

## Course Information

Semester & Year: Fall 2019
Course ID & Section #: Work 201-E9231
Instructor's name: Corrinne Haskins
Day/Time or *Online: T, Sa, Su 6:30PM – 9:30PM 08/27/2019 – 09/08/2019
Location or *Online: HCCF
Number of units: Non Credit

## Instructor Contact Information

Office location or *Online: N/A
Office hours: N/A
Phone number: N/A
Email address: <a href="mailto:Corrinne-haskins@redwoods.edu">Corrinne-haskins@redwoods.edu</a>

## Required Materials

Textbook Title: Soft Skills Training (2012), and handouts as needed will be provided.
Edition:
Author: Frederick H. Wentz
ISBN: 978-1468096491
Other requirements: materials, equipment or technology skills

## Catalog Description

A course in developing 21st-century career readiness skills. The focus is on career preparation and improving workplace skills such as effective communication and teamwork. Topics include writing resumes and cover letters, and the essentials for preparing for job interviews. Instruction is individualized according to student need.
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## Course Student Learning Outcomes (from course outline of record)

<ol style="list-style-type: none"> <li>1. Demonstrate awareness of some career requirements and pathways.</li> <li>2. Demonstrate work readiness skills.</li> </ol>
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## Evaluation & Grading Policy

Homework assignments weekly for time credit
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## Prerequisites/co-requisites/ recommended preparation

N/A
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**\*ONLINE REQUIREMENTS - The following are required online courses but are recommended for all (see \* in contents).**

## Special accommodations statement

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 <a href="#">Disabled Students Programs and Services</a> . Students may make requests for alternative media by contacting DSPS at 707-476-4280.
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[Student feedback policy](#)

Questions and answers will be provided during class time

[Proctored Exams](#)

N/A

[Student Accessibility Statement and Academic Support Information](#)

N/A