

Syllabus for: Work 201: Work Readiness for the 21st Century

Semester & Year:	Summer 2015
Course ID and Section Number:	K8920 (038920)
Number of Credits/Units:	Noncredit
Day/Time:	6/29/15-7/2/15; M, T, W, Th 8am-12pm
Location:	Captain John High School
Instructor's Name:	Elizabeth Leach
Contact Information:	Office location and hours: before and after class Email: elizabeth-leach@redwoods.edu
Course Description (catalog description as described in course outline): Students will develop 21 st 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.	
Student Learning Outcomes (as described in course outline) : At the end of the course students will be able to: <ol style="list-style-type: none">1. Create a resume.2. Write a cover letter.3. Gain job interviewing skills.4. Attain familiarity with individual student's values, skills, personal strengths, weaknesses, and personality traits.	
Special accommodations: 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.	
Academic Misconduct: 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: http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf 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.	

Work Readiness Skills
Hoopa Tribal TANF Internship Program
Elizabeth Leach

Summer 2015
Session#1: 8am-12pm
Session#2: 1-5pm

COURSE DESCRIPTION: An exploration of the tools, personal qualities, and skills necessary to find and keep rewarding employment. Students will learn how to use electronic, print, and personal resources to identify jobs related to their career goals, to create resumes, and to interview effectively.

COURSE OUTLINE (Topics covered)
Subject to change and revision

Monday, June 29, 2015

- Course Syllabus and Requirements
- Vocation: Finding Your Path
- Personal strengths and weaknesses;
- Career clusters and interests
- Informational Interviews

Tuesday, June 30, 2015

- Core Values
- The Myers Briggs Type Indicator
- Gender, cultural beliefs, degrees and careers
- Looking for jobs online
- Budgeting and personal finances

Wednesday, July 1, 2015

- Assessing your skills; SCANS Report
- Resumes, Applications

Thursday, July 2, 2015

- Cover Letters, Job Search Strategies/ Networking; dealing with shyness
- Interviewing
- Work Ethic/Ethics at work/Case studies

Other topics covered:

- Job Descriptions; Employee Rights and Responsibilities
- Job Success
- Time Management/Stress control
- Decision-making
- Setting Goals and Objectives

Payment for course participation will be based on:

Attendance, Participation exercises, Mock Interview, Resume, and Cover letter.
It is the responsibility of each student to show me your completed assignments so that you can be paid for your participation in this class.

Do not use your cell phones in class!

