



LEAD1200 – Workforce development / Critical Thinking

Course ID: 63335– Fall 2013

Spring Branch Campus – Room 117 | 9:00 am - 11:00 am | Friday

2 hour lecture for 16 weeks

Instructor Contact Information:

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CLASS WEBSITE: <http://hccs1.mrooms3.net/>

COURSE DESCRIPTION:

The Purpose of LEAD is to assist students in acquiring knowledge and skills in career and technical areas as well as leadership skills and experience. This course can include a variety of activities, including community service, co-curricular projects, and competition preparation.

PREREQUISITE:

None.

TEXT:

All students will be required to purchase the text book:

Reaching Your Potential

Authors: Robert Throop, Marion Castellucci.

Publisher: Wadsworth.

MATERIALS REQUIRED:

2 Gb or larger flash drive, note book

COURSE GOALS:

Students develop critical thinking skills, problem solving and decision-making skills, using cooperative learning, recognize and value diversity, performance assessment, and generate portfolios. The student will be responsible for managing time, organizing and processing assignments and interpreting and responding to verbal instruction in the development of the career preparation.

LEARNING OUTCOMES:

Students will gain knowledge and skills in communication, problem solving and critical thinking, academic foundations, leadership and teamwork, ethics and legal responsibilities, employability and career development, and technical skills.

COURSE OBJECTIVES:

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

1. Practice good study habits.
2. Improve reading skills, take notes.
3. Organize schedule.
4. Know the law; fair and safe labor practice.
5. Exploring the world of work; opportunity to learn on the job; cooperative education.
6. Communicate effectively; Listening; writing; nonverbal communication.
7. Analyze data. Use chart and graphs.
8. Use technology on the job; e-mails; hardware; software; troubleshooting.
9. Observe OSHA, EPA, CDC rules on the job. Be aware of what cause accidents.
10. Work for the common good; managing conflict; shares leadership.
11. Making self assessment; what are your interests, aptitudes, and abilities.
12. Find job opening.
13. Prepare

This course is designed to assist the students to perform successfully in college, and in the workplace.

COURSE CURRICULUM STATEMENT:

Academic foundations

Communications

Problem solving and critical thinking

Information technology application

Leadership and teamwork

Ethics and legal responsibilities

Employability and career development

Technical skills

Course Calendar:

See attachment 1

GRADING

Exams and assignments will be given during the semester that will determine how successful you are at mastering the course material and basic skills. If you are having limited success at mastering the course material, contact the instructor for assistance.

Grading Percentage

Assignments	70% of the final grade
Exam	10% of the final grade
Presentation	10% of the final grade
Portfolio	10% of the final grade

STUDENT ASSIGNMENTS

At the end of each chapter, there are facts in review section. Each student must read and answer each one and submit the answers to be graded. It must be done in class in an open book format. Résumé of each student must be prepared. A letter of interest also must be accompanying the resume. A job search technique must be conducted and performed by each student.

Every student will participate in a mock interview. A portfolio will be generated for grades. At the end of the semester a presentation for the portfolio will be presented by each student for grades.

INSTRUCTIONAL METHODS:

LEAD 1200 is the first course in workforce curriculum. It develops leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion.

As an Instructor, I will lecture on identifying characteristics the of employees who are qualified for employment and worthy of promotion and retention in the workforce; explain critical thinking strategies within the context of strong leadership; apply effective business communication skills; utilize data and information to make effective decisions; and identify roles and strategies used in group processes and team building.

At the end of each chapter an assignment will be given. Each assignment demonstrates the understanding of the chapter. Class discussion will take place through the lecture. Individual participation is encouraged.

Class will be divided into small groups to perform case study. At the end of the semester students will prepare a portfolio to be graded. In order to become proficient in the subject matter, a student must read the text book and complete the assignments in a timely manner.

GRADING

Assignments will be given during the semester that will determine how successful you are at mastering the course material and basic skills. If you are having limited success at mastering the course material, contact the instructor for assistance.

Grading Scale

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, ect) who needs to arrange reasonable accommodations must contact the Disability Support Services Office (DSSO) of their respective college at the beginning of each semester. Faculty is authorized to provide only the accommodation(s) requested by the DSSO. For information and services at HCC Southwest, contact: **DR. Becky Hauri, ADA Counselor, at 713.718.7910.**

CLASS ATTENDANCE:

You are expected to attend all lecture classes and labs. You are also responsible for all materials covered in either lecture or lab. In the case of your absence, you must contact the instructor to obtain make-up assignments or arrange make-up testing, either of which can be distributed at the instructor's discretion. Class attendance is checked daily.

The instructor has the authority to drop you from the class for excessive absences, that is, you may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab).

For example:

A 3-credit hour lecture class meeting 3 hours per week - 2 absences (6 hrs.) is 12.5% of the class.

A 3-credit hour lecture/lab class meeting six hours per week - 2 absences (12 hrs.) is 12.5% of the class.

Administrative drops are at the discretion of the instructor. It is your responsibility to drop a course, should you choose not to complete it. Failure to withdraw officially will result in you receiving a grade of "F" in the course.

Note: Although it is your responsibility to officially withdraw from a course, it is always a good idea to discuss any attendance problems with your instructor first. Class attendance is very important, but your instructor may be able to help you catch up. If you become ill or know you are going to miss class for some reason, tell your instructor as soon as possible.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Student should do the online evaluation.

SCHOLASTIC DISHONESTY:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. College System Officials may initiate penalties and/or disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

"Cheating" on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;
- Bribing another person to obtain a test that is to be administered.

"Plagiarism" means the misuse of another's work and the deliberate incorporation of that work into work you offer for credit. "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

Determination of scholastic dishonesty will be at the discretion of the instructor.

Reference the following web link for additional information:

<http://www.hccs.cc.tx.us/handbook/StudentP.htm>

Attachment 1
LEAD 1200 Workforce development
Course Content and Activities

Week 1	Work-Based Learning
Week 2	Work-Based Learning
Week 3	Work-Based Learning
Week 4	Skills for Success
Week 5	Skills for Success
Week 6	Skills for Success
Week 7	Career Planning
Week 8	Career Planning

Week 9	Career Planning
Week 10	The job Hunt
Week 11	The job Hunt
Week 12	The job Hunt
Week 13	Job Satisfaction
Week 14	Job Satisfaction
Week 15	Managing Your Money
Week 16	Review for final Final exam