

HE Course Data Form

Adding or Amending Campus Solutions

If you wish to add a new course or amend the details of an existing course please complete the details below and return the form to the pmc@federation.edu.au.

Please indicate:

Add New Course

Complete all sections

Amend Existing Course

Complete Course Code and any other amendments

1. • Date course Approved by Curriculum Committee: _____

• Date course approved by Academic Board: _____

2. Course Code and Number (5 letters and 4 numbers, eg HCNUR1021): _____

The five alpha letters represent the discipline and the numeric code represents the year level: 1 = first year, 2 = second year and so on. For example: ITECH 1001 is a first year IT course.

3. Course Name Long: _____

4. Course Name Short: _____

5. Credit Points: _____

6. Grading Scheme: _____

7. Academic Group: _____

Please specify if "other": _____

8. Academic Career: _____

9. First Commencing Term (eg1605 for Semester 1, 2016): _____

10. Offering Location/Campus			"Other" please specify
MTH	AAPY	MIS - MIT Sydney	
CHLL	FEDTS - Sales	SMB	
ODL(Fully Online Class)	FEDT- Traralgon	SZPT	
ATMM - ATMC Mel	Horsham	SWSI	
ATMG - ATMC Geelong	IBA - IIBIT Adelaide	WSI	
ATMS - ATMC Sri Lanka	IBS - IIBIT Sydney		
ATMY - ATMC Sydney	MIM - MIT Mel		

11. Academic Organisation Code	Percentage

12. [Work Experience Indicator:](#)

An indicator of whether a unit of study consists wholly of work experience in industry.

13. [ASCED code:](#) _____

14. Discipline areas (eg Accounting, Health Promotion etc): _____

15. Course Components		Please specify if "other"		Class Capacity

Comments/Notes:

16. Course handbook entry:

Requested by: _____
Print Name

Position: _____

PROGRAM MANAGEMENT USE ONLY

Entered by: _____ Comments _____ Date Received _____
