



EFFECTIVE: JANUARY 2010 **CURRICULUM GUIDELINES**

A. Division: **Education** Effective Date: **January 2010**

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

Revision

New Course

If Revision, Section(s)

Revised:

Date of Previous Revision:

Date of Current Revision:

C: **OADM 1453**

M: Course Objectives / Learning Outcomes:

Upon completion of this course, you will have reliably demonstrated the ability to:

1. Identify and describe terms, pronounce, spell and give meanings for medical terms relating to the specialties of:

Oncology

Q: Means of Assessment:

There is an online test at the end of each unit of study as well as a comprehensive final exam. Graded assignments include proofreading exercises and Internet research.

Quizzes (each specialty)	50%
Spelling	15%
Final Exam	<u>35%</u>
	<u>100%</u>

Note: The letter grade assigned will be determined by the college at which you are registered.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

The course is open to PLAR by:

1. Portfolio presentation and/or
2. Challenge exam.

Course Designer: **Wayne Ratcliffe**

Education Council / Curriculum Committee Representative

Dean / Director: **Robert Buller**

Acting Registrar: **Brenda Walton**