CBM003 ADD/CHANGE FORM

☑ Undergraduate Council
☑ New Course □ Course Change
Core Category: NONE Effective Fall 2008

☐ Graduate/Professional Studies Council
☐ New Course □ Course Change
Effective Fall __

1. Department: HDCS College: TECH

2. Person Submitting Form: Carole Goodson Telephone: 3-4046

3. Course Information on New/Revised course:
   • Instructional Area / Course Number / Long Course Title:
     TRDE / 3310 / Introduction to Career Development and Planning
   • Instructional Area / Course Number / Short Course Title (30 characters max.)
     TRDE / 3310 / Career Development & Planning
   • SCH: 3.00 Level: S6 CIP Code: 52.1005 Lect Hrs: 3 Lab Hrs: 0

4. Justification for adding-changing course: Successfully taught as a selected topics 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:
     HDCS / 4396 / Career Path Planning
   • Content ID: 298578 Start Date (yyyy3): 20062

6. Is this course offered for undergraduate credit only? ☑ Yes ☐ No

7. Authorized Degree Program(s): BS in CSM
   • 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
   ____ / ____ / ____
   • Start Date (yyyy3): _____ Content I.D.: _____

10. Proposed Catalog Description: (If there are no prerequisites, type in "none").
    Cr: 3. (3-0). Prerequisites: Junior Standing or consent of instructor. Description (30 words max.):
    Overview of the processes needed to facilitate career development and planning for individual fulfillment and
    workforce enhancement in the training and development environment.

11. Dean’s Signature: ___________________________ Date: 9/10/07
    Print/Type Name: ___________ Fred Lewallen