CBM003 ADD/CHANGE FORM

1. Department: COMM  College: CLASS
2. Faculty Contact Person: Julie B. Fix  Telephone: 3-3728  Email: jbfix@central.uh.edu
3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     COMM / 4114 / Business Reporting
   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     COMM / 4114 / BUSINESS REPORTING
   - SCH: 1.00  Level: SR  CIP Code: 09.0401.00.01  Lect Hrs: 1  Lab Hrs: 0
4. Justification for adding/changing course: To delete course from inventory
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:
     ______ / ______ / ______
   - Course ID: ______  Effective Date (currently active row): ______
6. Authorized Degree Program(s): B.A., Communication
   - 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
   - Can the course be repeated for credit?  □ Yes  ☒ No (if yes, include in course description)
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
   COMM / 4114 / Business Reporting
     - Course ID: 16498  Effective Date (currently active row): 08/23/2010
9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 1. (1-0). Prerequisites: At least a C+ in COMM 2310 or COMM 3361 or COMM 3369. Description
   (30 words max.): Reporting and writing of business and financial news, including practical field experience.
10. Dean's Signature: ___________________________ Date: 12/20/2010
    Print/Type Name: Sarah Fishman