

COURSE IMPLEMENTATION DATE: January 2009
 COURSE REVISED IMPLEMENTATION DATE: _____
 COURSE TO BE REVIEWED: December 2012
(four years after UPAC approval) *(month, year)*

OFFICIAL UNDERGRADUATE 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 – see course syllabus available from instructor

ECP 068	Upgrading and University Preparation	1.5
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UCFV CREDITS
Workplace Computer Use and Writing Skills		
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This course helps students identify their existing computer skills and then practice and improve them. Practical applications of those skills to paper- and computer-based business/workplace needs will be included.

PREREQUISITES: UUP Department permission
 COREQUISITES:
 PRE or COREQUISITES:

SYNONYMOUS COURSE(S):

- (a) Replaces: _____
- (b) Cross-listed with: _____
- (c) Cannot take: _____ for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: 45

STRUCTURE OF HOURS:

Lectures: 10 Hrs
 Seminar: 35 Hrs
 Laboratory: _____ Hrs
 Field experience: _____ Hrs
 Student directed learning: _____ Hrs
 Other (specify): _____ Hrs

TRAINING DAY-BASED INSTRUCTION:

Length of course: _____
 Hours per day: _____

OTHER:

Maximum enrolment: 24
 Expected frequency of course offerings: Once per year
(every semester, annually, every other year, etc.)

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

Course designer(s): Julia Dodge, Jan Oosterhof-Contant, Greg St. Hillaire, Darlene Carson, Allyson Seale, Trudy Archie, Barb Stirskey

Department Head: <u>Sue Brigden</u>	Date approved: <u>November 2008</u>
Supporting area consultation (UPACA1)	Date of meeting: <u>November 28, 2008</u>
Curriculum Committee chair: _____	Date approved: <u>December 2008</u>
Dean/Associate VP: _____	Date approved: <u>December 2008</u>
Undergraduate Program Advisory Committee (UPAC) approval	Date of meeting: <u>December 19, 2008</u>

LEARNING OUTCOMES:

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

1. complete paper-based application forms
2. complete on-line application forms
3. write a brief memo to a co-worker
4. demonstrate basic keyboarding skills
5. create, save, edit, and print a Word document
6. complete an incident report
7. create folders for saving and organizing documents
8. retrieve documents and data from a database
9. enhance documents, using available Word and Internet tools and resources
10. produce a business letter, memo, and e-mail, appropriate to a specific situation, using a template
11. attach, open, send, and receive documents via e-mail
12. evaluate appropriateness of responses to a variety of e-mail situations

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Methods may vary by instructor but will focus on instructor-assigned work-specific tasks, followed by whole group discussion.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Examination(s) Portfolio assessment Interview(s)

Other (specify):

PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

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

Send Me a Message, Daphne Mackey

Writing at Work, SkillPlan

STUDENT EVALUATION:

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

Course assignments	50%
Quizzes	20%
Final assignment	30%

This is a credit/no credit course. Activities and assignments incorporate HRSDC's Workplace Essential Skills content, self-assessment, and guidelines.

COURSE CONTENT:

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

- Keyboarding
- Introduction to Word and word-processing
- Introduction to databases
- Using templates to create business documents
- Introduction to Internet tools and resources
- Using e-mail in the workplace
- Using paper-based and online application forms