Douglas College

CURRICULUM GUIDELINES

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

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:

X Non-Credit

☐ College Credit Non-Transfer

☐ College Credit Transfer: Requested ☐ Granted ☐

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

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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**

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Dean/Director: **Jim Sator**

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