New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit [✓] Graduate credit [ ] Professional credit [ ]

1. School/Division: School of Engineering and Technology
2. Academic Subject Code: CIT

3. Course Number: 345 (must be cleared with University Enrollment Services)
4. Instructor:

5. Course Title: Desktop Publishing Applications

Recommended Abbreviation (Optional): Desktop Publishing Apps

Limited to 32 Characters including spaces:

6. First time this course is to be offered (Semester/Year): Spring 2009

7. Credit Hours: Fixed at 3 or Variable from ________ to ________

8. Is this course to be graded S-F (only)? Yes [✓] No [ ]

9. Is variable title approval being requested? Yes [ ] No [✓]

10. Course description (not to exceed 50 words) for Bulletin publication:

P: CIT 106. Interdisciplinary introduction to desktop publishing technology integrating application and hardware. Students will learn desktop publishing theory and techniques to produce flyers, newsletters, brochures, business forms, web forms, and publications with database interconnectivity. Service learning includes a complete DTP solution for a small business or not-for-profit agency.

11. Lecture Contact Hours: Fixed at 3 or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at ________ or Variable from ________ to ________

13. Estimated enrollment: 25 of which 0 percent are expected to be graduate students.


15. Justification for new course: Provide a current technology elective for the CTAC certificate.

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be an overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 3/21/08
Department Chairman/Division Director

Approved by: [Signature] Date 5/27/08
Dean

Dean of Graduate School (when required) Date

Chancellor/Vice-President Date

University Enrollment Services Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
**Request for Addition, Expiration, or Revision of an Undergraduate Course (100-400 Level)**

**Department:** Computer and Information Technology  
**Effective Session:** Spring 2009

**INSTRUCTIONS:** Please check the items below which describe the purpose of this request:

- [x] New course with supporting documents
- [ ] Add existing course offered at another campus
- [ ]Expiration of a course
- [ ] Change in course number
- [ ] Change in course title
- [ ] Change in course credit/type
- [ ] Change in course attributes (department head signature only)
- [ ] Change in instructional hours
- [ ] Change in course description
- [ ] Change in course requisites
- [ ] Change in semesters offered (department head signature only)
- [ ] Transfer from one department to another

**PROPOSED:**
- Subject Abbreviation: CIT
- Course Number: 345
- Long Title: Desktop Publishing Applications
- Short Title: Desktop Publishing Apps

**EXISTING:**
- Subject Abbreviation: (Enter existing subject abbreviation)
- Course Number: (Enter existing course number)
- Long Title: Desktop Publishing Applications
- Short Title: Desktop Publishing Apps

**TERMS OFFERED:**
- Check all that apply:
  - [x] Summer
  - [x] Fall
  - [x] Spring

**CAMPUS(ES) INVOLVED:**
- [ ] Calumet
- [ ] Cont Ed
- [ ] Ft. Wayne
- [ ] Tech Statewide
- [x] Indianapolis
- [ ] N. Central
- [ ] W. Lafayette

**Abbreviated title will be entered by the Office of the Registrar if omitted. (22 CHARACTERS ONLY)**

<table>
<thead>
<tr>
<th>CREDIT TYPE</th>
<th></th>
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<tbody>
<tr>
<td>1 Fixed Credit: Cr. Hrs: 3</td>
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<tr>
<td>2 Variable Credit Range: Minimum Cr. Hrs: (Check One) To Or Maximum Cr. Hrs:</td>
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<tr>
<td>3 Equivalent Credit: Yes</td>
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<tr>
<td>4 Thesis Credit: Yes</td>
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</table>

<table>
<thead>
<tr>
<th>Instructional Type</th>
<th>Minutes Per Mtg</th>
<th>Meetings Per Week</th>
<th>Weeks Offered</th>
<th>% of Credit Allocated</th>
<th>Delivery Method (Asyn, Or SYN.)</th>
<th>Delivery Medium (Audio, Internet, Live, Text-Based, Video)</th>
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</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>75</td>
<td>2</td>
<td>15</td>
<td>100</td>
<td>Both</td>
<td>Live and Internet</td>
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<tr>
<td>Recitation</td>
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<td>Presentation</td>
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<td>Laboratory</td>
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<td>Lab Prep</td>
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<td>Studio</td>
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<td>Distance</td>
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<td>Clinic</td>
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<td>Experiential</td>
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<td>Research</td>
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<td>Ind. Study</td>
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<tr>
<td>Pract/Observe</td>
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</tbody>
</table>

**COURSE DESCRIPTION (INCLUDE REQUISITES):**

P: CIT 106. Interdisciplinary introduction to desktop publishing technology integrating application and hardware. Students will learn desktop publishing theory and techniques to produce flyers, newsletters, brochures, business forms, web forms, and publications with database interconnectivity. Service learning includes a complete DTP solution for a small business or not-for-profit agency.

**Offices of the Registrar**

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Date</th>
<th>School Dean</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calumet</td>
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<tr>
<td>Fort Wayne</td>
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<td>Indianapolis</td>
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<td>N. Central</td>
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<td>West Lafayette</td>
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PURDUE SCHOOL OF ENGINEERING & TECHNOLOGY
COURSE OUTCOMES AND ASSESSMENT DATA SHEET

This is an internal document to identify and record expected outcomes and anticipated assessment strategies for all courses taught within the School of Engineering and Technology. Submission of this form, as noted below, is required and must accompany all new course and course change requests. Copies of this form should also be retained within the department and kept on file with the outline or syllabus for each course.

Course Number: CITE 455 Course Title: Desktop Publishing Applications

Procedure:

1. First, identify all instructional outcomes expected for this course, and then select all ABET outcomes which are consistent with those anticipated objectives from TABLE 1 below.

<table>
<thead>
<tr>
<th>#</th>
<th>TECHNOLOGY - TAC Criteria #1 (Proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Demonstrate an appropriate mastery of the knowledge, techniques, skills and modern tools of their discipline.</td>
</tr>
<tr>
<td>2</td>
<td>Apply current knowledge and adapt to emerging applications in mathematics, science, engineering and technology.</td>
</tr>
<tr>
<td>3</td>
<td>Conduct, analyze and interpret experiments and apply experimental results to improve processes.</td>
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<tr>
<td>4</td>
<td>Apply creativity in the design of systems, components or processes appropriate to program objectives.</td>
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<tr>
<td>5</td>
<td>Function effectively on teams.</td>
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<tr>
<td>6</td>
<td>Identify, analyze and solve technical problems.</td>
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<tr>
<td>7</td>
<td>Communicate effectively.</td>
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<tr>
<td>8</td>
<td>Recognize the need for and possess the ability to pursue lifelong learning.</td>
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<tr>
<td>9</td>
<td>Understand professional, ethical and societal responsibilities.</td>
</tr>
<tr>
<td>10</td>
<td>Recognize contemporary professional, societal and global issues and be aware of and respect diversity.</td>
</tr>
<tr>
<td>11</td>
<td>Have a commitment to quality, timeliness and continuous improvement.</td>
</tr>
</tbody>
</table>

2. Subsets for each of the six IUPUI Principles of Undergraduate Learning (PUL) are given on the reverse side in TABLE 2. Using a number corresponding to each ABET outcome identified from TABLE 1 above to select a column, place a “√” or “X” mark in the applicable TABLE 2 row(s) cell for each PUL. Courses will often address multiple ABET outcomes and ABET outcomes frequently will overlap more than one PUL subset. Thus, it is expected completed data sheets may contain marks in several cells thereby indicating the course simultaneously satisfies multiple Principles of Undergraduate Learning while fulfilling its intended ABET objective(s).

3. After completing TABLE 2, briefly define or explain how the course outcomes or objectives will be evaluated within the context of the departmental assessment program in the space below:

Outcomes will be evaluated via projects, assignments, quizzes, and a final presentation.

Submitted by: Joy Starks Date: 3-18-08
### TABLE 2 - MATRIX OF EXPECTED COURSE OUTCOMES

(Suggestion - while completing Table 2, place a copy of the ABET outcomes from Table 1 along side for easy cross referencing.)

<table>
<thead>
<tr>
<th>PRINCIPLES OF UNDERGRADUATE LEARNING - Require All Students to Demonstrate An Ability to:</th>
<th>TECHNOLOGY OUTCOMES - TAC CRITERIA #1; items (a) to (k)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(a) - Express ideas and facts effectively in written formats</td>
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<tr>
<td>1(b) - Comprehend, interpret, and analyze texts</td>
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<td>1(c) - Communicate orally in one-on-one and group settings</td>
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<td>1(d) - Solve problems that are quantitative in nature</td>
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<td>1(e) - Make efficient use of information resources and technology for personal and professional needs</td>
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<td>2(a) - Analyze complex issues and make informed decisions</td>
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<td>2(b) - Synthesize information in order to arrive at reasoned conclusions</td>
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<tr>
<td>2(c) - Evaluate the logic, validity, and relevance of data</td>
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<tr>
<td>2(d) - Solve challenging problems</td>
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<tr>
<td>2(e) - Use knowledge and understanding to generate and explore new questions</td>
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<tr>
<td>3(a) - Apply knowledge to enhance personal lives</td>
<td></td>
</tr>
<tr>
<td>3(b) - Apply knowledge to meet professional standards and competencies</td>
<td></td>
</tr>
<tr>
<td>3(c) - Apply knowledge to further the goals of society</td>
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<tr>
<td>4(a) - Demonstrate substantial knowledge and understanding of at least one field of study</td>
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<tr>
<td>4(b) - Compare and contrast approaches to knowledge in different disciplines</td>
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<tr>
<td>4(c) - Modify their approach to an issue or problem based on the contexts and requirements of particular situations</td>
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<tr>
<td>5(a) - Compare and contrast the range of diversity and universality in human history, societies, and ways of life</td>
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<tr>
<td>5(b) - Analyze and understand the interconnectedness of global and local concerns</td>
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<tr>
<td>5(c) - Operate with civility in a complex social world</td>
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<tr>
<td>6(a) - Make informed and principles choices regarding conflicting situations in their personal and public lives and to foresee the consequences of these choices</td>
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<tr>
<td>6(b) - Recognize the importance of aesthetics in their personal lives and to society</td>
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</tr>
</tbody>
</table>

Assessment Criteria & Outcomes - November 9, 1999
Welcome to CIT 345
Your active involvement and participation in learning will help you become comfortable, confident, and proficient using advanced computer applications. This syllabus is our contract with you. Please read it carefully to understand the policies and procedures that govern this course. If you have any problems during the semester, contact your instructor for help.

Course Objective
The objective of this course is to provide a general and advanced knowledge of desktop publishing as a business productivity tool and use it to analyze and solve common business problems.

Course Description
The course will cover desktop publishing technology, integrating application and hardware. Students will learn how to use desktop publishing to produce flyers, newsletters, brochures, business forms, web forms, and publications with database interconnectivity. Skills are developed through relevant problem-solving tutorial assignments, projects, and tests. This course is a service learning course, as students will provide a complete DTP solution for a small business or not-for-profit agency.

This 3-credit hour course will count as a CIT 300-level Selective and is an elective course for students pursuing the Computer Technology Applications Certificate.

Prerequisite
The prerequisite for the course is CIT 206 or consent of instructor.

Instructors
It is preferred that you contact the instructor via Oncourse Messaging. However, phone numbers and IUPUI e-mails are provided here: Prof. Joy Starks (Word, Powerpoint, and Publisher) Phone: 274-9705; e-mail: jstarks@iupui.edu,

Class Structure
CIT 345 instructors expect that you will participate in your learning by attending class twice a week and spending sufficient time to master the material. Reading the text alone will not prepare you. To master the material, you must use a computer on a consistent basis to do the exercises and projects assigned. Consider this analogy: can you become a
proficient golfer just by watching Tiger Woods on television? Probably, not. Study and practice, practice, practice is essential for your success.

**Attendance**
You are adult college students and as such it is your responsibility to realize the value of attending class. There is a direct correlation between attendance and success in this course.

**Homework/Class Participation**
Homework is due at the beginning of class. All work must display your name and section number to receive any credit for the homework. See the course calendar for assignments. Late homework is not accepted.

**Project**
This course requires substantial outside work to create a complete desktop publishing solution for a small business or not-for-profit agency. Time away from class duties will be provided for students to visit the company and communicate with company officials. A desktop publishing showcase takes place during finals week. Attendance is mandatory.

**Incomplete Policy**
An "Incomplete" might be assigned if the following three conditions are all met:
1. Course progress is satisfactory/Verifiable personal circumstances of an emergency nature prevent completion of the course
2. At least 75% of the total course work points have been completed with a passing grade
3. An "incomplete" will only be considered on the basis of a formal, written request from the student.

**Extra Credit**
Extra credit points are not available in this skill-building course. It is much more effective to learn as you go since each topic builds upon knowledge learned previously and assimilated over time. It is counterproductive and ineffective to expect to cram your learning into extra-credit projects if you have not participated in learning activities throughout the semester.

**Course Grading Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-91%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>B</td>
<td>82-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80-81%</td>
</tr>
</tbody>
</table>
C+  78-79%
C   72-77%
C-  70-71%
D   62-67%
D-  60-61%
F   <60%

Policy on Cheating and Plagiarism
The IUPUI Code of Ethics is based on the need for trust in an academic community.
IUPUI's system is developed by and maintained for the welfare of its students, and all
students should make sure that they read and understand the provisions outlined in the
Student Handbook.

Any form of cheating on any test or final exam in the course will result in a zero
score for the exam and also may result in an automatic 'F' grade for the course.
The case will be forwarded to the Dean of Students for appropriate disciplinary
action.

Any form of cheating on a homework or lab submission may result in both a zero
score for the assignment, and a one-letter grade penalty in the course. Also, the
case may be forwarded to the Dean of Students for appropriate disciplinary
action. If you are confused as to the difference between helping each other (which
is encouraged) and plagiarism (which will not be tolerated), please see your
instructor. Any form of cheating on a quiz will result in a zero score for that quiz,
and the case may be forwarded to the Dean of Students for appropriate
disciplinary action. Cheating, or helping another student to cheat, are considered
equal cases of academic dishonesty and will be dealt with as noted above. Giving
another student access to your computer account, or negligently permitting
another student to access your computer account constitutes cheating on your part
if that other student copies any files that become implicated in a cheating case.
Protect your account as if your academic career depends on it! Giving another
student your project just to look at has resulted in serious problems for both
students in the past even with the best of intentions. Do not give your code to
other students.

Indiana University has adopted a code that applies, with only minor differences, to
students on all Indiana University campuses. The code, which is available in the Office of
the Dean of Students and in all school offices, spells out what constitutes unacceptable
behavior and the procedures to be followed when there are alleged cases of misconduct.
The dean of students also has some very brief pamphlets on key areas of the code. What
follows is not the code but rather abbreviated and paraphrased statements on key
elements of the code: academic and personal misconduct as well as a section on what students should do if they believe that other students, faculty, or staff have violated their rights. The code also explains the procedures employed and how students may appeal decisions. For more information, consult the Code of Student Rights, Responsibilities, and Conduct as well as brochures located in the Office of the Dean of Students. Indiana University Purdue University Indianapolis Code of Conduct Cheating of any kind will be grounds for failure. You are allowed to discuss your assignments with others. However, you are expected to submit your own work for grading. You are expected to create your own assignments independent of others except when directed to work in teams. Do not cheat. The submission of false computer output is also considered to be cheating. Cheating will not be tolerated. Cheating and/or plagiarism will be immediately punished with a grade of zero for the assignment in question, reported to the Chairman of the Department of Computer and Information Technology and a letter describing the infraction will be placed in your student file. Further disciplinary action will be pursued according to university policy as described in Part III of the Code of Student Rights, Responsibilities, and Conduct (Issued August 15, 1997).

**AMERICANS WITH DISABILITIES ACT**

If you need any special accommodations due to a disability, please contact Adaptive Educational Services at (317)-274-3241. The office is located in CA 001E.

**Required Print Materials**

Textbooks:


Data file downloads can be found at the Course Technology Web site [www.course.com](http://www.course.com).
Schedule

Week

1. Introduction to Course and Service Learning Project
2. The History of Microsoft Publisher
3. Using Publisher Templates
4. Programming Jump Lines and Continuations
5. Publisher Printing Options
6. Data Driven Mass Mailings
7. Creating Customer Driven Toolbars in Publisher
8. Business Information Sets and Publications
9. Original Publications using the Publisher Gallery
10. Data Management
11. Interactive Publisher Web Forms and Web Data
12. VBA/XML Programming in Publisher
13. Object linking and embedding
14. Project
15. Project
16. Desktop Publishing Showcase
CIT 345 Desktop Publishing – Joy Starks, course coordinator

Bulletin Description:

P: CIT 106; This hands-on, interdisciplinary course will provide an introduction to desktop publishing technology, integrating application and hardware. Students will learn how to use desktop publishing to produce flyers, newsletters, brochures, business forms, web forms, and publications with database interconnectivity. Skills are developed through relevant problem-solving tutorial assignments, projects, and tests. This course is a service learning course, as students will provide a complete DTP solution for a small business or not-for-profit agency.

Course Description:

P: CIT 106; Interdisciplinary introduction to desktop publishing technology, integrating application and hardware. Students will learn desktop publishing theory and techniques to produce flyers, newsletters, brochures, business forms, web forms, and publications with database interconnectivity. Service learning includes a complete DTP solution for a small business or not-for-profit agency.

Outline:

The following topics will be covered in this course.

Data acquisition
Creating a Flyer for Print and the Web
Using Fonts and Color Schemes in Newsletter
Creating Outsourced Files in a Brochure format
Creating Stationery and Business Forms
Printing & publishing
Sidebars, pull quotes, attention getters, and mastheads
Using macros to facilitate desktop publishing
Web Page, Web Forms
Web Controls, Interactive Web Data
Data-Driven Publications

Justification:

Desktop publishing is a highly marketable skill that gets overlooked in traditional application courses, or overlapped into business, graphics, or technical writing courses where the focus is not on the technology, but on the writing. Since most publishing is manipulating others’ content, the skill set is different. The University does not have a
course that looks at publishing using a computer and embedding all kinds of electronic documents into appropriate formats. Students have been asking for this kind of course, and small businesses have been asking for students with these skills.

Textbooks:

Course Overlap:

This course does not substantially overlap with any other course in the university. A few elements are touched upon in technical writing courses which emphasize the text-based portion of desktop publishing, rather than the technology and design. A few elements are touched upon in graphics and design courses, but they do not cover the outsourcing, database connectivity and publication types. Desktop publishing, with all of its varied components, is taught nowhere on campus.