

Century

Course Information

Semester & Year: Summer 2019
Course ID & Section #: WORK 201 Section E9073
Instructor's name: Amy Berkowitz
Day/Time: Monday 9AM-11:30AM June 10—July 1
Location: The Job Market 409 K Street, Eureka
Number of units: None

Instructor Contact Information

Office location or *Online: TBA
Office hours: TBA
Phone number:
Email address: amy-berkowitz@redwoods.edu

Required Materials

Textbook Title: None
Edition:
Author:
ISBN:
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..

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 class. Students who come to class will be deemed as making satisfactory progress.

Prerequisites/co-requisites/ recommended preparation

None

***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, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Student feedback policy

Students can receive feedback or direction during the class. I will do my best to respond to emails within 48 hours during the week, and by Monday evening if sent on Friday.

Student Accessibility Statement and Academic Support Information

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor.

Disruptive 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, the student 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. 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](#).

Calendar

First class: Students will complete registration forms and self-assessment. Thereafter, Students will work on an individual basis to develop work skills, identify career paths and goals, and work on applications, resumes, cover letters, and interview skills.

Students will be required to print their name on a sign in sheet upon arrival for each class.