



EFFECTIVE: JANUARY 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **SEPTEMBER 2001**
B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Office Administration**

If Revision, Section(s) Revised:

Date Last Revised:

C: OADM 104 D: Online Learner Success E: 0

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course prepares the learner to be successful in the online environment.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Online delivery Number of Contact Hours: (per week / semester for each descriptor) 3.3 hours per week Number of Weeks per Semester: 3 weeks X 3.3 hours per week = 10 hours	H: Course Prerequisites: nil	
	I: Course Corequisites: nil	
	J: Course for which this Course is a Prerequisite: OADM 106, OADM 107, OADM 108	
	K: Maximum Class Size: 24	
L: PLEASE INDICATE: <input checked="" type="checkbox"/> Non-Credit <input type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives/Learning Outcomes

Upon completion of this course, the learner will have demonstrated the ability to:

1. Navigate WebCT
2. Use the basic features of a Web Browser
3. Use communication tools of WebCT (bulletin board, chat, email)
4. Identify learning strategies for personal and professional development

N: Course Content

1. Navigate WebCT
2. Use the basic features of a Web Browser
3. Email class participants and instructor
4. Email attachments and receive attachments
5. Use the bulletin board
6. Participate in a chat group

O: Methods of Instruction

Instruction, tutorials, small group experiences, and ongoing self-assessment will provide the learner with an opportunity to adopt methods which will enhance his/her success in the online environment. Each session builds on previous content, and anticipates the session that follows, thus building a framework for success.

P: Textbooks and Materials to be Purchased by Students

Worsfold, Wes. The McGraw-Hill Guide to WebCT for Students, ISBN# 0-07-087236-8

Q: Means of Assessment

Mastery. Students will achieve mastery when they:

1. Complete the tutorial
2. Complete all assigned work
3. Demonstrate the ability to perform tasks in the WebCT environment

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

This course is not open for PLAR.

Course Designer(s): **Julie Crothers**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

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