CBM003 ADD/CHANGE FORM

☐ Undergraduate Council  ☑ New Course  ☑ Course Change
Core Category: ☑ Core  ☑ Effective Fall 2008

or
☐ Graduate/Professional Studies Council  ☐ New Course  ☐ Course Change
Effective Fall __________

1. Department: HRMA  College: HRM
2. Person Submitting Form: Nancy Graves  Telephone: 32426
3. Course Information on New/Revised course:
   • Instructional Area / Course Number / Long Course Title:
     HRMA / 2350 / Managing in the Service Environment
   • Instructional Area / Course Number / Short Course Title (30 characters max.):
     HRMA / 2350 / MANAGING IN SERVICE ENVIRONMENT
   • SCH: 3.00  Level: SO  CIP Code: 5209010016  Lect Hrs: 3  Lab Hrs: 0
4. Justification for adding/changing course: To more accurately reflect course content/level
5. Was the proposed/revised course previously offered as a special topics course? ☐ Yes  ☑ No
   If Yes, please complete:
   • Instructional Area / Course Number / Long Course Title:
     _____ / _____ / _____
   • Content ID: _____  Start Date (yyyy3): _____
6. Authorized Degree Program(s): BS  [ ]
   • Does this course affect major/minor requirements in the College/Department? ☐ Yes  ☑ No
   • Does this course affect major/minor requirements in other Colleges/Departments? ☐ Yes  ☑ No
   • Are special fees attached to this course? ☐ Yes  ☑ No
   • Can the course be repeated for credit? ☐ Yes  ☑ No
7. Grade Option: Letter (A, B, C ...)  Instruction Type: lecture ONLY  (Note: Lect/Lab info. must match item 3, above.)
8. If this form involves a change to an existing course, please obtain the following information from
   the course inventory: Instructional Area / Course Number / Long Course Title
   HRMA / 2250 / Managing in the Service Environment
   • Start Date (yyyy3): 20033  Content I.D.: 293055
9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. (3-0). Prerequisite: credit for or concurrent enrollment in HRMA 1337. Description (30 words max.): Application of service concepts within the hospitality industry. Guest services, building customer loyalty, service quality, and advanced service methods.
10. Dean's Signature: ____________________________ Date: 10/6/08
    Print/Type Name: Carl Boger

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