

C, J

Revised:

Date of Previous Revision: 2003-09

Date of Current Revision: 2004-09

C:	OADM 1245	D:	EMPLOYABILITY SKILLS FOR OFFICE PERSONNEL	E:	3
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	Subject & Course No.	Descriptive Title	Semester Credits
F:	Calendar Description: The focus of this course is on development of employability skills essential for today's ofeo		

Allocation of Contact Hours to Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Lecture/seminar

Number of Contact Hours: (per week / semester for each descriptor)

**Lecture: 1 Hr.
Seminar: 3 Hrs.**

Number of Weeks per Semester:

15 weeks X 4 Hrs. = 60 Hrs.

K:	Maximum Class Size:
	30

L: PLEASE INDICATE:

- | | |
|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Non-Credit |
| <input checked="" type="checkbox"/> | College Credit Non-Transfer |
| <input type="checkbox"/> | College Credit Transfer: |

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

- 1.

Q: Means of Assessment

Assignments (minimum three)		15%					
In-class prese/rhiTT2	1	4	BDCBT/TT2	1	46n(s) 4	hiTT210	4