

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

#### **WLD 56 - Welding Industry Employment Preparation**

**3 Unit(s)**

**Prerequisite(s):** WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 50, WLD 154 and NCCER Level II Welding Qualification

**Co-requisite(s):** WLD 28, WLD 30, WLD 32, WLD 34, WLD 36, WLD 42, WLD 156

**Recommended Prep:** Reading Level III; English Level II; Math Level II

**Transfer Status:** CSU

51 hours Lecture

This course teaches job seeking skills demanded of welders in the industry today. Topics include a comparison of prospective employers within the welding industry, preparation for taking employment required skills tests, portfolio development, job-specific interview techniques and work place ethics and professionalism.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Construct a professional welding career portfolio.
- B. Compare prospective employers within the welding industry.
- C. Demonstrate communication and presentation skills for job seeking, interviewing and negotiating.
- D. Complete mock job interviews with local welding industry professionals.
- E. Complete sample preemployment written tests specific for a career in welding.

### III. COURSE CONTENT

#### **A. Unit Titles/Suggested Time Schedule**

| Lecture   |              |
|---|--------------|
| <u>Topics</u>   | <u>Hours</u> |
| 1. Introduction and safety related to verbal communication in a technical interview process | 1.00         |
| 2. Careers within the welding industry  | 4.00         |
| a. Compare employment options   |              |
| 1. Types of welding   |              |
| 2. Welders skill level  |              |
| 3. Labor market trends  |              |
| 4. Employers within the industry  |              |
| 3. Conducting a job search  | 4.00         |
| a. Internet search  |              |
| 1. On-campus career center  |              |
| b. Networking   |              |
| 1. American Welding Society (AWS) meeting   |              |
| 2. Industry tours   |              |
| c. Other job search resources   |              |

|   |       |
|---|-------|
| 4. Employment considerations and requirements   | 4.00  |
| a. Drug-testing   |       |
| b. Background check   |       |
| c. Ethics and professionalism on the job  |       |
| 5. Preparing for pre-employment testing   | 16.00 |
| a. Written tests  |       |
| 1. Procedure qualification records (PQR's)  |       |
| 2. Welding procedure sheets (WPS's)   |       |
| 3. Welding procedure qualification test records (WPQTR's)   |       |
| 4. Shop drawings  |       |
| 5. Welding symbols  |       |
| 6. Welding calculations   |       |
| 7. Layout and design of welding projects  |       |
| b. Skills tests   |       |
| 1. Following PQR's  |       |
| 2. Following WPS's  |       |
| 3. Following WPQTR's  |       |
| 4. Shop drawings  |       |
| 5. Welding symbols  |       |
| 6. Welding calculations   |       |
| 7. Layout and design of welding projects  |       |
| 8. Welding positions  |       |
| 9. Welding processes  |       |
| 10. Code weld tests   |       |
| 11. Type of non-destructive testing (NDT) or destructive testing (DT) methods used                                    |       |
| 6. Creating a portfolio   | 10.00 |
| a. Resume and cover letter  |       |
| b. Letters of reference   |       |
| c. Obtaining and using transcripts  |       |
| d. Certificates, diplomas, awards, and AWS and American Society of Mechanical Engineers (ASME) welding certifications |       |
| e. Welding projects/welding skill photos  |       |
| 1. PQR's  |       |
| 2. WPS's  |       |
| 3. WPQTR's  |       |
| 4. Shop drawings  |       |
| 5. Welding symbols  |       |
| f. Additional welding samples of professional competences   |       |
| 7. The job interview  | 12.00 |
| a. Preparation for the interview: attire, behavior, and ethics  |       |
| b. Mock interview   |       |
| c. Post interview follow-up   |       |
| Total Hours   | 51.00 |

#### IV. **METHODS OF INSTRUCTION**

- A. Lecture
- B. Instructor Demonstrations
- C. Guest Speakers
- D. Homework: Students are required to complete two hours of outside-of-class homework for each

- hour of lecture
- E. Discussion
- F. Multimedia Presentations

## **V. METHODS OF EVALUATION**

- A. Exams/Tests
- B. Quizzes
- C. Portfolios
- D. Mid-term and final examinations
- E. Homework assignments
- F. Mock interview

## **VI. EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
  - 1. Read assigned Wall Street Journal article and be prepared to discuss in class.
  - 2. Read module 2 and be prepared to discuss in class.
- B. Writing Assignments
  - 1. Prepare a resume and cover letter for employment within the welding industry.
  - 2. Write an essay explaining how the assigned Wall Street Journal article can be implemented into a resume and how it relates to the class.
- C. Out-of-Class Assignments
  - 1. Create a job portfolio for use during an interview.
  - 2. Create a job portfolio.

## **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Reardon, Lenz, Sampson, Peterson. Career Development & Planning: A Comprehensive Approach. 2nd Edition. Delmar, 2000.
- B. AWS Committee on Methods of Inspection. Welding Inspection. 3rd Edition. AWS, 2000.
- C. McCabe and McCabe. Writing Effective Resumes: A Complete Guide. South-Western Publishing Co., 1993.
- D. National Center for Construction Education and Research (NCCER). Welding Level Three. 4th Edition. Pearson Education INC, 2010.
- E. National Center for Construction Education and Research (NCCER). Welding Level Two. 4th Edition. Pearson Education INC, 2010.

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**Date:** 04/18/2011