CBM003 ADD/CHANGE FORM

APPROVED DEC 0 5 2012

or	
☒ **Undergraduate Council** ☒ **New Course** ☐ Course Change **Core Category:** _____ Effective Fall **2013**	**Graduate/Professional Studies Council** ☐ **New Course** ☐ Course Change **Effective Fall 2013**

1. Department: <u>Finance</u>   College: <u>BUS</u>

2. Faculty Contact Person: <u>Joaquin Diaz-Saiz</u>   Telephone: <u>34713</u>   Email: <u>jdiaz-saiz@uh.edu</u>

3. Course Information on New/Revised course:

   - Instructional Area / Course Number / Long Course Title:
     <u>GENB</u> / <u>3300</u> / <u>Introduction to Personal Finance</u>

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   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     <u>GENB</u> / <u>3300</u> / <u>INTRO TO PERSONAL FINANCE</u>

   - SCH: <u>3.00</u>   Level: <u>JR</u>   CIP Code: <u>52.0101.00 16</u>   Lect Hrs: <u>3</u>   Lab Hrs: <u>0</u>

4. Justification for adding/changing course: **Successfully taught as a selected topics 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:
     <u>GENB</u> / <u>4397</u> / <u>Selected Topics in GENB</u>

   - Course ID: <u>23442</u>   Effective Date (currently active row): <u>1142013</u>

6. Authorized Degree Program(s): <u>BBA</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 ONLY</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
   _ / <u>0</u> /

   - Course ID: <u>0</u>   Effective Date (currently active row): <u>0</u>

9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)
   Cr: 3. (3-0).   Prerequisites: Completion or concurrent enrollment in MATH 1310 or higher.   Description (30 words max.): Basic elements of personal finance. Includes budgeting, credit management, cash flow management purchasing strategies, student loan management, and career selection.

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

   Print/Type Name: <u>Teri Elkins Longacre</u>

- Created on 10/8/2012 3:20:00 PM -