TAS 3010—Introduction to Technical and Applied Studies
Three Semester Hours

PREREQUISITES:
University Requisite: none
Other: This course is open to all students.

COURSE OVERVIEW:
This course introduces technical associate degree holders to professional studies through an examination of program requirements and goals. It also begins a discussion on the research process. The effectiveness of practices in leadership and in the workplace is evaluated. Within that context, students are introduced to various technological and ethical practices as well as examining the importance of collaboration and diversity in today’s workplace.

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 and Learning Research Project
- Lesson 2: Analysis Paper on Effective Workplace Practices
- Lesson 3: Reflection Paper on Strengths
- Lesson 4: Reflection Paper on Two Texts
- Lesson 5: CDEL Graphic
- Lesson 6: Video on Technology’s Impact on the Workplace
**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. Lessons 3 and 6 have alternative assignments for those without access to technology. 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.

| Lesson 1: Degree Plan and Learning Research Topic (50 pts. each) | 100 Points |
| Lesson 2: Analysis Paper on Effective Workplace Practices | 200 Points |
| Lesson 3: Reflection Paper on Strengths | 200 Points |
| Lesson 4: Reflection Paper on Two Texts | 200 Points |
| Lesson 5: CDEL Graphic | 100 Points |
| Lesson 6: Video on Technology’s Impact on Workplace | 200 Points |
| **TOTAL** | **1,000 Points** |