Date Last Revised:

C: LWTP 105   **D**:

les 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: Fifteen	**H:** Course Prerequisites: LWTP103.
	I: Course Corequisites: LWTP 106
	J: Course for which this Course is a Prerequisite
	K: Maximum Class Size: Sixteen

L: PLEASE INDICATE**:**

☐   Non-Credit

☐   College Credit Non-Transfer   X

☐   College Credit Transfer: Requested ☐   Granted ☐

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.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.