PREREQUISITES:
Requires a copy of student’s DARS report/transcript
Other: This course is open to students who have completed an associate degree in technical or applied studies and have been admitted to the Bachelor of Technical and Applied Studies program.

COURSE OVERVIEW:
Introduces technical associate degree holders to professional studies through an examination of program requirements and goals. Historical overview of the development of various technologies and their influence on civilization will lead to the consideration of the nature of technology and its impact on society. Within that historical and theoretical context, introduction to various management technologies and theories of leadership. Each student makes a self-assessment based on their educational background and work experience at the beginning of the semester and as the semester progresses, uses self-reflection and research along with the leadership questionnaires and other instruments provided in class to complete a leadership self-assessment paper. This process of self-assessment will continue through TAS 3210 and TAS 4510.

METHODS OF COURSE INSTRUCTION:
All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:
In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:


Note: In order to successfully complete the learning assessment associated with this reading, you must purchase a NEW book that has an unused, unique code to access the Strengths Finder Assessment.
NUMBER OF LESSONS:

The course has six lessons. These lessons include:

- Lesson 1: Degree Plan for BTAS
- Lesson 2: Learning Research Topic
- Lesson 3: Reflection Paper: Effective Workplace Practices
- Lesson 4: Strengths Finder Assessment and Reflection
- Lesson 5: Reflection on Two Texts
- Lesson 6: Leadership Analysis

TYPES OF WRITING ASSIGNMENTS:

Specific instructions are given in each lesson. You can submit your assignments by mail, e-mail, or fax. To do the writing assignments well, you need to complete the reading assignments and have a good understanding of all new concepts, definitions, etc.

Handwritten assignments are acceptable, but the preferred method is a typed assignment, double-spaced, using 12-point font and one-inch margins. As with all assignments, good grammar and standard written English are essential.

GRADING CRITERIA:

Your final grade will be determined by your grades on the submitted writing assignments as follows. The course has no supervised examinations.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Plan</td>
<td>50</td>
</tr>
<tr>
<td>Learning Research Topic</td>
<td>50</td>
</tr>
<tr>
<td>Reflection Paper on Effective Workplace Practices</td>
<td>250</td>
</tr>
<tr>
<td>Strengths Finder Assessment and Reflection</td>
<td>150</td>
</tr>
<tr>
<td>Reflection Paper on Two Texts</td>
<td>200</td>
</tr>
<tr>
<td>Leadership Analysis</td>
<td>300</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
</tr>
</tbody>
</table>