CBM003 ADD/CHANGE FORM

☐ Undergraduate Council
☒ New Course ☐ Course Change
Core Category: NONE Effective Fall 2013

or

☐ Graduate/Professional Studies Council
☐ New Course ☒ Course Change
Effective Fall 2013

1. Department: ILT College: TECH

2. Faculty Contact Person: Jerry Waite Telephone: 34089 Email: jwaite@uh.edu

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title:
     DIGM / 2353 / Page Layout and Design
   - Instructional Area / Course Number / Short Course Title (30 characters max.)
     DIGM / 2353 / PAGE LAYOUT AND DESIGN
   - SCH: 3.00 Level: SO CIP Code: 10.0303 Lect Hrs: 2 Lab Hrs: 3

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:
     ___/___/___
   - Course ID: ___ Effective Date (currently active row): ___

6. Authorized Degree Program(s): DIGMBS
   - 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 laboratory (Note: Lect/Lab info. must match item 3, above.)

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
   ___/___/___
   - Course ID: ______ Effective Date (currently active row): ___

9. Proposed Catalog Description: (If there are no prerequisites, type in "none").
   Cr: 3. (2-3). Prerequisites: DIGM 2350. Description (30 words max.): Using page layout software to create effective static and personalized documents that observe established principles of design, typography, color, photography, and ethics.

10. Dean’s Signature: ____________________________ Date: 10/11/12

   Print/Type Name: Fred Lewallen, Associate Dean of Academic Affairs

- Created on 10/5/2012 2:23:00 PM -