

Syllabus for: Work 201: Work Readiness for the 21st Century	
Semester & Year:	Summer 2016
Course ID and Section Number:	WORK 201 K1947
Number of Credits/Units:	Noncredit/0 units
Day/Time:	1) MTWTHF 9AM-12PM
Location:	2) MTWTHF 1-4PM Hoopa High School Computer Lab
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	
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will 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. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>	

Academic Support

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf

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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 if you have any questions.

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.

COURSE OUTLINE (Topics covered)
Subject to change and revision

Monday, June 20

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

Tuesday, June 21

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

Wednesday, June 22

Assessing your skills; SCANS Report
Resumes, Applications
Work Ethic/Ethics at work/Case studies

Thursday, June 23

Resumes continued
Cover Letters, Job Search Strategies/ Networking; dealing with shyness
Interviewing Strategies

Friday, June 24

Job Descriptions; Employee Rights and Responsibilities
Job Success; Organizational charts
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!

You will be paid based on completion of a resume, cover letter, and mock interview. Please show me your work so that I can monitor your progress.

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