

Course Information

Semester & Year: SPRING 2022
Course ID & Section #: WORK 225 V3179
Instructor's name: Wendy Butler
Days-Times: Feb. 8-Feb. 17, 2022 Tuesdays and Thursdays, 6:30-8:30 p.m. on Zoom.
Number of units: 0.0 This is a noncredit course.

Instructor Contact Information

CR Adult & Community Education office: (707) 476-4500
Instructor email address: Wendy-Butler@Redwoods.edu
Instructor phone: 707-502-9711

Catalog Description

An introduction to decision-making and problem-solving techniques in the workplace. Specific strategies for making decisions and solving problems will be presented, as well as the use of creativity in identifying solutions.

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

1. Identify problem-solving and decision-making techniques.
2. Differentiate between the elements involved in individual decision-making and group decision-making.
3. Identify barriers to creative and effective problem-solving.

Prerequisites

None

Accessibility

Students will have access to online course materials that comply 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.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). 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

Evaluation & Grading Policy

WORK 225 is a free, noncredit course designed to promote your greater understanding of the relationship between problem-solving and decision-making in the workplace. You will also actively consider and discuss the critical nature of collaboration and identifying and understanding decision-making/problem-solving barriers and techniques to overcome those barriers and to facilitate resolution. This course will additionally help you learn and develop reading, writing and

critical thinking skills that are needed for the college's credit sequence, other courses of study at CR and, in general, for your life. This course will not include exams; therefore, proctoring will not be part of this course. WORK 225 does not include official letter grades. With all noncredit courses you will receive a satisfactory or "S" if you attend and actively participate in our Zoom sessions each Tuesday and Thursday, 6:30-8:30 p.m. Since this course relies on active participation, you are expected to follow instructions and listen carefully before speaking and be respectful of your instructor and your classmates.

Class Materials

A College of the Redwoods' email account, a computer with Internet access and audio/video capability, and also a notebook/binder and pen/pencil.

Necessary Computer Skills

You should be able to use your **CR email**, **Canvas** and **Web Advisor**. You should know how to open and download **PDF** and **Microsoft Word (docx)** files. You are responsible to meet the technological demands of this course.

Canvas: CR provides tutorials to help you better understand and navigate Canvas.

<https://www.redwoods.edu/online/NewHome/Canvas-Resources-Home>

Zoom: I will provide you with instructions about how to join all of our Zoom class sessions. Links and instructions are also available in our Canvas "classroom." Additionally, I will be available to answer your questions about Zoom and Canvas during and outside of our Zoom sessions.

Class Routine

I will provide all class readings on Canvas for you to download and print for your use ahead of our regular class Zoom sessions so that you will be prepared. Additionally, I will post whole-class discussions and worksheets on Canvas which I have designed to further enhance this course's resources. The Zoom sessions will include the readings as well as topical videos, breakout group activities and individual written assignments. You will be given Zoom class time to complete the group work and the written assignments which are an active part of our class discussions.

Student Feedback Policy

WORK 225 includes regular instructor-student communication. I will provide prompt feedback on all assignments. Student and class inquiry and discussion will be integrated throughout the course. I am available through email and phone for your questions and to provide you with additional instruction for and clarification of assignments.