and the Positions Task Books (PTB). Course consists of the curriculum and activities included in the National Wildfire Coordinating Group Firefighting Training program class S-330.

**Please indicate the semester(s) in which the course will typically be offered:**

Fall

**Repeatable for credit:**

No

List all prerequisites below. Include courses and other requirements. List the prefix and number only for prerequisite courses. If more than one option, use semicolons to indicate groupings. "Or consent of instructor" is implied and should not be listed. "Instructor permission" should not be included in the prerequisite; instead, the requirement of instructor permission should be set when the course is scheduled.

**Prerequisites:**

FSWM 100

List all co-requisites below and submit a course modification request for each course. List the prefix and number only for prerequisite courses.

**Is there overlapping content with present courses offered?**

No

**Will additional faculty FTE be required?**

No

**Does the course require additional equipment?**

No

**Does this course require additional lab facilities?**

No

**Select all existing programs of study for which this course will be a requirement or a listed choice.**

Degree Type	Program
AAS	Wildland Fire Management (AAS)

**Justification for this Proposal:**

This course is designed to provide wildland firefighting skills (Firefighter Type 1) to structural firefighters who meet NFPA 1001 for Structural Firefighter 2 or equivalency.

**Describe discussions about this proposal within the department and with other affected departments. Note the outcomes of these discussions.**

There was a general discussion within the department and verbal concurrence to offer this course, fall 2020. With the new Fire Science structural fire program, this course provides an avenue for structural fire fighters to also be trained in wildland fire.

**Topical Course Outline:**

- Accurately use navigation tools and maps to identify location
- Position Responsibilities and Fireline References
- Identify position responsibilities of Firefighter Type 1
- Demonstrate the ability to locate and apply standard wildland fire operating procedures found in the Incident Response Pocket Guide and other identified fireline reference
- Size up Considerations
- Describe the size up and tactics size up elements in a fire situation
- Identify the four fuel groups and describe expected fire behavior in each group
- Demonstrate the ability to apply the Risk Management Process in a changing environment
- Demonstrate the ability to assess resource capabilities, develop tactical and logistical plans
- Demonstrate the ability to engage tactically through sand table exercises

**Student learning outcomes:**

**Upon completion of this course, a student should be able to (one outcome per row, add rows as needed):**

- Accurately demonstrate the use of navigation tools and maps to identify location.
- Describe and demonstrate the size-up elements in a fire situation.
- Identify position responsibilities and demonstrate the ability to apply principles of Operational Leadership found in the Incident Response Pocket Guide (IRPG), PMS 461.
- Apply tactical decision-making procedures.

**Library Assessment**

WCCC FSWM 149,154,243,244.docx

**Reviewer Comments:**

**Maggie Bodyfelt (mbodyfelt) (Fri, 28 Feb 2020 19:01:05 GMT):** The listed prerequisite is not enforceable. Requirements such as that are best handled by requiring Instructor Permission for registration when you set up your individual sections of this course. We can discuss further at WCCC Executive Committee if department still wants it listed, even though it is not enforceable.

**Johanna Varner (jvarner) (Fri, 28 Feb 2020 19:43:29 GMT):** Edited catalog description to begin with a noun-phrase

**Wayne Smith (wasmith) (Tue, 02 Feb 2021 02:29:06 GMT):** Topical Course Outline reads like SLO's. Recommend adding them to SLO's and add new curriculum outline

Key: 5519

# 1363: WILDLAND FIRE MANAGEMENT

---

## In Workflow

1. WCCC Representative (joquesen@coloradomesa.edu)
2. WCCC Head (chein@coloradomesa.edu; bsunderm@coloradomesa.edu)
3. WCCC Substantive Reviewer (mbridge@coloradomesa.edu)
4. AVP for Assessment and Accreditation (mbridge@coloradomesa.edu)
5. WCCC Executive Curriculum Committee Chair (wasmith@coloradomesa.edu)
6. WCCC Curriculum Committee Chair (wasmith@coloradomesa.edu)
7. WCCC Final Approvals (mbridge@coloradomesa.edu)

## Approval Path

1. Thu, 23 Jan 2020 18:32:31 GMT  
Joseph Quesenberry (joquesen): Approved for WCCC Representative
2. Tue, 28 Jan 2020 00:04:20 GMT  
Christine Hein (chein): Approved for WCCC Head
3. Tue, 28 Jan 2020 23:17:48 GMT  
Bonnie Aman (baman): Approved for WCCC Substantive Reviewer
4. Tue, 03 Mar 2020 17:46:30 GMT  
Morgan Bridge (mbridge): Approved for AVP for Assessment and Accreditation
5. Tue, 02 Feb 2021 23:38:49 GMT  
Wayne Smith (wasmith): Approved for WCCC Executive Curriculum Committee Chair
6. Tue, 09 Feb 2021 23:31:58 GMT  
Wayne Smith (wasmith): Approved for WCCC Curriculum Committee Chair

## History

1. Aug 30, 2019 by clmig-mringgenberg

Date Submitted: Wed, 08 Jan 2020 20:42:12 GMT

**Viewing: 1363 : Wildland Fire Management (AAS)**

**Last approved: Fri, 30 Aug 2019 16:41:44 GMT**

**Last edit: Tue, 09 Feb 2021 18:35:15 GMT**

Changes proposed by: Alison Robb (arobb)

**Status:**

Active

**Effective Catalog Edition:**

2021-2022

If your program proposal includes new courses, propose the courses prior to proposing the program.

**Primary Department:**

WCCC

**Is this program interdisciplinary?**

No

**Degree/award type:**

AAS

**Name of major/minor/certificate:**

Wildland Fire Management

**Abbreviated program name:**

Wildland Fire Management

**Academic Level:**

Undergraduate

**Intended Campus for Delivery:**

Bishop/WCCC

**List all proposed changes to the program:**

1. Remove Restrictive elective courses: FSWM-158 Driving for the Fire Service, 2 credits and FSWM-205 Introduction to Fire Behavior Calculations, 2 credits
2. Add Restrictive elective courses: FSWM 149, Inter-agency Incident Business Operations, 1 credit; FSWM-154 Wildland Fire Origin and Cause Determination, 2 credits; FSWM 244 Wildland Training for Structural Fire Fighters for structural fire, 2 credits; FSWM 243, Fire Engine Operator, 3 credits; and ABUS 116 Principles of Supervision, 3 credits
3. Correction: EMTS 101, Emergency medical tech basic is currently listed under restrictive elections and should read as EMTS 102.

**Justify each proposed modification to the program:**

1. These courses are rarely or never taught so it is appropriate to remove them from the degree.
2. The courses being added will better prepare students for the state of wildland firefighting, including adding business skills.
3. EMTS 101 does not adequately prepare students for emergency situations. EMTS 102 provides advanced training in emergent medical care. EMTS 101 was incorrectly listed previously and needs to be removed.

**Describe discussions about this proposal within the department and outcomes.**

Both Megan Englund (ABUS) and Pam Holder (EMT director) were contacted and support the additions and changes in their specific fields, fall 2020. Discipline faculty and WCCC Administration agreed to the proposed changes, Fall 2020.

**Do any of the proposed changes require approval of an exception to degree requirements per the program's current PTO designation, or is there a need to now request PTO designation and/or accompanying degree requirement exceptions? Refer to section C.2.f.4 of the Curriculum Policies and Procedures Manual for more details if there is question as to whether this is the case.**

No

**Program Overview:**

This program is designed for students who want the credentials of an associate degree combined with the technical training that meets the National Wildfire Coordination Group (NWCG) standards. The courses offered align with the NWCG Curriculum.

This degree provides graduates with a competitive advantage in gaining employment in the Wildland fire and land management career markets. Graduates are qualified to apply for jobs with the Bureau of Land Management, U.S. Forest Service, National Park Service, Fish and Wildlife, as well as state, county, and contracted wildland firefighting entities.

For more information on what you can do with this major, visit WCCC's Programs of Study (<https://www.coloradomesa.edu/wccc/programs/>) page.

**Demonstration of compliance with CMU requirements related to student learning outcomes (SLOs): 1) Identify program student learning outcomes (SLOs) 2) Identify linkage of program SLOs to institutional SLOs. Identify coordinating institutional SLO in parentheses at the end of each program outcome. One SLO should be entered per row. Numbers for each SLO will be added at the catalog step. DO NOT number the SLOs. Use the green plus sign to add additional rows. In addition to completing the SLO table, a curriculum map must also be uploaded below.**

	Learning Outcome	Courses	Assessment
1	Demonstrate proficient formal and informal communication and writing skills that are professional in nature (Communication Fluency)	FSWM 100 and FSWM 144	Practical hands on testing and written exams
2	Apply mathematical concepts required of entry level wildland firefighters. (Quantitative Fluency)	FSWM 142 and FSWM 155	Practical hands on testing presentations and written exams
3	Demonstrate specialized and holistic knowledge of interagency Wildland Fire Management (Specialized Knowledge)	FSWM 100 and FSWM 156	Practical hands on testing and written exams
4	Demonstrate proficiency in basic skills required for entry level Wildland Fire Management professionals (Applied Learning)	FSWM 100 and FSWM 153	Practical hands on testing and written exams
5	Evaluate leadership and ethical issues specific to Wildland Fire Management (Specialized Knowledge)	FSWM 156 and FSWM 147	Practical hands on testing and written exams

**Institutional Degree Requirements:**

The following institutional degree requirements apply to all CMU and WCCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU/WCCC.

- 2.00 cumulative GPA or higher in all CMU/WCCC coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

### Specific to this program:

- 62 semester hours total for the AAS, Wildland Fire Management.

### Essential Learning Requirements:

(16 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

Code	Title	Semester Credit Hours
<b>Communication</b>		
ENGL 111	English Composition I-GTC01	3
Select one of the following:		3
ENGL 112	English Composition II-GTC02	
SPCH 101	Interpersonal Communications	
SPCH 102	Speechmaking	
<b>Mathematics</b>		
MATH 108	Technical Mathematics (or higher) <sup>1</sup>	4
<b>Other Essential Learning Core Courses</b>		
Select one Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course		3
Select one Social and Behavioral Sciences, History, Natural Sciences, Fine Arts or Humanities course		3
<b>Total Semester Credit Hours</b>		<b>16</b>

<sup>1</sup> MATH 108 is a 4 semester credit hour course. 3 credits apply to Essential Learning. A higher course will satisfy the mathematics requirement for this AAS, and MATH 110, MATH 113, or higher may be required for BAS and BS degrees at CMU. See next intended degree for details if continuing to baccalaureate study after completion of AAS. Should a student successfully complete a higher MATH course for 3 semester credit hours, this would fulfill the Mathematics Essential Learning Requirement and reduce the Essential Learning hours to 15. It would also reduce the overall hours for degree to 61, which is sufficient for graduation with this degree *only* when this hour difference is due to successful completion of a higher level MATH course at 3 semester credit hours.

### Other Lower Division Requirements:

Code	Title	Semester Credit Hours
<b>Wellness Requirement</b>		
KINE 100	Health and Wellness	1
KINA 127	Physical Conditioning	1
<b>Total Semester Credit Hours</b>		<b>2</b>

### Program-Specific Courses / Requirements:

(44 semester hours, must earn a grade of "C" or better in each course.)

Code	Title	Semester Credit Hours
<b>Required Courses</b>		
ENVS 101	Introduction to Environmental Science-GTSC2	3
GEOL 103	Weather and Climate-GTSC2	3

GEOG 131	Introduction to Cartography	3
FSWM 100	Introduction to Wildland Fire Basic Fire Guard School	4
FSWM 142	Portable Pumps and Water Use	2
FSWM 144	Fire Operations in the Wildland/Urban Interface	2
FSWM 147	Ignition Operations	2
FSWM 151	Basic Air Operations	1
FSWM 153	Intermediate Wildland Fire Behavior	2
FSWM 155	Initial Attack Incident Commander/Basic Incident Command System	2
FSWM 156	Firefighter Type 1 and Fire Line Leadership	2
EMTS 115	Emergency Medical Responder	3

**Total Semester Credit Hours** **29**

Code	Title	Semester Credit Hours
------	-------	-----------------------

### Restricted Electives

Select 15 semester hours of the following: 15

ABUS 116	Principles of Supervision	
BIOL 107 & 107L	Principles of Plant Biology and Principles of Plant Biology Laboratory	
CHEM 121 & 121L	Principles of Chemistry-GTSC1 and Principles of Chemistry Laboratory-GTSC1	
ENGL 219	Introduction to Professional Writing-GTCO3	
ENVS 204 & 204L	Introduction to Ecosystem Management and Introduction to Ecosystem Management Laboratory	
ENVS 360 & 360L	Fire Ecology and Fire Ecology Laboratory	
EMDP 211	Introduction to Emergency Management	
EMTS 102	Emergency Medical Technician - Basic II	
FSWM 103	Expanded Dispatch Recorder	
FSWM 141	Introduction to Incident Information	
FSWM 143	Wildfire Chain Saws	
FSWM 148	Status/Check-In Recorder	
FSWM 149	Interagency Incident Business Operations	
FSWM 152	Helicopter Crew Member	
FSWM 154	Wildland Fire Origin & Cause Determination	
FSWM 162	Advanced Firefighter Position Task Book	
FSWM 196	Topics	
FSWM 200	Extended Attack Incident Commander	
FSWM 243	Fire Engine Operator	
FSWM 244	Wildland Training for Structural Fire Fighters	
FSWM 278	Supervised Work Experience	
FSWM 296	Topics	
FSWM 299	Internship	
MANG 201	Principles of Management	
MANG 221	Supervisory Concepts and Practices (FSWM Engine Operator)	

**Total Semester Credit Hours** **15**

### Suggested Course Plan:

#### First Year

#### Fall Semester

		Semester Credit Hours
ENGL 111	English Composition I-GTCO1	3
ENVS 101	Introduction to Environmental Science-GTSC2	3
KINE 100	Health and Wellness	1
KINA 127	Physical Conditioning	1
MATH 108	Technical Mathematics (or higher)	4
Essential Learning Social and Behavioral Science, History, Natural Sciences, Fine Arts or Humanities course		3

**Semester Credit Hours**

**15**



**Spring Semester**

EMTS 115	Emergency Medical Responder	3
FSWM 100	Introduction to Wildland Fire Basic Fire Guard School	4
FSWM 142	Portable Pumps and Water Use	2
FSWM 147	Ignition Operations	2
FSWM 156	Firefighter Type 1 and Fire Line Leadership	2
GEOG 131	Introduction to Cartography	3
<b>Semester Credit Hours</b>		<b>16</b>

**Second Year****Fall Semester**

Select one of the following:		3
ENGL 112	English Composition II-GTCO2	
SPCH 101	Interpersonal Communications	
SPCH 102	Speechmaking	
GEOG 103	Weather and Climate-GTSC2	3
Essential Learning Social and Behavioral Science, History, Natural Sciences, Fine Arts or Humanities course		3
Restricted Electives		7
<b>Semester Credit Hours</b>		<b>16</b>

**Spring Semester**

FSWM 144	Fire Operations in the Wildland/Urban Interface	2
FSWM 151	Basic Air Operations	1
FSWM 153	Intermediate Wildland Fire Behavior	2
FSWM 155	Initial Attack Incident Commander/Basic Incident Command System	2
FSWM - Restricted Electives		8
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>62</b>

**Discuss the proposal with all departments affected by the program, including all departments that offer required/suggested coursework in support of the program. List the departments and the date and outcome of the discussion. Enter NA in none.**

Affected Department(s)	Date	Outcome
WCCC		

**Other Supporting Documents**

Supporting documentation for Wildland Fire Management FSWM Curriculum Changes 2020.docx

**Reviewer Comments:**

**Joseph Quesenberry (joquesen) (Thu, 09 Jan 2020 17:00:40 GMT):** Justification bullet 3: Probably needs to be a complete sentence - Subjects in wildland fire fundamentals and organizational management related to wildland fire emergency services. Justification bullet 4: 1st sentence: replace 'are' with 'will be' 2nd sentence: federal does not need to be capitalized here description: 1st sentence - I think equivalent works better that equivalency 2nd sentence - 'materials required for course presentation', and 'course outline', do not need to be capitalized.

**Bonnie Aman (baman) (Tue, 28 Jan 2020 23:15:22 GMT):** In the Justification, it looks like three new courses are being proposed. The FSWM 149 may have to be recreated. These courses should be proposed through the Course Management system.

Key: 113