

<b>Syllabus for: Work 201: Work Readiness for the 21<sup>st</sup> Century</b>	
<b>Semester &amp; Year:</b>	Summer 2016
<b>Course ID and Section Number:</b>	K1798 (041798)
<b>Number of Credits/Units:</b>	Noncredit
<b>Day/Time:</b>	Tuesday and Thursday, 9-11 am; 5/24/16, 5/26/16
<b>Location:</b>	Classroom 1
<b>Instructor's Name:</b>	Elizabeth Leach
<b>Contact Information:</b>	Office location and hours: before and after class Email: elizabeth-leach@redwoods.edu
<b>Course Description (catalog description as described in course outline):</b> Students will develop 21 <sup>st</sup> 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>Student Learning Outcomes (as described in course outline) :</b> At the end of the course students will be able to: 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.	
<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 <a href="#">homepage</a>	
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 Procedures for KTIS:**

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

**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

Tuesday, May 24, 2016

Course Syllabus and  
Requirements Vocation: Finding  
Your Path Personal strengths  
and weaknesses; Career clusters  
and interests Informational  
Interviews  
Core Values  
The Myers Briggs Type Indicator  
Gender, cultural beliefs, degrees and  
careers Looking for jobs online  
Budgeting and personal finances

Thursday, May 26, 2016

Assessing your skills; SCANS Report  
Resumes, Applications  
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

Please let me know what your interests are—we have a lot of material to choose from!

Do not use your cell phones in class!