

De Anza College Automotive Technology Program
COURSE REQUIREMENTS AND GENERAL INFORMATION
Spring 2015
Auto 57A Career Research and Employment in the Automotive Industry

Instructor

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Prerequisites and Advisories

Prerequisite: Recommend eligibility for Reading 91 (ESL-4)

Text and Required Materials

Handouts

Attendance

Be here, we only meet 12 times. This can be an easy 'A' with some effort

Classroom and Lab Conduct

1. Students will be dismissed from class for disruptive behavior per college policy
2. Cellular phones must remain off in the classroom at all times
3. Food and drink containers must be removed from classroom every day.
Because this class is right after your morning class, I will allow you to finish lunch in class as long as you do so respectfully and quietly. Please don't stroll into class late with the excuse of having to drive to get lunch.
4. Assignments may only be made-up if student called in prior to the absence, no exceptions. Late assignments will not be accepted, and please don't ask to print a paper just before class. No matter how much I like you, I will say 'no'. This class has only 12 meetings!

Course Objectives

1. Evaluate the various automotive employment opportunities available
2. Describe relationships between employees and their employers
3. Compare skills needed to employment in various shops
4. Prepare a letter of application
5. Prepare an employment application
6. Prepare a resume
7. Participate in a job interview

Expanded Course Description

- A. Choosing the right employment opportunity
 1. Various automotive areas
 2. Skill requirements

3. Training
4. Benefits
- B. Employer-employee relationship
 1. Self evaluation
 2. Positive/negative attitudes
 3. Characteristics employers look for
 4. Workmanship
- C. How to find a job
 1. Job announcements
 2. "In-house" hiring
 3. Newspaper
 4. Employment agencies
 5. Industry publications
- D. Letter of application
 1. Letter types
 2. Objective of letter of application
 3. Developing a letter of application
 4. The most common mistakes
- E. Application
 1. Application types
 2. Objective of applications
 3. The most common mistakes
- F. Resumes
 1. Resume types
 2. Objective of resumes
 3. Developing a resume
 4. Tips for effective resume writing
 5. Sample resume outlines
 6. The most common mistakes
- G. Job interview
 1. Objective of the interview
 2. Attitude and appearance
 3. Know something about the company
 4. Most asked questions
 5. Stress questions
 6. Why employers do not hire

Learning Outcome

After studying the various parts of the automotive industry and learning job interview skills, the student will participate in an "in-class" job interview

Assignments and grading

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|---|-----------|
| A. Letter of application (cover letter) | 50 points |
| B. Resume | 50 points |
| C. Application | 50 points |
| D. Participate in a job interview | 75 points |