CBM003 ADD/CHANGE FORM

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<th>Undergraduate Council</th>
<th>Graduate/Professional Studies Council</th>
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<td>☑ New Course ☐ Course Change</td>
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Core Category: _______ Effective Fall 2013

1. Department: Accounting and Taxation  College: BUS

2. Faculty Contact Person: Joaquin Diaz-Saiz  Telephone: 34713  Email: jdiaza-saiz@uh.edu

3. Course Information on New/Revised course:
   - Instructional Area / Course Number / Long Course Title: ACCT / 5105 / Certificate in Accountancy Colloquium
   - Instructional Area / Course Number / Short Course Title (30 characters max.) ACCT / 5105 / Certificate COLLOQUIUM
   - SCH: 1.00  Level: SR  CIP Code: 5203010016  Lect Hrs: 1  Lab Hrs: 0

4. Justification for adding/changing course: To provide for important discipline area

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): 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
   - Can the course be repeated for credit? ☑ Yes ☐ No (if yes, include in course description)

7. Grade Option: IS (satisfactory/unsatisfactory/incomplete)  Instruction Type: seminar  (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: 1. (1-0).  Prerequisites: An undergraduate degree.  Description (30 words max.): Introduction to the business environment of professional accountants. May be repeated when topics vary.

10. Dean’s Signature: ___________________________  Date: 10-11-12

   Print/Type Name: Teri Elkins Longacre