INTRODUCING A NEW CURRICULUM

COMMUNITY COLLEGE OF BEAVER COUNTY

All items must be completed and typewritten.

Your Name: ***Heidie G. McCauley***   Date: ***June 17, 04***

Division under which Curriculum is to be administered:
      Technology

      TITLE OF NEW CURRICULUM:
      CIS/Telecommunications
      Computer Forensics Track

      PROPOSED CATALOG DESCRIPTION:

      Computer Forensics program is designed to provide students with skills in the collection and analysis of computer-based evidence, ensuring the integrity of the chain of evidence, and preparing evidence for presentation in a court of law.

      Using state-of-the art classrooms equipped with the necessary computer hardware, operating systems, and investigative software students learn about criminology, data recovery, computer operating systems, network security, and cyber crime investigations.

      Students must pass a criminal background check prior to enrolling in CISF Computer Forensics Internship.

      Graduates of this program will be qualified to obtain employment locally and nationally as a computer security coordinator, forensics investigator, computer forensics specialist, intrusion detection analyst, network security analyst, security specialist, etc.

      CHECK APPROPRIATE ACHIEVEMENT LEVELS:
      ____***X***____   ASSOCIATE IN APPLIED SCIENCE *minimum 60 credits*
      _____   ASSOCIATE IN APPLIED ARTS *minimum 60 credits*
      _____   ASSOCIATE IN GENERAL STUDIES *minimum 60 credits*
      _____   CERTIFICATE *minimum 15 credits (offerings course specific)*
      _____   DIPLOMA *minimum 24 credits*

Requirements

1.   Associate Degree Requirements:

      a.   An Associate Degree must contain the General Education core mandated under Academic Policies in the College Catalog for the Associate Degree sought.

      b.   The Associate Degree requirements must contain at least
            Computer Forensics New Curriculum
            1

sixty (60) credits.

    c.   The Associate Degree requirements should be possible to complete in two calendar years.

  2.   Certificate and Diploma Requirements:

    a.   Certificate and Diploma requirements should be possible to complete in one calendar year.

    b.   Diploma **core to include one writing, one intermediate math, and one verbal communications course.**

RATIONALE FOR THE INTRODUCTION OF A NEW CURRICULUM: (Please attach additional sheets for response, if needed).

  1.   Why is the new curriculum needed?

    Meets the needs of the community which requires additional skills in computer security.

    Also, currently other community colleges are offering comparable curricula..

  2.   Does it replace, overlap, or duplicate any existing curriculum?

    Yes _____   No __**X**__   How?

  3.   When will the new curriculum go into effect?

    Semester _____*Fall*_____   Year _____*2005*_____

  4.   Will the curriculum be offered*

    day _____   evening _____   both __X__

  5.   When can the student begin the curriculum in order to complete program requirements in accordance with degree, certificate, or diploma guidelines?

    Check all that apply:

    Fall _____X_____   Spring _____   Summer _____

***If** you checked **evening** or **both** for question 4, provide the proper sequence of course offerings for the evening students. (Limit the number of classes per semester to 2 or 3.)

Provide sequence of courses in new curriculum using the format provided.

COURSE NO.	COURSE NAME	NO. CREDITS (if known)

FIRST SEMESTER

CIST100	Introduction Information Technology	3
CISN105	PC Hardware	3
CISN	Introduction to Networking	5
CRIM100	Administration of Criminal Justice	3
WRIT101	English Composition I	3

		17

SECOND SEMESTER

CISF	Computer Forensics and Investigations	3
CISN	Basic Network Routing	5
CIST160	Visual Basic I	
	or	3
CIST170	Internet	
CISN200	Client Operating Systems	3
CRIM131	Criminal Law	3

		17

THIRD SEMESTER

CISF	Network Security	5
CISN205	Server Operating Systems	3
CRIM200	Criminal Evidence	3
WRIT102	Writing for Business and Technology	3
SOCI101	Principles of Sociology	3

		17

FOURTH SEMESTER

CISF	Disaster Recovery	3
CRIM212	Interview and Interrogation	3
CRIM215	Police Ethics& Problems	3
CRIM230	Criminology	3
CISF	Computer Forensics Internship	
	or	3
	CIS/Telecommunications elective	
	or	
	Criminal Justice elective	

		15

Total Credits 66

EVENING STUDENTS:

Fall I
CIST100	*Introduction Information Technology*	*3*
CRIM100	*Administration of Criminal Justice*	*3*
WRIT101	*English Composition I*	*3*

Spring I
CIST160	*Visual Basic I*	
	or	*3*
CIST170	*Internet*	
CRIM131	*Criminal Law*	*3*

Fall II
CISN105	*PC Hardware*	*3*
CISN	*Introduction to Networking*	*5*

Spring II
CISN	*Basic Network Routing*	*5*
CISN200	*Client Operating Systems*	*3*

Fall III
CISN205	*Server Operating Systems*	*3*
CRIM212	*Interview and Interrogation*	*3*
WRIT102	*Writing for Business and Technology*	*3*

Spring III
CISF	*Computer Forensics and Investigations*	*3*
CRIM215	*Police Ethics& Problems*	*3*
SOCI101	*Principles of Sociology*	*3*

Fall IV
CISF	*Network Security*	*5*
CRIM200	*Criminal Evidence*	*3*
CRIM230	*Criminology*	*3*

Spring IV
CISF	*Disaster Recovery*	*3*
CISF	*Computer Forensics Internship*	
	or	*3*
CISF	*CIS/Telecommunications elective*	
	or	
	Criminal Justice elective	

Total Credits 66

RESEARCH -- Provide copy of survey instrument and survey data summary.

How many graduates with the proposed education will be needed over the next five years by

1. Local businesses?
2. Tri-State area businesses?
3. National businesses?
4. International businesses?

The "Tomorrow's Jobs" section of Occupational Outlook Handbook, (published by US government 2003), projects the following employment growth in the computer field through the years 2000-2010:

Nationally:
Computer support specialists: 100#
Network and computer system administrators: 80%
Network and data communication analysts: 78%
Computer system analyst: 60%

State of PA (1998-2008) for the above category of positions:
Average increase 67%
Average total annual opening: 3,377

Locally (1998-2008) for the above category of positions:
Average increase 68.5%
Average total annual opening: 36

Please see the supporting documents folder submitted with this proposal.

ENROLLMENT PROJECTIONS FOR NEXT FIVE YEARS

1. What are the enrollment projections?

   Currently the Computer Forensics curriculum offered through BC3 has a waiting list for the students to enroll in this program. It is strongly believed that a similar interest will expected in Beaver County too.

2. Will this be a limited enrollment program? Yes_____ No__*X*___

   Space limitations _____*No*_____

ADVISORY BOARD

1. What steps are being taken to establish an Advisory Board?

    On February 27, 04 CIS/Telecommunications department held an Advisory Board meeting. Professionals in the computer field from Beaver County and Allegheny County as well CIS/Telecommunications Department faculty selected students and the Division Director of Technology and Business were in this meeting.

    Also on June 13, 04 CIS/Telecommunications and Criminal Justice departments held a meeting attended by professionals engaged in criminal justice and security positions.

    The proposed curriculum is designed based on the Advisory Committee's recommendations.

2. List all persons on the Advisory Board if one has been
    formed.

NAME	TITLE/AFFILIATION	COMMENTS
Ms Susan Crawford	*Network Administrator Alpern Co.*	*Computer Forensics skills are necessary not only in the criminal justice area but in any entity that uses technology.*
Mr Scott Trees	*CIO Michael Baker Corp.*	*To be able to detect how and why a system crashes due to various reasons is very important.*
Sgt. Bill Petrues	*Monaca Police Department*	*To study Computer Forensics and Networking is Phenomenal.*
Sgt. Greg Joyce	*Security Systems Sub-contractor*	*Excellent curriculum*
Sue Ellen Avolio	*Director IT CCBC*	*This is a very new area of studies in the field of computers.*
Drew Campbell	*IT Manger CCBC*	*Networking and network security is a must in Computer Forensics.*

TRANSFERABILITY & ARTICULATION

1. Are credits from this new curriculum to be transferable to another institution?   Yes _____   No __*X*__

2. If Yes, what evidence is there that these credits will transfer?

   Cite specific institutions and curriculum examined.

3. Does new curriculum affect any current advanced standing agreements with the AVTS (Area Vocational Technical School)?

   Yes _____   No ___*X*___

   If Yes, how?

   The new courses will not be included in the agreement.

STUDENT SERVICES

1. Has the Director of Admissions and Admission's staff been advised of this new curriculum? Yes __*X*_ No _____

   If No, explain why.

2. Has the divisional counselor been advised? Yes __*X*_ No_____

   If No, explain why.

FACULTY REQUIREMENTS

1. Can the new curriculum be taught by present full-time faculty?

    Yes _____   No __*X*___

2. Will the faculty require additional education?

    Yes __*X*___   No _____

3. Will part-time faculty be required?   Yes _*X*__   No ___

FACILITIES

1. What facilities would the new curriculum require?

    Check all that apply:
    Classrooms __*X*__   Labs _____   Other _____

2. Does the college presently have these required facilities?

    Yes __*X*___   No _____   **If Yes, proceed to equipment.**

    If No, attach Facilities Committee reply to request.

EQUIPMENT

1. Is new equipment required for the curriculum?

    Yes _____   No __*X*___

    If Yes, how will it be obtained?

2. Has the college grants person been consulted?

    Yes __*X*___   No _____

    If No, why not?

LIBRARY

1. Does the library have the resources to support the new curriculum?
    Yes

2. What steps to request the needed resources have been taken?

REMINDER:
The Introducing a New Course packet (including syllabus) must be attached when submitting this packet.

* COMMUNITY COLLEGE OF BEAVER COUNTY *

SIGNATURE SHEET

A department meeting and/or meeting of faculty in a particular discipline must be held prior to the submission of a proposal to the Curriculum Committee. A joint meeting is mandatory if the course crosses department or divisional lines. (See Curriculum Committee By-laws Procedure for clarification.)

1.   Was a meeting in the discipline held to discuss the proposal(s) with all faculty members?

      Yes ___**X**__   No _____   Date(s)_____

2.   Did you discuss the proposal(s) with your Divisional Director?

      Yes ___**X**___   No _____

      Your Divisional Director's Signature: _____

      Date: _____   Approval _____   Disapproval ***_____**

3.   Did 2/3 of all the faculty in the discipline agree to the proposal(s)?

      Yes __**X**___   No _____

      Signature of all the faculty in the discipline required

                              Approval   Disapproval*****   Date

      _____   _____   _____   _____

      _____   _____   _____   _____

      _____   _____   _____   _____

      _____   _____   _____   _____

4. Did you discuss the proposal(s) with any other Directors who
    will be affected by the proposal(s)?

    Yes __*X*__   No _____   NA _____

    Other Divisional Director's Signature(s):_____

    Date: _____   Approval _____   Disapproval *_____

    Other Divisional Director's Signature(s):_____

    Date: _____   Approval _____   Disapproval *_____

5. Did you discuss the proposal(s) with all other faculty
    members outside your division or discipline who may be
    affected by the proposal(s)?

    Yes __*X*___   No _____   NA _____

Signature of other Faculty   Approval   Disapproval*   Date

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

*Persons disapproving the proposal(s) should submit their reasons
for disapproval on a separate sheet attached to the signature
sheet, within five (5) working days of the disapproval to the
Proposer.

THE COMMITTEE WILL NOT CONSIDER ANY DISAPPROVAL RECEIVED AFTER
THE TIME LIMIT.