CBM003 ADD/CHANGE FORM

APPROVED JAN 2 2 2014

M·M·

	or	
☒ **Undergraduate Committee** ☐ **New Course** ☒ **Course Change** **Core Category: NONE Effective Fall 2014**		☐ **Graduate/Professional Studies Committee** ☐ **New Course** ☐ **Course Change** **Effective Fall 2014**

1. Department: <u>HRMA</u>   College: <u>HRM</u>

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2. Faculty Contact Person: <u>NANCY GRAVES</u>   Telephone: <u>713-743-2426</u>   Email: <u>ngraves@uh.edu</u> *M·M·*

3. Course Information on New/Revised course:
   - Instructional Area / Course Number (*see CBM003 instructions) / Long Course Title:
     <u>HRMA</u> / <u>2340</u> / <u>Systems of Accounts in the Hospitality Industry</u>

   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     <u>HRMA</u> / <u>2340</u> / <u>SYSTEM OF ACCTS IN HOSPITALITY</u>

     - SCH: <u>3.00</u>   Level: <u>SO</u>   CIP Code: <u>52.0301.00 16</u>   Lect Hrs: <u>3</u>   Lab Hrs: <u>0</u>
   - Term(s) Course is Offered (*see CBM003 instructions about selection):
   Fall, Spring, Summer

   course no. chg
   prereq. chg

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:

     _____ / _____ / _____

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

6. Authorized Degree Program(s): <u>BS</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. *See CBM003 instructions.)

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>HRMA</u> / <u>1340</u> / <u>System of Accts in Hospitality</u>

   - Course ID: <u>27089</u>   Effective Date (currently active row): <u>8222005</u>

9. Proposed Catalog Description: (If there are no prerequisites, type in "none".)
   Cr: 3. (3-0).   Prerequisites: ~~(Formerly HRMA 1340)~~ NONE   Description (30 words max.): Financial record keeping and reporting, utilizing uniform systems of accounts for hotels, restaurants, and clubs, with emphasis on payroll, statement analysis, and computer applications.

10. Dean's Signature: _____   Date: 10/11/13

    Print/Type Name: <u>Carl Boger</u>

- Created on 9/23/2013 2:42:00 PM -