

## Washtenaw Community College Comprehensive Report

### ACS 122 Career Decision Making Effective Term: Winter 2025

#### Course Cover

**College:** Humanities, Social and Behavioral Sciences

**Division:** Humanities, Social and Behavioral Sciences

**Department:** English & College Readiness

**Discipline:** Academic Skills (new)

**Course Number:** 122

**Org Number:** 11100

**Full Course Title:** Career Decision Making

**Transcript Title:** Career Decision Making

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:**

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Rationale:** This course is being updated to align with the changes to the developmental courses available at the college. The stand-alone developmental courses are no longer available.

**Proposed Start Semester:** Winter 2025

**Course Description:** In this course, students will complete exercises and vocational inventories to assess their interests, work values, skills, abilities, and personality preferences. They will also conduct informational interviews with professionals in their fields of interest. This course is designed for students who are undecided about a program of study or career goal or are contemplating a career change.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 15 Student: 15**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

Reduced Reading/Writing Scores

#### College-Level Math

#### Requisites

**Prerequisite**

Academic Reading Level 5; Academic Writing Level 6

or

**Prerequisite**

ENG 111; may enroll concurrently  
and

**Prerequisite**

ENG 111S; may enroll concurrently

**General Education****Degree Attributes**

Below College Level Pre-Reqs

**Request Course Transfer****Proposed For:****Student Learning Outcomes**

1. Increase self-awareness related to career interests, values, goals, personality, preferences and skills.

**Assessment 1**

Assessment Tool: Career Planning Portfolio (Cover Letter)

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Outcome-related rubric

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental Faculty

2. Develop a portfolio that captures occupational trends, training and required skills.

**Assessment 1**

Assessment Tool: Career Planning Portfolio (Content and Summary Paper)

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Outcome-related rubric

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

**Course Objectives**

1. Identify personal patterns of interests and skills in order to identify possible career alternatives.
2. Identify personal patterns of values and personality preferences in order to identify possible career alternatives.
3. Identify a process for effective decision making and goal setting.
4. Complete an effective career informational interview.
5. Identify resources through the WCC Career and Counseling web page that provides information about occupational trends, training, wages, and required skills for various careers.
6. Review resources and web sites that increase awareness of occupational trends, training, wages, and required skills of their career choice.

**New Resources for Course****Course Textbooks/Resources**

Textbooks

Manuals  
Periodicals  
Software

### **Equipment/Facilities**

Level III classroom  
Data projector/computer

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Jessica Hale</i>	<i>Faculty Preparer</i>	<i>Oct 15, 2024</i>
<b>Department Chair/Area Director:</b> <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Oct 15, 2024</i>
<b>Dean:</b> <i>Anne Nichols</i>	<i>Recommend Approval</i>	<i>Oct 16, 2024</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Oct 18, 2024</i>
<b>Assessment Committee Chair:</b> <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Oct 18, 2024</i>
<b>Vice President for Instruction:</b> <i>Brandon Tucker</i>	<i>Approve</i>	<i>Oct 19, 2024</i>

## Washtenaw Community College Comprehensive Report

### ACS 122 Career Decision Making

Effective Term: Winter 2024

#### Course Cover

**College:** Humanities, Social and Behavioral Sciences

**Division:** Humanities, Social and Behavioral Sciences

**Department:** English & College Readiness

**Discipline:** Academic Skills (new)

**Course Number:** 122

**Org Number:** 11100

**Full Course Title:** Career Decision Making

**Transcript Title:** Career Decision Making

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Course Change

**Change Information:**

Consultation with all departments affected by this course is required.

Pre-requisite, co-requisite, or enrollment restrictions

**Rationale:** Course deactivation changed the pre/co requisites.

**Proposed Start Semester:** Winter 2024

**Course Description:** In this course, students will complete exercises and vocational inventories to assess their interests, work values, skills, abilities, and personality preferences. They will also conduct informational interviews with professionals in their fields of interest. This course is designed for students who are undecided about a program of study or career goal or are contemplating a career change.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 15 Student: 15**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

Reduced Reading/Writing Scores

#### College-Level Math

#### Requisites

**Prerequisite**

Academic Reading Level 5; Academic Writing Level 6 or

**Prerequisite**

ENG 091; may enroll concurrently

or

**Prerequisite**

ENG 111 taken with ENG 111S; may enroll concurrently

**General Education****Degree Attributes**

Below College Level Pre-Reqs

**Request Course Transfer****Proposed For:****Student Learning Outcomes**

1. Increase self-awareness related to career interests, values, goals, personality, preferences and skills.

**Assessment 1**

Assessment Tool: Career Planning Portfolio (Cover Letter)

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Outcome-related rubric criteria

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Departmental Faculty

2. Develop a portfolio that captures occupational trends, trends, training and required skills.

**Assessment 1**

Assessment Tool: Career Planning Portfolio (Content and Summary Paper)

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Outcome-related rubric criteria

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Instructor will score the portfolio.

**Course Objectives**

1. Identify personal patterns of interests and skills in order to identify possible career alternatives.
2. Identify personal patterns of values and personality preferences in order to identify possible career alternatives.
3. Identify a process for effective decision making and goal setting.
4. Complete an effective career informational interview.
5. Identify resources through WCC Career and Counseling web page that provide information about occupational trends, training, wages, and required skills for various careers.
6. Review resources and web sites that increase awareness of occupational trends, training, wages, and required skills of their career choice.

**New Resources for Course****Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

**Equipment/Facilities**

Level III classroom

Data projector/computer

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Carrie Krantz</i>	<i>Faculty Preparer</i>	<i>Oct 31, 2023</i>
<b>Department Chair/Area Director:</b> <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>Oct 31, 2023</i>
<b>Dean:</b> <i>Anne Nichols</i>	<i>Recommend Approval</i>	<i>Nov 03, 2023</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Nov 14, 2023</i>
<b>Assessment Committee Chair:</b> <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Nov 15, 2023</i>
<b>Vice President for Instruction:</b> <i>Brandon Tucker</i>	<i>Approve</i>	<i>Nov 17, 2023</i>

## Washtenaw Community College Comprehensive Report

### ACS 122 Career Decision Making Effective Term: Winter 2023

#### Course Cover

**College:** Humanities, Social and Behavioral Sciences

**Division:** Humanities, Social and Behavioral Sciences

**Department:** English & College Readiness

**Discipline:** Academic Skills (new)

**Course Number:** 122

**Org Number:** 11100

**Full Course Title:** Career Decision Making

**Transcript Title:** Career Decision Making

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Outcomes/Assessment**

**Rationale:** We are updating the master syllabus to reflect suggestions from assessment report.

**Proposed Start Semester:** Winter 2023

**Course Description:** In this course, students will complete exercises and vocational inventories to assess their interests, work values, skills, abilities, and personality preferences. They will also conduct informational interviews with professionals in their fields of interest. This course is designed for students who are undecided about a program of study or career goal or are contemplating a career change.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 15 Student: 15**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

Reduced Reading/Writing Scores

#### College-Level Math

#### Requisites

**Prerequisite**

Academic Reading Level 5; Academic Writing Level 6 or

**Prerequisite**

ENG 090; may enroll concurrently

or

**Prerequisite**

ENG 091; may enroll concurrently

or

**Prerequisite**

ENG 111 taken with ENG 111S; may enroll concurrently

**General Education****Degree Attributes**

Below College Level Pre-Reqs

**Request Course Transfer****Proposed For:****Student Learning Outcomes**

1. Increase self-awareness related to career interests, values, goals, personality, preferences and skills.

**Assessment 1**

Assessment Tool: Career Planning Portfolio (Cover Letter)

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Outcome-related rubric criteria

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Departmental Faculty

2. Develop a portfolio that captures occupational trends, trends, training and required skills.

**Assessment 1**

Assessment Tool: Career Planning Portfolio (Content and Summary Paper)

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Outcome-related rubric criteria

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Instructor will score the portfolio.

**Course Objectives**

1. Identify personal patterns of interests and skills in order to identify possible career alternatives.
2. Identify personal patterns of values and personality preferences in order to identify possible career alternatives.
3. Identify a process for effective decision making and goal setting.
4. Complete an effective career informational interview.
5. Identify resources through WCC Career and Counseling web page that provide information about occupational trends, training, wages, and required skills for various careers.
6. Review resources and web sites that increase awareness of occupational trends, training, wages, and required skills of their career choice.

**New Resources for Course**



**Course Textbooks/Resources**

Textbooks  
 Manuals  
 Periodicals  
 Software

**Equipment/Facilities**

Level III classroom  
 Data projector/computer

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Jessica Hale</i>	<i>Faculty Preparer</i>	<i>May 12, 2022</i>
<b>Department Chair/Area Director:</b> <i>Carrie Krantz</i>	<i>Recommend Approval</i>	<i>May 13, 2022</i>
<b>Dean:</b> <i>Scott Britten</i>	<i>Recommend Approval</i>	<i>May 19, 2022</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Aug 22, 2022</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Aug 31, 2022</i>
<b>Vice President for Instruction:</b> <i>Victor Vega</i>	<i>Approve</i>	<i>Sep 01, 2022</i>

# Washtenaw Community College Comprehensive Report

## ACS 122 Career Decision Making Effective Term: Winter 2019

### Course Cover

**Division:** Humanities, Social and Behavioral Sciences

**Department:** English & College Readiness

**Discipline:** Academic Skills (new)

**Course Number:** 122

**Org Number:** 11100

**Full Course Title:** Career Decision Making

**Transcript Title:** Career Decision Making

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Syllabus review and update

**Proposed Start Semester:** Winter 2019

**Course Description:** This course is designed for students who are undecided about a program of study or career goal or are contemplating a career change. Students complete exercises and vocational inventories to assess their interests, work values, skills, abilities, and personality preferences. They also conduct informational interviews with professionals in their fields of interest.

### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor:** 15 **Student:** 15

**Lab: Instructor:** 0 **Student:** 0

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 15 **Student:** 15

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

Reduced Reading/Writing Scores

### College-Level Math

### Requisites

**Prerequisite**

Academic Reading Level 5; Academic Writing Level 6 or

**Prerequisite**

ENG 090; may enroll concurrently

or

**Prerequisite**

ENG 091; may enroll concurrently

**General Education****Degree Attributes**

Below College Level Pre-Reqs

**Request Course Transfer****Proposed For:****Student Learning Outcomes**

1. Increase self-awareness related to career interests, values, goals, personality, preferences and skills.

**Assessment 1**

Assessment Tool: Pre/post assessment which is a self-evaluation

Assessment Date: Winter 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Pre and post survey responses will be entered into a database from student surveys.

Standard of success to be used for this assessment: 80% of the students will increase their self-assessment score by 20% or more

Who will score and analyze the data: ACS faculty will enter data from self-assessments and analyze the data

2. Develop a portfolio that captures occupational trends, trends, training and required skills.

**Assessment 1**

Assessment Tool: Career planning portfolio

Assessment Date: Winter 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric - revised Winter 2017

Standard of success to be used for this assessment: 70% of the students will score 70% or higher

Who will score and analyze the data: Instructor will score the portfolio. ACS faculty will enter information into database and analyze the portfolio.

**Course Objectives**

1. Identify personal patterns of interests and skills in order to identify possible career alternatives.
2. Identify personal patterns of values and personality preferences in order to identify possible career alternatives.
3. Identify a process for effective decision making and goal setting.
4. Complete an effective career informational interview.
5. Identify resources through WCC Career and Counseling web page that provide information about occupational trends, training, wages, and required skills for various careers.
6. Review resources and web sites that increase awareness of occupational trends, training, wages, and required skills of their career choice.

**New Resources for Course**

## **Course Textbooks/Resources**

Textbooks  
Manuals  
Periodicals  
Software

## **Equipment/Facilities**

Level III classroom  
Data projector/computer

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Susan Travis</i>	<i>Faculty Preparer</i>	<i>Mar 15, 2018</i>
<b>Department Chair/Area Director:</b> <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Apr 08, 2018</i>
<b>Dean:</b> <i>Kristin Good</i>	<i>Recommend Approval</i>	<i>Apr 10, 2018</i>
<b>Curriculum Committee Chair:</b> <i>David Wooten</i>	<i>Recommend Approval</i>	<i>Apr 25, 2018</i>
<b>Assessment Committee Chair:</b> <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Apr 25, 2018</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Apr 27, 2018</i>