EFFECTIVE: MAY 2003



CURRICULUM GUIDELINES

А.	Division:	Educational Services Student Development		Dat	e:					
В.	Department / Program Area			New Course		X	Revision			
	i iografii Area			If F	Revision, Section(s)					
					vised e Last Revised:					
C:	LWTP 105			aining Program g a warehouse job	Е:	1				
	Subject & Cou					Semester Credits				
F:	Calendar Description: This course enables the student to acquire the necessary skills to find a job in the warehouse and distribution field and then to use successful interview techniques and job skills to get and keep the job. Students will learn how to produce a professional resume and will be shown how to use the internet to search successfully for jobs. Interviewing techniques and positive work site attitudes will be developed.									
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings		struction	H:	Course Prerequisite	s:				
				LWTP103.						
	Primary Methods of Instructional Delivery and/or									
	Learning Settin Classroom 60%	0		I:	Course Corequisites	5:				
	Computer lab Video 10%	Computer lab 20% Video 10%			LWTP 106					
	Role play 10%	0								
				J:	Course for which th	is Course i	s a Prerequisite			
	Number of Contact Hours: (per week / semester for each descriptor)		nester				-			
	70-90 Dependir	70-90 Depending on disabling condition								
				K:	Maximum Class Siz	ze:				
	Number of Wee Fifteen	eks per Semester:			Sixteen					
L:	PLEASE INDI	PLEASE INDICATE:								
	Non-Cred	it								
	College C	redit Non-Transfer	Х							
	College C	redit Transfer:		Re	quested	Granted				
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)									
M:		ves / Learning Outcomes					•			
		l learn sufficient computer s l learn sufficient computer s								
	The student wil	The student will learn and be observed demonstrating successful interview techniques. The student will demonstrate an understanding of good work attitudes and ethics.								
		r demonstrate an understand	ung of goo	u wu	k attracts and ennes					

N:	Course Content:					
	1. Basic computer skills for resume and cover letter writing.					
	2. Internet skills for the job seeker.					
	3. Successful interviewing techniques.					
	4. Positive work site attitudes and ethics.					
0:	Methods of Instruction					
	Instructor presentation					
	Computer lab hands on practice					
	Overheads					
	Class discussion					
	Video taping of mock interviews and peer evaluation					
P:	Textbooks and Materials to be Purchased by Students					
1.	Textbooks and Matchais to be I definated by Students					
	Nil. Topic relevant material will be provided in handout form throughout the course					
Q:	Means of Assessment					
Č.						
	The student must demonstrate to the satisfaction of the instructor an ability to use the computer both to produce					
	a professional resume and to seek job opportunities by means of the internet.					
	The student must demonstrate to the satisfaction of the instructor by means of mock videotaped interviews an					
	understanding of some successful interview techniques.					
	The student must demonstrate to the satisfaction of the instructor in role play an understanding of what					
	constitutes positive work attitudes and ethics.					
D.	Drive Loorning Assessment and Dessentions manifes whether second is a set for DLAD					
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR					
	N/A					

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar

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