CBM003 ADD/CHANGE FORM

<table>
<thead>
<tr>
<th>☑ Undergraduate Committee</th>
<th>or</th>
<th>☐ Graduate/Professional Studies Committee</th>
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</thead>
<tbody>
<tr>
<td>☑ New Course</td>
<td>☑ Course Change</td>
<td>☐ New Course</td>
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<tr>
<td>Core Category: NONE Effective Fall 2014</td>
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<td>Effective Fall 2014</td>
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</tbody>
</table>

1. Department: HRMA  College: HRM
2. Faculty Contact Person: NANCY GRAVES  Telephone: 713-743-2426  Email: ngraves@uh.edu
3. Course Information on New/Revised course:
   - Instructional Area / Course Number (*see CBM003 instructions) / Long Course Title: HRMA / 2340 / Systems of Accounts in the Hospitality Industry
   - Instructional Area / Course Number / Short Course Title (30 characters max.): HRMA / 2340 / SYSTEM OF ACCTS IN HOSPITALITY
     - SCH: 3.00  Level: SQ  CIP Code: 52.0301.00 16  Lect Hrs: 3  Lab Hrs: 0
   - Term(s) Course is Offered (*see CBM003 instructions about selection): Fall, Spring, Summer
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): BS
   - 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: Letter (A, B, C...)  Instruction Type: lecture ONLY  (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
   - HRMA / 1340 / System of Accts in Hospitality
     - Course ID: 27089  Effective Date (currently active row): 8222005
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: [Signature]  Date: 12/13
    Print/Type Name: Carl Boger

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