



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin. Office Administration** Revision New Course

If Revision, Section(s) Revised: **C, J**

Date of Previous Revision: **2001-09 new course**

Date of Current Revision: **2004-09**

C: **OADM 1104** D: **Online Learner Success** E: **0**

Subject & Course No.	Descriptive Title	Semester Credits
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F:	Calendar Description: This course prepares the learner to be successful in the online environment.	
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings	H: Course Prerequisites: Nil
	Primary Methods of Instructional Delivery and/or Learning Settings: Online delivery	I: Course Corequisites: Nil
	Number of Contact Hours: (per week / semester for each descriptor) 3.3 hours per week	J: Course for which this Course is a Prerequisite OADM 1106, OADM 1107, OADM 1108
	Number of Weeks per Semester: 3 Weeks X 3.3 Hours per Week = 10 Hours	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:	
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)	

<p>M: Course Objectives / Learning Outcomes</p> <p>Upon completion of this course, the learner will have demonstrated the ability to:</p> <ol style="list-style-type: none"> 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
<p>N: Course Content:</p> <ol style="list-style-type: none"> 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
<p>O: Methods of Instruction</p> <p>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>
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Worsfold, Wes. The McGraw-Hill Guide to WebCT for Students, ISBN# 0-07-087236-8</p>
<p>Q: Means of Assessment</p> <p>Mastery. Students will achieve mastery when they:</p> <ol style="list-style-type: none"> 1. Complete the tutorial 2. Complete all assigned work 3. Demonstrate the ability to perform tasks in the WebCT environment
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is not open for PLAR.</p>

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

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**