

<b>Syllabus for: Work Readiness for the 21<sup>st</sup> Century</b>	
<b>Semester &amp; Year:</b>	Fall 2015 (Aug 25-Sept 30)
<b>Course ID and Section Number:</b>	039604
<b>Number of Credits/Units:</b>	0
<b>Day/Time:</b>	TWTH 9AM-Noon and/or TWTH 1PM-4PM
<b>Location:</b>	
<b>Instructor's Name:</b>	Amy Berkowitz Lisa Polack Taunya Stapp
<b>Contact Information:</b>	Office location and hours: by appointment Email: <a href="mailto:amy-berkowitz@redwoods.edu">amy-berkowitz@redwoods.edu</a> <a href="mailto:lisa-polack@redwoods.edu">lisa-polack@redwoods.edu</a> <a href="mailto:taunya-stapp@redwoods.edu">taunya-stapp@redwoods.edu</a>
<b>Course Description (catalog description as described in course outline): A course in developing 21st-century career readiness skills. These may include preparing for one's career, workplace skills, and career readiness skills, including workplace communication, workplace effectiveness, and teamwork.</b>	
<b>Student Learning Outcomes (as described in course outline) :</b> 1. Demonstrate awareness of some career requirements and pathways. 2. Demonstrate work readiness skills.	
<b>Special accommodations:</b> College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible so that necessary arrangements can be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services.	
<b>Academic Misconduct:</b> Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	
The student code of conduct is available on the College of the Redwoods website at: <a href="http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf">http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</a>	
Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.	
College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.	

Emergency information: In the event of an emergency, do not panic. Please stay calm and follow instructions from instructor, Job Market personnel, or uniformed first responders.

Course/Text: There is no required text. All materials are provided. Students will have access to tools including Cal Jobs and Career Ready 101. Students completing the requisite units of Career Ready 101 are eligible for National Work Readiness certification.

This is an open entry, noncredit class. People may join this class at any time. All students must be registered. There is no fee. Please see instructor for help with registration.

Class Schedule:

Week 1: Establish student goals, Diagnostic Pretests and prescribed instructional plan, Independent and Teacher-led Study

Week 2-Week 14: Independent Study, Teacher-led activities, diagnostic testing as appropriate.

All students will follow the CR student code of conduct.

Instructors reserve the right to make changes to this syllabus at any time.