

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C2091**

Fields marked with * are required

Name of Initiator: Alexa Wheeler **Email:** alexa08@unm.edu **Phone Number:** 505 925-8702 **Date:** 10-03-2017

Associated Forms exist? Yes Initiator's Title Lecturer III: Valencia County Branch
Faculty Contact Alexa Wheeler Administrative Contact Laura Musselwhite
Department Business, Technology & Fine Art Admin Email alexa08@unm.edu
Branch Valencia Admin Phone 505-925-8702

Proposed effective term

Semester Spring Year 2018

Course Information

Select Appropriate Program Undergraduate Degree Program
Name of New or Existing Program CERT PC Operating Systems and Repair (VA) (NEW)
Select Category Certificate Degree Type
Select Action New

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[IT-Cert_PCOperating-Repair.pdf](#)

☐ **Does this change affect other departmental program/branch campuses? If yes, indicate below.**

Reason(s) for Request (enter text below or upload a doc/pdf file)

To create short-term, certificate programs catered specifically to prepare students for job placement at Facebook and other local businesses and industries in Information Technology. To prepare students for industry recognized certification exams.

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

[Degree Cert Justification.pdf](#)

☐ **Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.**

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

[Exec Summary PC Operating Systems and Repair.docx](#)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

[Personal Computer Operating Systems.pdf](#)