

# Syllabus for Work Readiness Skills for the 21<sup>st</sup> Century

## Course Information

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| Semester & Year: Summer 2019                   |
| Course ID & Section #: WORK 201 & D9018        |
| Instructor's name: Amy Campbell-Blair          |
| Day/Time or *Online: July 1-August 8, 9am-12pm |
| Location or *Online: Room DS-1                 |
| Number of units: Non-credit                    |

## Instructor Contact Information

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| Office location or *Online: n/a                |
| Office hours: n/a                              |
| Phone number: 707-733-3642                     |
| Email address: Amy-Campbell-Blair@Redwoods.edu |

## Required Materials

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| Textbook Title: Instructor Provided Materials |
| Edition:                                      |
| Author:                                       |
| ISBN:   |
| Other requirements:                           |

## 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)*

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

## Evaluation & Grading Policy

This is a noncredit course; therefore, letter grades are not used. Students who successfully complete the course by participating in their mock interview, writing their resume and cover letter will receive a grade of "Satisfactory"

## Prerequisites/co-requisites/ recommended preparation

There are no prerequisites, co-requisites, or recommended preparation for this course

**\*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 to the instructor. 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](#)

N/A

#### [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.