Course Change Request

Indiana University

IUPUI Campus

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

1. School/Division: School of Engineering and Technology
2. Academic Subject Code: CIT
3. Current Course Number: 206
4. Current Credit Hours: 3
5. Current Title: Advanced Computer Applications and Desktop Publishing
6. Effective Semester/Year for changes listed below: Fall 2007
7. Instructor: Jan Stevens

Type of Change Requested (Check appropriate boxes and indicate changes)

☐ 8. Change course number to: ____________________________ (must be cleared with University Enrollment Services)
   Change to: Advanced Computer Applications
   Recommended abbreviation (optional) Adv Cmplt Applications
   (Limited to 32 Characters including spaces)

☐ 10. Current credit hours fixed at: __________ or variable from: __________ to __________
    Change to credit hours fixed at: __________ or variable from: __________ to __________

☐ 11. Current lecture contact hours fixed at: __________ or variable from: __________ to __________
    Change to lecture contact hours fixed at: __________ or variable from: __________ to __________

☐ 12. Current non-lecture contact hours fixed at: __________ or variable from: __________ to __________
    Change to non-lecture contact hours fixed at: __________ or variable from: __________ to __________

☐ 13. Is this course currently graded with S-F (only) grades? Yes ___ No ___
    Change to S-F (only) grading? Yes ___ No ___

☐ 14. Does this course presently have variable title approval? Yes ___ No ___
    Is variable title approval being requested? Yes ___ No ___

☐ 15. Is this course being discontinued? For all campuses ___ or for this campus only ___

☐ 16. Current course description


Change course description to (not to exceed 50 words)


17. Justification for change

New title better describes content

(Use additional paper if necessary)

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

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of this 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:

Department Chairman/Division Director

Date 12-19-2006

Approved by:

Dean

Date 12-11-07

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.

UPS 725

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(100-400 LEVEL)

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>New course with supporting documents</td>
</tr>
<tr>
<td>2.</td>
<td>Add existing course offered at another campus</td>
</tr>
<tr>
<td>3.</td>
<td>Expiration of a course</td>
</tr>
<tr>
<td>4.</td>
<td>Change in course number</td>
</tr>
<tr>
<td>5.</td>
<td>Change in course title</td>
</tr>
<tr>
<td>6.</td>
<td>Change in course credit type</td>
</tr>
<tr>
<td>7.</td>
<td>Change in course attributes (department head signature only)</td>
</tr>
<tr>
<td>8.</td>
<td>Change in instructional hours</td>
</tr>
<tr>
<td>9.</td>
<td>Change in course description</td>
</tr>
<tr>
<td>10.</td>
<td>Change in course requisites</td>
</tr>
<tr>
<td>11.</td>
<td>Change in semesters offered (department head signature only)</td>
</tr>
<tr>
<td>12.</td>
<td>Transfer from one department to another</td>
</tr>
</tbody>
</table>

PROPOSED:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
<th>Subject Abbreviation</th>
<th>CIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Course Number</td>
<td>206</td>
</tr>
<tr>
<td>Long Title</td>
<td>Advanced Computer Applications</td>
<td></td>
</tr>
<tr>
<td>Short Title</td>
<td>Adv Cmpt Applications</td>
<td></td>
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</table>

EXISTING:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
<th>Course Number</th>
<th>Long Title</th>
<th>Short Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

TERMS OFFERED:

Check All That Apply:

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
</table>

CAMPUS(ES) INVOLVED:

- Calumet
- Cont Ed
- Tech Statewide
- Ft. Wayne
- W. Lafayette
- Indianapolis

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

CREDIT TYPE:

<table>
<thead>
<tr>
<th>Fixed Credit</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variable Credit Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cr. Hrs. (Check One)</td>
</tr>
<tr>
<td>Maximum Cr. Hrs.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Equivalent Credit</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
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</tbody>
</table>

INSTRUCTIONAL TYPE:

- Lecture
- Recitation
- Presentation
- Laboratory
- Lab Prep
- Studio
- Distance
- Clinic
- Experiential
- Research
- Ind. Study
- Pract/Observe

COURSE ATTRIBUTES:

<table>
<thead>
<tr>
<th>Registration Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
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</table>

<table>
<thead>
<tr>
<th>Credit by Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Repeatability Credit</td>
</tr>
<tr>
<td>1. Pass/Not Pass Only</td>
</tr>
<tr>
<td>2. Satisfactory/Unsatisfactory Only</td>
</tr>
<tr>
<td>3. Repeatable</td>
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<tr>
<td>4. Credit By Examination</td>
</tr>
<tr>
<td>5. Designator Required</td>
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<tr>
<td>6. Special Fees</td>
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<tr>
<td>7. Full Time Privilege</td>
</tr>
<tr>
<td>8. Variable Title</td>
</tr>
<tr>
<td>9. Remedial</td>
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<tr>
<td>10. Honors</td>
</tr>
<tr>
<td>11. Off Campus Experience</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery Medium (Audio, Internet, Live, Text-Based, Video)</th>
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</table>

COURSE DESCRIPTION (INCLUDE REQUIREMENTS):

The course will cover advanced office application topics. There will be a strong emphasis on web-driven applications. Focus will include web publishing and forms, data-driven documents, web spreadsheets, web databases, interactive OLE, macros, VBA, and collaborative and/or interactive software application and productivity tools. Hands-on exercises, web research, solo and group projects, and presentations will be used to master course topics.

Office of the Registrar

Calumet Department Head Date

Calumet School Dean Date

Fort Wayne Department Head Date

Fort Wayne School Dean Date

Ft. Wayne Department Head Date

Ft. Wayne School Dean Date

Indianapolis Department Head Date

Indianapolis School Dean Date

North Central Department Head Date

North Central Chancellor Date

West Lafayette Department Head Date

West Lafayette College/School Dean Date

West Lafayette Registrar Date
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Date 12/19/2006

Approved by:

Dean

Date 2/21/07

Dean of Graduate School (when required)

Date

Chancellor/Vice-President

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