

CBM003 ADD/CHANGE FORM

UC 8780 OSF

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|---|----|--|
| <input checked="" type="checkbox"/> Undergraduate Council <input type="checkbox"/> New Course <input checked="" type="checkbox"/> Course Change Core Category: <u>NONE</u> Effective Fall <u>2006</u> | or | <input type="checkbox"/> Graduate/Professional Studies Council <input type="checkbox"/> New Course <input type="checkbox"/> Course Change Effective Fall <u> </u> |
|---|----|--|

1. Department: Communication College: CLASS
2. Person Submitting Form: Mike Ryan Telephone: 3-2887
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: 3.00 Level: SR CIP Code: 09.0401.00.01 Lect Hrs: 3 Lab Hrs: 0

RECEIVED OCT 25 2005

APPROVED DEC 07 2005

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:
 / /
 - Content ID: Start Date (yyyy3):

6. Is this course offered for undergraduate credit only? Yes No
7. Authorized Degree Program(s): Communication, BA
 - 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
COMM / 4114 / Business Reporting
2003
• Start Date (yyyy3): 2003 Content I.D.: 284419

10. Proposed Catalog Description:
3. (3-0) Prerequisites: at least a C+ in COMM 2310 or COMM 3361 or 3369 Description (30 words max.): Description unchanged see below

11. Dean's Signature: [Signature] Date: 10/13/05
Print/Type Name: John Antel

SDR
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