

## Course Information

Semester & Year: Winter 2020

Course ID & Section #: WORK 201 - 0857

Instructor's name: Corrinne Haskins

Day/Time or \*Online: M,W,F 6:30PM – 9:30PM 1/22/20 – 3/27/20

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: Corrinne-haskins@redwoods.edu

## Required Materials

Textbook title: On Course: Soft Skills Training (2012), and handouts as needed will be provided.

Author: Fredrick H. Wentz

ISBN: 978-1468096491

Other requirement: [materials, equipment or technology skills]

## Catalog Description

A course in developing 21st-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.

## Course Student Learning Outcomes *(from course outline of record)*

1. Demonstrate awareness of some career requirements and pathways
2. Demonstrate work readiness skills

## Evaluation & Grading Policy

Weekly assignments will be given on current course content and turned in the following class.

## Prerequisites/co-requisites/ recommended preparation

N/A

**\*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 [Disabled Students Programs and Services](#). Students may make requests for alternative media by contacting DSPS at 707-476-4280.

## Student feedback policy

Weekly assignments will be gone over in class before being turned in.

## Proctored Exams

N/A

## **Student Accessibility Statement and Academic Support Information**

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.