

Syllabus for Work 201 – Work Readiness Skills for the 21st Century

Course Information

Semester & Year: Fall 2020

Course ID & Section #: WORK 201 – E1412

Instructor's name: Aaron Reiher

Day/Time: Correspondence Course (Approximate time commitment: 6 hours per week)

Location: HCCF, Eureka

Number of units: 0 (This is a non-credit course)

Instructor Contact Information

Office location: N/A

Office hours: N/A

Phone number: 707-407-5619

Email address: aaron-reiher@redwoods.edu

Required Materials

Textbook title: No Required Textbook

Edition:

Author:

ISBN:

Other requirement: [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

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

Evaluation, Grading Policy, and Student Feedback

Students do not receive letter grades in non-credit courses. Any student who participates in the course will receive a grade of "satisfactory."

I will provide personalized feedback about your work each week provided it is submitted on time. Usually, I provide feedback within one week after assignments are turned in, but there could possibly be a delay of up to 2 weeks from when you turn in a packet until you receive my feedback.

Prerequisites/Co-requisites/ Recommended Preparation

None

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 one week before the first assignment due date 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 notify the instructor or contact Disability Services and Programs for Students.

Student Accessibility Statement and Academic Support Information

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

Policies for this Class

Class Participation and Attendance Policy

Participation: Participation is the key to success in this course. Participation means completing assigned reading and weekly homework assignments. Do your own work. If you copy someone's answers, neither of you will get credit.

Attendance: Attendance will be based on the completed work you turn in each week. If you adequately completed the written assignments for the week you will receive attendance credit for the week.

Information for this Class

Class Schedule

This course runs from August 24 to December 16, 2020

This is a correspondence course, which means you can complete the coursework at whatever time is most convenient for you during the week. I recommend developing a routine of specific days/times each week when you do your coursework.

You will receive a weekly course packet at the beginning of each week, and the course packet must be turned in by Sunday of each week. You do not get credit for late coursework. If you don't turn in your packet by Sunday you should not expect to get credit for the week.

The instructor reserves the right to modify the course calendar at any time during the course.

Class Content

We will cover the following course objectives and concepts:

Course Outcomes

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

Course Objectives

- Identify how to find a job.
- Identify the normal sequence for getting a job.
- Write a resume.
- Write a cover letter.
- Prepare for a job interview.
- Identify how you might get specific training to advance to higher levels in a chosen career.
- Identify the necessary requirements for proving the legal ability to work.
- Define and explain the importance of soft skills in the workplace. (“soft skills” includes things like personal qualities and work ethic, problem solving skills, oral communication skills, and interpersonal and teamwork skills)

Course Concepts

- Effective workplace communication.
- Effective teamwork.
- Workplace numeracy skills.
- On-the-job training.

Emergency Procedures

In an emergency, follow the emergency procedures of the Humboldt County Correctional Facility