

## Course Information

Semester & Year: <b>Summer 2019</b>
Course ID & Section #: <b>Work201 – 49016</b>
Instructor’s name: <b>Anthony Grosso</b>
Day/Time or *Online: <b>Monday – Thursday, 9:00-3:00</b>
Location or *: <b>CR Del Norte Campus – D36</b>
Number of units: <b>0</b>

## Instructor Contact Information

Office location or *Online: <b>N/A</b>
Office hours: <b>N/A</b>
Phone number: <b>N/A</b>
Email address: <b>Anthony-grosso@redwoods.edu</b>

## Required Materials

Textbook Title: <b>Textbooks and materials will be provided by the instructor.</b>
Edition:
Author:
ISBN:
Other requirements: <b>materials, equipment or technology skills</b>

## 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.**

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

<b>1. Demonstrate awareness of some career requirements and pathways.</b> <b>2. Demonstrate work readiness skills.</b>	
CR Course Objectives:	Plan to cover
Identify how to find a job.	Workforce Center Presentation
Identify the normal sequence for getting a job.	
Write a resume.	
Write a cover letter.	
Identify the necessary requirements for proving the legal ability to work.	
Prepare for a job interview.	Research Project
Identify how you might get specific training to advance to higher levels in a chosen career.	
Define and explain the importance of soft skills in the workplace.	Soft Skills Lessons

## Evaluation & Grading Policy

**This is a non-credit class. Students that come to class will be deemed as making satisfactory progress.**

## [Prerequisites/co-requisites/ recommended preparation](#)

No pre-requisites, co-requisites or recommended prep.

**\*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 accommodations, please see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

## [Student feedback policy](#)

Required by the ACCJC and Title 5 for Online Classes: *“Instructor should initiate frequent interactions with all students, both individually and collectively, and that students should have frequent opportunities to regularly interact with each other”*. Be sure that your communication guidelines describe how you will initiate regular effective contact and maintain substantive interaction by including elements such as timely and substantive feedback on course assignments, threaded discussion forums and weekly announcements. Instructor-prepared materials are required in addition to any publisher-created materials to create a virtual equivalent of face-to-face classes. Your description must be consistent with the methods of Regular Effective Contact in the DE Course Proposal form.

## [Proctored Exams](#)

N/A

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

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)

- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.