

ACS 122: CAREER DECISION MAKING

History

1. Dec 3, 2025 by Sera Bird (sabird)

Viewing: ACS 122 : Career Decision Making

Last approved: 2025-12-03T08:03:40Z

Last edit: 2025-11-25T18:08:58Z

Effective Term

Winter 2026

Rationale and proposal summary

The pre-reqs need to be updated to align with changes to Dev Ed English sequence.

Course Cover

Full Course Title

Career Decision Making

Transcript Title

Career Decision Making

Subject Code

ACS - Academic and Career Skills

Course Number

122

Department

English & College Readiness (ENGD)

Banner Division

HSS

Division/College

Humanities, Social & Behav Sci (HS)

Org Code

11100

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.

Planned Delivery Format

Face to Face

Has this course been approved for online or online blended?

No

Grading method

Standard Letter, Audit

Occupational Indicator

No

ACS Code

160

Degree Attributes

BCL - Below College Level Pre-Reqs

Credit hours, contact hours, repeatability

Repeatable for additional credit

No

Course credits

1

Lecture contact hours

15

Total Contact Hours

15

Expected Total Contact Hours

15

Prerequisites and prerequisite skill levels

College-Level Math

No Level Required

College-Level Reading and Writing

Reduced Reading / Writing Scores

Approved Level I Prerequisite:

Academic Reading Level 5; Academic Writing Level 6 or concurrent enrollment in ENG 111X

Is concurrent enrollment an option for this prerequisite?

Yes

Which courses?

ENG 111X

Course Assessment Plan

Learning Outcome

Outcome

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

Assessment #1

Assessment Tool

Career Planning Portfolio (Cover Letter)

Anticipated Next Assessment Year

2025

Anticipated Next Assessment Term

Fall

Assessment Cycle

Every Three Years

Anticipated assessment population

All students from all sections

How the assessment will be scored

Outcome-related rubric

Who does the scoring?

Departmental Faculty

Standard of success

70% of the students will score 70% or higher.

Assessment #2**Learning Outcome****Outcome**

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

Assessment #1**Assessment Tool**

Career Planning Portfolio (Content and Summary Paper)

Anticipated Next Assessment Year

2025

Anticipated Next Assessment Term

Fall

Assessment Cycle

Every Three Years

Anticipated assessment population

All students from all sections

How the assessment will be scored

Outcome-related rubric

Who does the scoring?

Departmental faculty

Standard of success

70% of the students will score 70% or higher.

Assessment #2**Course Objectives**

	Objective(s)
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.

General Education Area(s)**Area 1: Writing**

No

Area 2: 2nd Writing or Communication/Speech

No

Area 3: Mathematics

No

Area 4: Natural Science

No

Area 5: Social and Behavioral Science

No

Area 6: Arts and Humanities

No

MTA General Education

No

Review

Is conditional approval requested?

No

Is this course currently conditionally approved, and you are now submitting it for full approval?

No

Key: 150

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

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

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

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

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