New Course Request

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: 306 (must be cleared with University Enrollment Services)
4. Instructor: Joy Starks

5. Course Title: Computer Technology Applications Capstone

   Recommended Abbreviation (Optional): Comp Tech Applications Capstone

   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2007

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. 206. This course will study how organizations incorporate and automate computer
    applications, web applications and web services. Students will create a capstone project
    and a training module for an organization focusing on the use of current
    emerging computer and web application technologies as well as support and
    communication tools.

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.

14. Frequency of scheduling: Fall, Spring ☐ Will this course be required for majors? No ☐

15. Justification for new course: Required course in approved CTAC curriculum

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 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 2-8-2007

Department Chairman/Division Director

[Signature] Date __________

Dean of Graduate School (when required)

Approved by:

[Signature] Date 4-21-07

Dean

[Signature] Date __________

Chancellor/Vice-President

[Signature] Date __________

University Enrollment Services

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 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow;
Department/Division—Pink; University Enrollment Services Advance—White
CIT 306 Computer Technology Applications Capstone

Course Objective
CIT 306 is a project-based, service learning/civic engagement course. It allows students to apply knowledge gained in CTAC courses to create a capstone product for an organization, focusing on the use of current and emerging computer and Web application technologies.

Besides the capstone product, students will perform an in-depth study of how organizations incorporate and automate computer applications, Web applications, and Web services. CIT 306 will require students to create and implement training on a subject matter related to their study. A required research project will focus on the historical development of support and communication tools including the computer and the Web as part of the virtual workplace.

Assessment will include hands-on exercises, research reports, solo and group projects, and presentations.

This 3-credit hour is a required course for students pursuing the Computer Technology Applications Certificate (CTAC). It is an elective course for non-CIT majors.

Course Objective
The objective of this course is to advance and apply knowledge of office, Web application, document generation, rapid application development software, and their collaborative features as support and communication tools in the virtual workplace.

Prerequisite
The prerequisite for the course is CIT 206, Advanced Computer Applications and Desktop Publishing. Two other CTAC or CIT selectives are recommended before taking CIT 306.

Topics Covered
Using the Computer as a Support and Communications Tool
- Apply knowledge gained using computer and web applications to produce a capstone project for the virtual workplace.
- Understand the importance of the Internet as a support and communication tool in the virtual workplace
- Know when to do it yourself and when to call in outside help.

Historical Development of Support and Communications Tools: The Past, the Present, and the Future
- Research, present findings, and predict the future
- Transfer knowledge to new tools

Training Others to Use Application Software
- Successfully train others to be productive computer users
- Understand the value of training in a corporation
- Conduct a training session

Advanced Office Application and Web Application Techniques
- Build on concepts learned in CIT 106 and CIT 206 and apply to capstone product
- Use collaborative tools to build virtual workplace solutions
- Create more sophisticated procedures to automate application software
- Recognize the role of speech and handwriting recognition software
- Integrate applications to build virtual workplace solutions
- Use application software to publish to the web as part of the virtual workplace

Document Design Techniques
- Recognize and incorporate rules regarding the difference between designing documents for paper and designing for the web
- Use application software document design techniques
- Apply Web document design technique

Web Services
- Make use of blogs, RSS feeds, Software on Demand
- Apply other emerging technologies
- Identify and explain the role of web services in the virtual workplace

Text:

Reading Materials and online tutorials are available via Books 24x7 and the Web. An additional text, Shelly Cashman, Microsoft Office 2003 Post Advanced Concepts and Techniques (ISBN: 0619200278) will be used.

Course Overlap

CIT 306 does not overlap with any course in the University.
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISON OF AN UNDERGRADUATE COURSE
(100-400 LEVEL)

DEPARTMENT Computer and Information Technology
EFFECTIVE SESSION Fall 2007

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

- 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/grade type
- Change in course attributes (department head signature only)
- Change in course description
- Change in course requisites
- Change in semesters offered (department head signature only)
- Transfer from one department to another

PROPOSED:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
<th>Subject Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>306</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Title</th>
<th>Short Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Technology Applications Capstone</td>
<td>Cmpt Tec App Capstn</td>
</tr>
</tbody>
</table>

TERMS OFFERED

- [ ] Summer
- [ ] Fall
- [x] Spring

CAMPUS(ES) INVOLVED

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

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

| CREDIT TYPE
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fixed Credit: Cr. Hrs.</td>
</tr>
<tr>
<td>2. Variable Credit Range:</td>
</tr>
<tr>
<td>Minimum Cr. Hrs. (Check One) To</td>
</tr>
<tr>
<td>Maximum Cr. Hrs.</td>
</tr>
<tr>
<td>3. Equivalent Credit: Yes No</td>
</tr>
<tr>
<td>4. Thesis Credit: Yes No</td>
</tr>
</tbody>
</table>

| COURSE ATTRIBUTES: Check All That Apply
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pass/Not Pass Only</td>
</tr>
<tr>
<td>2. Satisfactory/Unsatisfactory Only</td>
</tr>
<tr>
<td>3. Repeatable</td>
</tr>
<tr>
<td>4. Maximum Repeatable Credit</td>
</tr>
<tr>
<td>5. Credit by Examination</td>
</tr>
<tr>
<td>6. Designator Required</td>
</tr>
<tr>
<td>7. Registration Approval Type</td>
</tr>
<tr>
<td>8. Variable Title</td>
</tr>
<tr>
<td>9. Remedial</td>
</tr>
<tr>
<td>10. Honors</td>
</tr>
<tr>
<td>11. Full Time Privilege</td>
</tr>
<tr>
<td>12. Off Campus Experience</td>
</tr>
</tbody>
</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 (Syn. Or Syr.)</th>
<th>Delivery Medium (Audio, Internet, Live, Text-Based, Video)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Prep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experiential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ind. Study</td>
<td></td>
<td></td>
<td>2</td>
<td>20</td>
<td>Asyn</td>
<td>Internet</td>
</tr>
<tr>
<td>Pract/Observe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION (INCLUDE REQUISITES):

P: CIT 206. This course will study how organizations incorporate and automate computer applications, web applications and web services. Students will create a capstone project and a training module for an organization focusing on the use of current emerging computer and web application technologies as well as support and communication tools.

Calumet Department Head | Date | Calumet School Dean | Date
------------------------|------|---------------------|------

Fort Wayne Department Head | Date | Fort 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
-------------------------------|------|-----------------------------------|------

OFFICE OF THE REGISTRAR