Course Change Form  

Date of Request: February 5, 2009

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Course Addition

<table>
<thead>
<tr>
<th>Course Title: Microsoft Office Publisher 2007</th>
<th>Originator: Linda Rogers</th>
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<tbody>
<tr>
<td>Prefix &amp; Num: COMP 1800</td>
<td>Department: Business</td>
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</tbody>
</table>

Replacement Course ID:

1. Course Title: Microsoft Office Publisher 2007
   Prefix & Num: COMP 1800
   
   Instructor permission required: No
   
   Credits: 1.00
   
   Credit: 0.00

   *LEC: 0.00  *LBC w/ cr: 0.00  *LNC w/ no cr: 0.00

   Clinical: 0.00  Practicum: 0.00

   Independent Study: 0.00

   Day: Summer 2009  Extended Day: No  Grade type: Pass/Fail

3. Semester to be Implemented: Summer, 2009

4. Cost Code: TEC100
   Lab Fee: $0.00  Additional Fees: $0.00
   Potential WLF: 1.00

5. Is this course designed for a specific group? No

6. Catalog Description: □ Now in Print, or □ Proposed Below:
   
   This course is recommended for all students. It is designed to give the student a basic knowledge of Microsoft Publisher so that the student can create, design, and print publications. The basics of Microsoft Publisher are covered including working with graphic objects, enhancing a publication, improving the design of a publication, working with multiple pages, and learning some advanced publication features. This course is a self-paced course that provides flexibility for students to set their own daily schedules to meet deadlines, however, the student should plan on spending 4-6 hours a week to meet course requirements. This course is a pass/fail course which will meet elective credit guidelines but is not designed to meet the computer literacy requirement nor can it be used to meet transfer requirements for business-related programs. 4 lab hours per week for eight weeks.

7. Course justification (attach sheets if needed):
   
   This is a self-paced COMP 1 credit Pass/Fail course which is one area that we have seen increased enrollment in this semester. This course was created in response to requests from the community. Currently there are six students enrolled but low enrollment is due in part that the course was shown as a seminar in the schedule. With the clearer title it is anticipated that enrollment will grow.

8. Are library resources adequate to support this change? Yes  If not, how are these resources to be acquired?

9. Are technical and other resources available? Yes  If not, how are these resources to be acquired?

10. Relationship to the curriculum: Would the course fill a G.E. requirement? No  If yes, which G.E. area?  If it does not fill a G.E. requirement, would the course offer elective credit? Yes

11. Transferability of the course: List comparable courses at other colleges and universities:

<table>
<thead>
<tr>
<th>G.E.</th>
<th>Elective</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prefix &amp; Num.</th>
<th>Institution</th>
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Approval Signatures:

Dean: [Signature]  Date: 2/5/2009

Academic VP:  Date: ___________________