



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Workforce Development with Critical Thinking

Course Prefix and Number – LEAD 1100

Department – Computer Science

Division – Technology and Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #: 1:1:0

Equated Pay hours for course: 1

Course Catalog Description - Develop leadership skills and critical thinking strategies that promote employment readiness, retention, advancement and promotion.

Prerequisites/Co-requisites – None

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list)

Prepared by: Donna Schilling

Date: 07-19-2015

Reviewed by: Department Head: Donna Schilling

Date: 07-19-2015

Accuracy verified by Division Chair: David Kucera

Date: 11/05/2015

Approved by Dean or Vice President of Instruction: Leigh Ann Collins

Date: 3-4-16



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

- Setting Goals and Managing Time
- Improving Thinking Skills
- Improving Study Skills
- Communicating Effectively
- Improving Listening Skills
- Functioning in Groups

II. Course Learning Outcomes

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <p>Identify characteristics of employees who are qualified for employment and worthy of promotion and retention in the workplace.</p> <p>Explain critical thinking strategies within the context of strong leadership.</p> <p>Apply effective business communication skills; utilize data and information to make effective decisions</p> <p>Identify roles and strategies used in group processes and team building.</p>	<p>Homework</p> <p>Tests</p>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student:

“Reaching Your Potential Personal and Professional Development” (Fourth Edition) By:
Robert K. Throop, Marion B. Castellucci

Wadsworth Cengage Learning ISBN-13: 978-1-4354-3973-3
ISBN-10: 1-4354-3973-2

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Computer for each student

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Grading System

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

30% - Homework
30% - Midterm
40% - Final Exam

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.