



Developing Academic & Professional Strengths

CORE101

Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

Introduces academic and professional skills, topics and tools that are intended to establish and strengthen learner success. This course includes an indicator of learner strengths and areas for improvement. Coursework is designed to provide learners an opportunity to evaluate, communicate and reflect upon the skills needed to excel in both an academic and professional environments. An overview of the learning management system (LMS) and accelerated course format to reach degree completion will be provided.

II. Required and Supplementary Instructional Materials

Clifton, D.O., Anderson, E., & Schreiner, L.A. (2006). *StrengthsQuest*. New York, NY: Gallop Press.

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each course and each [undergraduate](#) and [graduate](#) program of study, as well as [institution-wide outcomes](#) related to the mission and vision of the college. Outcomes can help learners and instructors focus on the big picture of the learning experience and can help inform potential employers about a graduate's knowledge and skills.

Upon successfully completing this course, the learner will be able to:

1. Develop effective communication skills
2. Construct basic Microsoft Word and PowerPoint documents
3. Evaluate individual strengths and areas for improvement
4. Identify individual leadership traits
5. Develop teamwork skills
6. Develop an understanding of Academic policies, procedures and learner resources
7. Demonstrate critical thinking
8. Develop study skills for successful online learning

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Academic Success Coach Recorded Chat Quiz	2	50	5
Assignments	5	375	37.5
In Class Participation	6	150	15
Journal	1	50	5
Team Project	5	375	37.5

Requirements	Number of Assignments	Points Possible	Percent of Grade
Total Points		1,000	100

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> Course syllabus; Using Collaborate; Accessing My Collaborate Session Help Sheet; Blackboard 101; A Guide to Active Reading and Asking Questions; A Guide to Active Reading and Asking Questions; American University's Guidelines for Students Using Discussions; and St. John's Quality Online Discussion Messages Complete the syllabus contract Listen to the Recorded Academic Success Coach Chat 	<ul style="list-style-type: none"> Academic Success Coach Chat Quiz In Class Participation Blackboard Quiz
2	<ul style="list-style-type: none"> Read Dartmouth College's Managing Your Time webpage; What Most Instructors Expect their Students to Do; What is Excel? Take the Index of Learning Styles Questionnaire and read the results 	<ul style="list-style-type: none"> In Class Participation Time Management Assignment
3	<ul style="list-style-type: none"> Read StrengthsQuest pages 1-71; Teamwork in the Classroom web page; Instructional Memo about Writing Memos Take the Audio Course: Get to know Microsoft Word Read and begin working on your Team Project Assignment Listen to the recorded Academic Success Coach chat Complete the StrengthsQuest Clifton Strength Finder 	<ul style="list-style-type: none"> In Class Participation Team Project: Team Strategy and Roles Memo Academic Success Coach Chat Quiz
4	<ul style="list-style-type: none"> Read StrengthsQuest pages 73-146; PowerPoint Tutorial; Team PowerPoint Expectations Complete the PowerPoint Tutorial Course: creating your first presentation View Don McMillan: Life After Death by PowerPoint; Life After Death by Powerpoint 2010 ; Guy Kawasaki 10-20-30 Presentation Rule Enroll in classes for next session - Contact your Academic Success Coach for assistance 	<ul style="list-style-type: none"> In Class Participation StrengthsQuest Assignment Team Project: Talent Map/Learning Styles Analysis PowerPoint Presentation
5	<ul style="list-style-type: none"> Read StrengthsQuest pages 150-215; "Obstacles to Group Work (Developed by Chuck Huff for Good Computing: A Virtue Approach to Computer Ethics)" on the Ethics of Teamwork Web page 	<ul style="list-style-type: none"> In Class Participation Ethical Issues and Teamwork Journal Entry Strengths Summary Assignment Team Project: Collective Findings for Effective Teamwork Memo
6	<ul style="list-style-type: none"> Read StrengthsQuest pages 219-295; Seven Rules of College Level Writing; Looking Ahead - Preparing for the Capstone 	<ul style="list-style-type: none"> Team Project: Reflection Paper Team Project: Performance Report Scavenger Hunt In Class Participation

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.