

Syllabus for Work 222 E5353: Basic Communications Skills in the workplace
California Conservation Corp

| | | |
|--------------------------------|------------------------------|-----------------------------|
| Semester & Year | Spring 2018 | |
| Course ID and Section # | Work 222 E5353 | |
| Instructor's Name | Rob Ridenhour | |
| Day/Time | TTH 6:30PM – 8:30PM, | |
| Location | California Conservation Corp | |
| Number of Credits/Units | Noncredit | |
| Contact Information | <i>Office location</i> | Classroom B Eureka Downtown |
| | <i>Office hours</i> | By appointment |
| | <i>Phone number</i> | 707-834-3319 |
| | <i>Email address</i> | rob-ridenhour@redwoods.edu |
| Textbook Information | <i>Title & Edition</i> | N/A |
| | <i>Author</i> | N/A |
| | <i>ISBN</i> | N/A |

Course Description (catalog description as described in course outline):

A course designed for students with developmental or learning disabilities. Students will learn skills necessary for computer use.

Student Learning Outcomes

1. Describe the communication process.
2. Demonstrate various methods of communication (e.g. nonverbal, spoken, email, and telephone).
3. Distinguish between the various obstacles to effective communication.
4. Experiment with and apply different effective listening techniques.

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 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.

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

Syllabus for Work 222 E5353: Basic Communications Skills in the workplace
California Conservation Corp

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 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.

Emergency Procedures for the Eureka Downtown campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room).

- Be aware of all marked exits from your area in this building.
- Once outside, move to the nearest evacuation point outside this 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.

RAVE – College of the Redwoods has implemented an emergency alert system on the main campus. 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.

In the event of an emergency call 911.

(CR's main campus lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

Syllabus for Work 222 E5353: Basic Communications Skills in the workplace
California Conservation Corp

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 222 CLASS SYLLABUS:
SECTION # E 5353

Welcome Students to Work 222 -2018S Workplace Communications. We will be discussing various forms of communication, barriers to communication, and better habits in communication. There will be discussions and practice activities in communication.

Learning Outcomes

In this course students will be able to describe what communications are, the various barriers to communication, and demonstrate how to communicate effectively.

Course Calendar

| Date | TOPIC | |
|-------------------|--|---|
| 01/18/2018 | Introduction, Registration and Syllabus, What is Communication? Why Communication is important | In-Class Activities will include lectures, discussion, informal |
| 01/23/2018 | What are the various forms of Communication we can use? | assessment, and hands on lab activities. |
| 01/25/2018 | What are the Barriers to communication? | |
| 01/30/2018 | Practicing communication with others | |

Identifying Issues

Students will discuss and practice communication skills from what communication is, to why effective communication is important, and finally how to become an effective communicator in all of its forms. The students will be given ample opportunity to exercise good speaking, listening, and body language skills to effectively communicate their thoughts, ideas, and questions.

Activities

Students will participate in class discussions, paper assignments, structured game play, as well as role play activities. Students will participate in group and independent work.

Course Requirements (Grading)

This is a non-credit course. Students will be assessed through observation and completed work to ensure student progress.

Instructor reserves the right to add, delete, or change activities or assignments based on ongoing assessment, attendance, and student needs.

Spring 2018