### PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. **TYPE OF ACTION**
   - A. Addition [ ] Regular [ ] Experimental [X] Other [ ]
   - B. Deletion [ ]
   - C. Modification [X] in credits [X] in title [X] in number or alpha [X] in prerequisites [ ] Other [ ]

2. **NEW ALPHA, NUMBER AND TITLE**
   - IS105C Job Search Skills

3. **CREDITS**
   - 1

4. **OLD ALPHA, NUMBER AND TITLE**
   - IS105 Career Exploration & Planning

5. **CREDITS**
   - 3

6. **NEW CATALOG DESCRIPTION**
   - See attached for new description. Content changes little. Same information is split into 2 classes (IS105b and c instead of IS105). IS105 should be taught in the Fall and 105b and c in the Spring.

7. **PREREQUISITES**
   - Taken or placed in English 22 Placement

8. **STUDENT CONTACT HOURS PER WEEK**
   - Lecture 1 Lecture/Lab 0 Lab 0
   - Other (specify) 0

9. **PROPOSED DATE OF FIRST OFFERING**
   - Spring 1996
   - last 5 wks.

10. **THIS COURSE**
    - [X] IS REQUIRED
    - [X] IS AN ELECTIVE FOR THE WCC A.A. PROGRAM/CORE
    - [X] CAN FULFILL [ ]

11. **THIS COURSE**
    - [X] INCREASES
    - [ ] DECREASES
    - [X] MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

12. **SIMILAR COURSES OFFERED ELSE WHERE:**
    - **College(s):**
      - Kapiolani Comm. College
      - Maui Community College
    - **Alpha, Number, Title:**
      - IS105 C Job Search Skills 1 cr.
      - IS105 C Job Search Skills 1 cr.

13. **THIS COURSE IS**
    - [ ] ALREADY ARTICULATED
    - [ ] APPROPRIATE FOR ARTICULATION
    - [X] NOT YET APPROPRIATE FOR ARTICULATION

   (Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

14. **REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:**
   - To allow graduating students to choose what they need, i.e. requests for resume and interview assistance are much higher than. Returning students may just want career research. Students may take both classes if they wish.

**REQUESTED BY:**
- [Signature]
- [Name]
- [Title]
- [Date]

**APPROVED BY:**
- [Signature]
- [Name]
- [Title]
- [Date]

**Change recorded by Catalog Preparer**
- [Signature]
- [Date]

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(Amended for WCC use Sept. 1991)
## Levels of Review of Course Proposals at WC

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<tr>
<td><strong>1. Subject Area (one or more instructors in the area)</strong></td>
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<th><strong>2. Department</strong></th>
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<td>David Denim</td>
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<td>Department Chairperson</td>
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**Was this course discussed in a dept. mtng.** NO

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<th><strong>3. Division</strong></th>
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<td>Assistant Dean of Instruction</td>
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<th><strong>4. Curriculum Committee Review</strong></th>
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**Reason:**

**David Bingert**

Curriculum Committee Chairperson

3/12/96
ARTICULATED COURSE
CHANGE IN ALPHA / NUMBER / TITLE

OLD COURSE

Course (alpha & number): IS 105
Title Career Exploration and Planning

REVISED COURSE

Course (alpha & number): IS 105C
Title Job Search Skills

Semester and Year when the revised course was/will be first offered:
Spring 1996

Reason for the change in Alpha and/or Number: To conform with those taught at other campuses and to provide individual choice for students in their semester of graduation and/or transfer. This will also allow more choice in 1 and 2 credit classes, which many need to create a full time schedule.

Note: A current outline of the renumbered course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus Windward Community College

Certifying authority __________________________ Signature and Title __________________________ Date __________

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street.

12/14/94
**WCC FORM FOR COURSE MODIFICATIONS**

Course: IS 105C  Submitted by: Kelley Martino  Date: 4/17/95

1. **What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.**

   There is no change in the content of the old and new course. The modular format will instead allow students to their needs, whether career exploration or job skills. In the current IS105, all are included in one 3 credit course. The change will split this course into 2 modules: IS105c Job Search Skills and IS105b, Career Decision Making. Students will be able to take one of both. The course will only be offered in the Spring. IS105 will continue to be offered in the Fall, as it is now.

2. **What is the rationale for the change?**

   Spring students have different needs. Graduating students need resume writing and interviewing assistance while transferring students may still not have chosen a major. Re-entry adult students that have been downsized need re-careering assistance. More students need 1 or 2 credit options to make a fulltime schedule and little is offered.

3. **Is the change substantive enough to require a change in course identification? If so, explain thoroughly.**

   no

4. **Is the course articulated with any 4-year program?**

   yes

   If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

   Transfers as core in place of Comml00 to Hawaii Pacific University and to other campuses as an elective. No expected impact on articulation.

5. **Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification.**

   What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

   No additional costs are expected. The same text can be used for both classes and I will teach the class. Very little, if any, additional preparation will be needed.

6. **Will this course modification result in any alterations in the number of hours required to attain a certificate or degree?**

   no

7. **If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (See attached criteria for transfer courses.)**

   yes...it currently transfers.

WCC 9/91
IS 105C JOB SEARCH SKILLS
(weeks 11-15)

Instructor: Kelley Martino, Career Counselor
Credit Hours: 1
Recommended Preparation: Placement in or completion of ENG 22

Course Description:
This course is designed to prepare students for the job market through an overview of relevant job search skills. Job search and interview techniques, resume preparation and the role of the employee in the workforce will be covered.

Upon completion of this course, the student should be able to:

I. Self Information
   ... Understand how individual interests, skills, and personality traits, and values relate to career choice.

II. Career Exploration
   ... Understand federal laws and regulations related to work force issues.
   ... Understand the active nature of the work force.
   ... Demonstrate awareness of non-traditional career opportunities available in Hawaii.

III. General Career Information
   ... Identify and use standard career resources as they relate to a systematic job search.
   ... Prepare a resume and cover letter.
   ... Demonstrate knowledge of appropriate job interview techniques.
   ... Discuss employee responsibilities to employers.
   ... Define in class discussion and written examination the terms and concepts relevant to career/life exploration and planning.

Required Materials:
1) Text: The Career Fitness Program, 1995, Sukiennik, Bendat, Kaufman. If you are taking IS 105B, no additional text is
required. We will continue with The Career Fitness Program.

2) Standard 3-ring notebook large enough to hold text, lecture notes and additional assignments. (A used notebook is fine.)

3) Indexed dividers (10 1/2" x 8") labeled:

Text
Lecture Notes
Exam
Project: Resume/cover letter
Papers
Handouts

Text and Notebook will be turned in to the instructor for evaluation at the end of the semester. The text and materials for taking lecture notes should be brought to all scheduled classes.

*Additional career reference materials can be found in the Career Center, Waipa Rm 124.

**Instructor's office hours for class:** Thursdays, 3-4 p.m. Additional times available by appointment.

Office: Waipa 127 Phone: 235-7471

**Grade Determination (100 points possible)**

1) Class participation 5 pts.
   often = A = 4-5 pts.
sometimes = B/C = 2-3 pts.
seldom/never = D/F = 0-1 pts.
   ____ pts.

2) Class attendance 5 pts.
   absences
   0-1 = A = 5 pts.
   2 = B = 4 pts.
   3-4 = C = 3 pts.
   5-6 = D = 1-2 pts.
   7+ = F = 0 pts.
   ____ pts.

3) Career analysis (1) 10 pts.
   complete = A = 10 pts.
   not done = F = 0 pts.
   ____ pts.

4) Resume and cover letter 30 pts.
   both completed = A/B = 30 pts.
   resume completed = C = 20 pts.
   cover letter = D = 10 pts.
   none completed = F = 0 pts.
   ____ pts.
5) Interview
   30 pts.
   completed = A = 30 pts.
   not done = F = 0 pts.

6) Job search plan
   20 pts.
   completed = A = 20 pts.
   not completed = F = 0 pts.

points

Participation
   ______
Attendance
   ______
Career analysis
   ______
Resume/cover letter
   ______
Interview
   ______
Job search plan
   ______

Total points
   ______ = ______ grade

Your final grade will be computed as follows:

   90 - 100 = A
   80 - 89  = B
   70 - 79  = C
   60 - 69  = D
   0 - 59   = F

*Note: No work will be accepted late (including exams) without
prior agreement with instructor. Work must be turned in by 4:30
p.m. of the due date.
Any missed class handouts can be picked up in the IS 105 pickup box
at the Career Center.