UNIVERSITY COLLEGE of the FRASER VALLEY

PAC FORM #2

COURSE IMPLEMENTATION DATE: []September 2002
COURSE REVISED IMPLEMENTATION DATE: []
COURSE TO BE REVIEWED: []September 2006
(Four years after implementation date)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.
Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT: **Applied Business Technology**

ABT 187	**ABT 132**	**3.0**
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

Work Experience
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:
This course provides the student with "real life" experiences in an office. The student will spend three weeks taking on a variety of typical office tasks in offices of companies/agencies that the Applied Business Technology program liaises with in the community.

PREREQUISITES: **All other certificate requirements for ABT must be met before a student is placed in Work Experience. This requirement may be waived at the discretion of the instructor.**
COREQUISITES: —

SYNONYMOUS COURSE(S)
(a) Replaces: **ABT 132** *(Course #)*
(b) Cannot take: — *(Course #)* For further credit.

SERVICE COURSE TO: — *(Department/Program)*
— *(Department/Program)*

TOTAL HOURS PER TERM: **90**
STRUCTURE OF HOURS

Lectures:		Hrs
Seminar:		Hrs
Laboratory:		Hrs
Field Experience:	**90**	Hrs
Student Directed Learning:		Hrs
Other (Specify):		Hrs

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE: —
HOURS PER DAY: —

MAXIMUM ENROLLMENT: **24**
EXPECTED FREQUENCY OF COURSE OFFERINGS: Twice each year

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	☐ Yes	☒ No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	☐ Yes	☒ No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	☐ Yes	☒ No

AUTHORIZATION SIGNATURES:

Course Designer(s): _____ Chairperson: _____ *(Curriculum Committee)*

Department Head: _____ Dean: _____

PAC Approval in Principle Date: _____ PAC Final Approval Date: 2002 08 28

ABT 187
COURSE NAME/NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

- to introduce the student to duties of a typical office employee
- to allow the student to further develop, and reinforce, the skills acquired in the Applied Business Technology program.
- to encourage self-confidence in performing effectively on the job
- to give the student "hands-on" experience in dealing with customers on the phone and in person
- to provide the student the opportunity to make important work connections and possibly a chance to obtain a work-related reference

METHODS:

Field Experience

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):
Credit can be awarded for this course through PLAR ☒ Yes ☐ No

METHODS OF OBTAINING PLAR:

Approval by department

TEXTBOOKS, REFERENCES, MATERIALS:
[Textbook selection varies by instructor. An example of texts for this course might be:]

None

SUPPLIES / MATERIALS:

None

STUDENT EVALUATION:
[An example of student evaluation for this course might be:]

Student will receive credit/no credit based on satisfactory report from on-site supervisor and instructor's approval.

COURSE CONTENT:
[Course content varies by instructor. An example of course content might be:]

Varies according to office.