A.	Division:	Educational Services	**Effective Date:**	**May 2006**	

B.	Department / Program Area	Student Development **Light Warehouse Training**	New Course ☐	Revision	X

If Revision, Section(s) Revised   B, D, K
Date of Previous Revision: September 2004
Date of Current Revision: May 2005

C: LWTP 0105	**D**: **Finding and Keeping a Warehouse Job**	**E:** 1
Subject & Course No.	Descriptive Title	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

Primary Methods of Instructional Delivery and/or Learning Settings:

Classroom	60%
Computer lab	20%
Video	10%
Role play	10%

Number of Contact Hours: (per week / semester for each descriptor)

70-90 Depending on disabling condition

Number of Weeks per Semester:
15

H: Course Prerequisites:

LWTP 0103

I: Course Corequisites:

LWTP 0106

J: Course for which this Course is a Prerequisite:

K: Maximum Class Size:

19

L: PLEASE INDICATE:

☐ Non-Credit

X College Credit Non-Transfer

☐ College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)

M: Course Objectives / Learning Outcomes:

The student will learn sufficient computer skills to produce a professional resume and cover letter.
The student will learn sufficient computer skills to search the internet for job opportunities.
The student will learn and be observed demonstrating successful interview techniques.
The student will demonstrate an understanding of good work attitudes and ethics.

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.

O: 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:

Nil. Topic relevant material will be provided in handout form throughout the course.

Q: Means of Assessment:

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.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

N/A

Course Designer(s)   Education Council / Curriculum Committee Representative

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Dean / Director   Registrar