CBM003 ADD/CHANGE FORM

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 / 23901 / Business Process, Careers, and Protocol
   - Instructional Area / Course Number / Short Course Title (30 characters max.): GENB / 23901 / BUS PROT, CAREERS, & PROTOCOL
   - SCH: 3.00  
   - Level: SR  
   - CIP Code: 3201070999  
   - Lect Hrs: 3  
   - Lab Hrs: 0

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

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 / 23901 / Business Process
   - Start Date (yyyyy3): 20503
   - Content I.D.: 296255

10. Proposed Catalog Description:
    - Title: Cr 3(3-0)  
    - Prerequisite: 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:  
    Date: 10/4/05

Print/Type Name: Elizabeth Anderson-Fletcher