

COURSE OUTLINE
Loc Nguyen, 2012

DEPARTMENT:	Professional Technical Education
CURRICULUM:	CAD / DESIGN Technology
COURSE TITLE:	Technical Employment Preparation
COURSE NUMBER:	TDR 105
TYPE OF COURSE:	Vocational Preparatory
COURSE LENGTH:	1 quarter
CREDIT HOURS:	1
LECTURE HOURS:	11
LAB HOURS:	0
CLASS SIZE:	25
PREREQUISITES:	ENG. 105, and Concurrent TDR 123

COURSE DESCRIPTION:

This is introductory course covers the pre-employment components of the CAD / Design program. Job search techniques including: resume writing, cover letters, job applications, interviewing techniques, industry visits, and portfolio preparation.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication - Read and listen actively to learn and translate technical data relative to CAD into a flowchart or structure file management form easily understand by others with similar technical understanding. Speak and write effectively in preparation for job applications and interviewing.
2. Computation - Use basic mathematical operations as required by program of study.
3. Human Relations - Use social interactive skills to enhance learning through group activities and develop human relations skill for managing a diverse workforce.

STUDENT LEARNING OUTCOMES ADDRESSED: (cont.)

4. Critical Thinking and Problem Solving - Identify problems & evaluate alternative solution, and apply appropriate analytical methods to develop optional solutions.
5. Technology - Select and use appropriate technological tools to access data and information via computer and how to use such information in the field of Engineering Graphics
6. Personal Responsibility - Value and take pride in one's own skill and work, and manage time to meet required schedules.
7. Information Literacy - Access, evaluate and apply information from technical texts.

GENERAL COURSE OBJECTIVES:

Upon completion of the course the student will be able to:

1. Recognize personal skills and attributes
2. Use effective job-finding techniques and conduct an active job search.
3. Write a strong cover letter and write a focused, effective résumé.
4. Prepare for an effective job interview
5. Use Work source on Campus to find information about jobs and research employers

TOPICAL OUTLINE:

	APPROX. HOURS
I. Course Overview	1
II. Career Planning	2
III. Resume and Cover Letter Development	2
IV. Job-finding techniques and conduct an active job search	2
V. Interview Preparation.	3
VI. Workplace Safety	<u>1</u>
Total	11

Originated or Revised BY: L. NGUYEN
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