

A: Division: **Educational and Student Services**  
 B: Department: **Student Services & Developmental**  
 Program:

Date: **September 22, 1997**

New Course: \*

Revision of Course  
 Information form:

C: EASL 976 D: EASL for Office Administration (OADM) Program Students E: 1.5

Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description:  
 This course is an adjunct course for EASL students enrolled in OADM. Students will develop language and study skills to support their OADM course work. Activities will help students perform the tasks required to satisfactorily complete course assignments and take tests. Course work will also assist students to participate effectively in OADM classes and clinical work.

Summary of Revisions: (Enter date & section) Eg: Section C,E,F

G: Type of instruction: Hrs per week / per semester

Lecture:	Hrs.
Laboratory:	Hrs.
Seminar:	Hrs.
Clinical Experience:	Hrs.
Field Experience:	Hrs.
Practicum:	Hrs.
Shop:	Hrs.
Studio:	Hrs.
Student Directed Learning:	Hrs.
Other (Specify):	See Q
	2 Hrs.
Total:	2 Hrs.

H: Course Prerequisites:  
 Completion of EASL 935, 965 and 975

I: Course Corequisites:  
 Office Administration Program

J: Course for which this Course is a Prerequisite:  
 None

K: Maximum Class Size:  
 20

L: College Credit Transfer   
 College Credit Non-Transfer \*   
 Non-Credit

M: Transfer Credit: Requested:   
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

U.B.C.  
 S.F.U.  
 U. Vic.  
 Other:

*Jan Selman* (Jan Selman)  
 Course Designer(s)

Director/Chairperson

*P. A. Orger* Divisional Dean  
 Registrar

**Subject and Course Number**

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**N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

**OADM Program textbooks and manuals**

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Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;  
Q. Method of Instruction; R. Course Evaluation

**O. COURSE OBJECTIVES**

Within the context of OADM, a successful student can:

- understand lectures and labs, take effective notes, and follow classroom discussions
- participate in class discussions and communicate with the instructor about course requirements
- understand and use the textbook and other reading materials to complete assignments and take tests
- study efficiently

**P. COURSE CONTENT**

The language content will be derived from OADM course content and requirements, and sequenced accordingly. Activities will also include using language in work-related contexts.

**Listening:**

1. Acquiring and using effective listening strategies
2. Understanding lecture content
3. Following discussions
4. Taking and using notes
5. Understanding assignment instructions

**Speaking:**

1. Acquiring and using communication strategies
2. Using language appropriately
3. Making presentations
4. Participating in discussions

**Reading:**

1. Understanding, annotating, and studying textbooks and other course materials
2. Comprehending assignment instructions

**Writing:**

1. Meeting the writing requirements of OADM assignments and projects
2. Answering short essay questions of various types

**Study Skills:**

1. Organizing course work and notes
2. Preparing for and completing assignments
3. Studying for tests
4. Using the library for research purposes

**Q. METHOD OF INSTRUCTION**

The instructor will facilitate, observe, and evaluate students' participation in learning activities which directly support their OADM course work. Whole and small group instruction will be combined with individual assistance and student directed learning.

**R. COURSE EVALUATION**

A mastery model of on-going evaluation will be used. A student will reach mastery when she/he has demonstrated through satisfactory completion of exercises, assignments and other assessments that the course objectives have been achieved.

Where formal tests of specific skills are used, mastery will be defined as a score of 70% or more.

Progress will be monitored on a regular basis by the instructor in consultation with each student.

This course will be graded independently from courses in OADM.