

De Anza College Automotive Technology Program
COURSE REQUIREMENTS AND GENERAL INFORMATION
Fall 2022

Auto 57A Career Research and Employment in the Automotive Industry

Instructor

Dave Capitolo

Office E11e

Phone 864-8312

E-mail capitolodave@fhda.edu

Web site <http://faculty.deanza.fhda.edu/capitolodave/>

Office hours: Tues through Fri, 12:30PM – 2:00PM or e-mail with questions

Prerequisites and Advisories

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

Text and Required Materials

Handouts on Canvas

Attendance

This is an online class and you are required to complete all assignments and participate in online discussions. Please read every document in Canvas carefully

Classroom and Lab Conduct

This class is 100% online. Please be respectful of all students when posting to Canvas. Each week you will have assignment(s) posted to Canvas and it is important that you read everything. Please read "Auto 57A Read First" file, if you haven't already

Course Objectives

1. Evaluate the various automotive employment opportunities available
2. Describe relationships between employees and their employers
3. Discuss some of the "soft skills" that employers are looking for
4. Compare skills needed for employment in various shops
5. Prepare a letter of application
6. Prepare an employment application
7. Prepare a resume

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. Soft Skills
- E. Letter of application (cover letter)
 1. Letter types
 2. Objective of letter of application
 3. Developing a letter of application
 4. The most common mistakes
- F. Application
 1. Application types
 2. Objective of applications
 3. The most common mistakes
- G. 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
- H. 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

- | | |
|---|--------------|
| A. Letter of application draft (cover letter) | 25 points |
| B. Letter of application final (cover letter) | 25 points |
| C. Resume draft | 25 points |
| D. Resume final | 25 points |
| E. Original Discussion post | 10 points ea |
| F. Follow-up discussion post | 5 points ea |
| G. Final | 20 points |