

Office of the Registrar

**COURSE INVENTORY FORM**

Check One  Create New Course  
 Temporary Course Offering

1. Has this course previously been offered on a temporary basis?  Yes  No If yes, indicate the term offered

2. Subject Area UC Course Number 101 Course Title (as it should appear on the transcript; maximum of 30 letters & spaces) COLLEGE & CAREER EXPLORATION

3. Term for Implementation (e.g., Spring 2012=201210, Fall 2012=201230) 201230

4. Official Course Title COLLEGE AND CAREER EXPLORATIONS

5. Offering Unit (See Table of Code Values.) College IS Department 99IS

6. Credit Hours Fixed Credit Hours: 1.00 Variable Credit Hours

7. Repeat Limit (See instructions.) 0 Total Maximum Hours (See instructions.) 1.00

8. Grading (Check all that apply.)  Standard Letter Grading  Pass/Fail Only  No Grade  
 In Progress – IP (Course is intended to span more than one term.)

9. Schedule Type (See Table of Schedule Types.)

10. Corequisites (courses required to be taken concurrently with this course)

Subject Area	Course Number	Subject Area	Course Number	Subject Area	Course Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Equivalent Courses (Include South Campus [C suffix] courses and other equivalent courses.)

Subject Area	Course Number	Subject Area	Course Number	Subject Area	Course Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Prerequisites (See instructions.)

Subject Area	Course Number	Subject Area	Course Number	Subject Area	Course Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Course Attribute  Other   Honors Course  Developmental Course

14. Course Restrictions  Include/  Exclude College  College  Major  Major  Classification

15. Course Description (Indicate exactly as it should appear in the University Catalog. Include pertinent special information, e.g., course fees, pass/fail grading, field trips, transportation requirements, etc.)  
This is a one credit, dual credit on-line course offered to Kentucky high school students to encourage exploration of academic and career choices and the relationship between the two.

16. Approvals for Temporary Course Only:

Department Head	_____	Date	_____
College Dean	<u>Dennis G. Gage</u>	Date	<u>9/27/12</u>
Graduate Dean	_____	Date	_____
Provost Office	_____	Date	_____

Office of the Registrar Use	University Senate	CIP	Course Desc
UCC	Provost	Banner Data	Evaluate
Graduate Council			

September 21, 2012

**University College  
Proposal to Create a Temporary Course  
(Information Item)**

Contact Person: Merrall Price, [merrall.price@wku.edu](mailto:merrall.price@wku.edu), x745-4200.

**1. Identification of proposed course**

- 1.1 Course prefix (subject area) and number: UC 101.
- 1.2 Course title: College and Career Explorations
- 1.3 Abbreviated course title: College & Career
- 1.4 Credit hours: 1
- 1.5 Schedule type: Seminar.
- 1.6 Prerequisites/corequisites: Open to non-degree seeking students prior to high school graduation only.
- 1.7 Course description: This is a one credit, dual credit on-line course offered to Kentucky high school students to encourage exploration of academic and career choices and the relationship between the two.

**2. Rationale**

- 2.1 Reason for offering this course on a temporary basis:  
This is a dual credit course that we would like to offer on a trial basis to Kentucky high school students during the second fall biterm, further encouraging WKU's recruitment and enrollment efforts. If it is successful, we may offer the course as a permanent addition to University College offerings."
- 2.2 Relationship of the proposed course to courses offered in other academic units:  
No other department offers similar courses aimed at high school students.

**3. Description of proposed course**

- 3.1 Course content outline:
  1. Self-assessment: career goals and thinking outside the box.
  2. Self-assessment: potential college majors and what to do with them.
  3. Communication skills.
  4. Financial literacy.
  5. Soft skill development and translation.
  6. Self-marketing.
- 3.2 Tentative text(s)  
No traditional textbook: materials will be available online.

**4. Second offering of a temporary course (if applicable) N/A**

- 4.1 Reason for offering this course a second time on a temporary basis:
- 4.2 Term course was first offered:
- 4.3 Enrollment in first offering:

**5. Term of Implementation:** Fall 2012, second biterm.

**6. Dates of review/approvals:**

Curriculum Committee

9/26/12

Dean

9/27/12 *D. K. G...*

UCC Chair

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Provost:

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**Attachment: Course Inventory Form**