

COURSE OUTLINE

Course Name: Job Seach Skills

Department Head/Coordinator: Maurice Della-Savia

Effective Date: September 2012

School or Centre:	Department:
Centre for Design	Drafting

Course History:	Year of Study:
Revised Course	1st Year Post-secondary

**Name of Replacing Course
(if applicable):**

Course Number:

DRFT 1326

Number of Credits:

0.5

Course Pre-requisites (if applicable):

Level 2: DRFT 1226, DRFT 1250, DRFT 1251

Course Co-requisites (if applicable):

None

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Course Description:

The student will prepare a resume and letter of application. Locating job vacancies, assessing marketable skills and interviews will be covered.

Instructional Strategies:

Course Learning Outcomes:

- Prepare a personal needs assessment
- Determine personal marketable skills
- Prepare a resume and written application, including a covering letter
- Research a list of 5 prospective employers
- Organize a systematic job search
- Prepare for and handle a job interview
- Expedite the interview follow-up

Program Learning Outcomes:

- Describe concepts, and use drawing techniques to complete projects in orthographic projection, sectioning, dimensioning, auxiliary views and machine detailing.
- Use concepts of residential building construction and technology to plan and detail residential and commercial structures in accordance with local by-laws and the BC Building Code.
- Demonstrate effective use of Computer Aided Drafting (CAD) as a drafting technology tool.
- Use Computer Aided Drafting (CAD) software to produce assigned drawings.
- Prepare Architectural drawings of structures, which incorporate concrete, steel and wood.
- Apply terminology and conventions used in drafting, their school and work place.
- Develop a satisfactory level of comprehension of drafting and related trade skills and knowledge.
- Prepare resume, letter of applications and other related job search skills.

Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Satisfactory/Unsatisfactory		

Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	100	1 assignment of a cover letter for employment at 25% 1 assignment of a resume for employment at 25%
-		1 assignment researching and listing 5 prospective employers at 25%
-		1 assignment of a rationale for employment 25%
-		
-		
	Total	100

Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	6	
B - Lab (Computer, Chemistry...)	12	
-		
Enter Total Hours	18	

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics and Sequence Covered:

- Assessing Marketable Skills
- Locating Job Vacancies
- Resume Writing
- Covering Letters
- Applications
- Interviews

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Date Approved by Education Council:		Date Approved by VCC Board (if applicable):	
-------------------------------------	--	------------------------------------------------	--