CBM003 ADD/CHANGE FORM

APP~~ROVED~~ APR 24 2013

□ Undergraduate Council ☒ New Course □ Course Change Core Category: <u>NONE</u> Effective Fall <u>2013</u>	**or**	Graduate/Professional Studies Council □ New Course □ Course Change Effective Fall <u>2013</u>

1. Department: <u>ILT</u> College: <u>TECH</u>

2. Faculty Contact Person: <u>Jerry Waite</u> Telephone: <u>34089</u> Email: <u>jwaite@uh.edu</u>

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     <u>DIGM</u> / <u>2353</u> / <u>Page Layout and Design</u>

     RE~~CEIVED~~ OCT 12 2012

   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     <u>DIGM</u> / <u>2353</u> / <u>PAGE LAYOUT AND DESIGN</u>

   - SCH: <u>3.00</u> Level: <u>SO</u> CIP Code: <u>10.0303</u> Lect Hrs: <u>2</u> Lab Hrs: <u>3</u>

4. Justification for adding/changing course: **To provide appropriate foundation for course**

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): <u>DIGMBS</u>
   - 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: <u>Letter (A, B, C ...)</u> Instruction Type: <u>lecture laboratory</u> (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

   ____ / ____ / _____

   - Course ID: _____ Effective Date (currently active row): _____

9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)
   Cr: 3. (2-3). Prerequisites: DIGM 2350. Description (30 words max.): Using page layout software to create effective static and personalized documents that ~~observe~~ follow established principles of design, typography, color, photography, and ethics.

10. Dean's Signature: _____ Date: <u>10/11/12</u>

    Print/Type Name: <u>Fred Lewallen, Associate Dean of Academic Affairs</u>