

UC 8562 OSF

CBM003 ADD/CHANGE FORM

Undergraduate Council
 New Course Course Change
 Core Category: NONE Effective Fall 2006

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

1. Department: GENB College: BUS
2. Person Submitting Form: Mary Gould Telephone: 34904
3. Course Information on New/Revised course:
 - Instructional Area / Course Number / Long Course Title:
GENB / 2301 / Business Process, Careers, and Protocol
 - Instructional Area / Course Number / Short Course Title (30 characters max.)
GENB / 2301 / BUS ^{PRO} CAREERS, & PROTOCOL
 - SCH: 3.00 Level: SR CIP Code: 3201070099 Lect Hrs: 3 Lab Hrs: 0

RECEIVED OCT 06 2005
 APPROVED NOV 16 2005

4. Justification for adding/changing course: To meet instructional needs of students
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. Is this course offered for undergraduate credit only? Yes No
7. Authorized Degree Program(s): BBA

- 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

8. Grade Option: Letter (A, B, C ...) Instruction Type: lecture

9. 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
GENB / 1001 / Bauer Experience
 - Start Date (yyyy3): 20053 Content I.D.: 296255

10. Proposed Catalog Description:
 Cr: 3-0. Prerequisites: ENGL 1304 or equivalent. Description (30 words max.): Overview of the business process, career paths for business majors, business protocol, and communication skills.

11. Dean's Signature: Elizabeth Anderson-Fletcher Date: 10/4/05
 Print/Type Name: Elizabeth Anderson-Fletcher