Course Outline
Office Administration, Certificate
Winter, 2015

OA133 – On The Job Training

3 Credits, 4 weeks, 40 hours practicum
Students are placed in a business setting for four weeks full-time (approximately 160 hours). This enhances the students’ formal training by providing an opportunity to apply newly acquired technical and administrative skills.
Prerequisites: Successful completion of all Office Administration Certificate courses.

Instructor

Gayle Neil
S111D
780-791-8974
gayle.neil@keyano.ca

Office Hours

Monday 1:00pm-3:00pm
Tuesday 2:00pm-3:00pm
Thursday 1:00pm-3:00pm

Course Outcomes

By the end of this course Students will be able to:
1. Apply their learned technical skills to practical situations.
2. Identify office standards, procedures and requirements of a specific business.
3. Use common office equipment such as a scanner, printer, photocopier, fax machines, etc…
4. Utilize any transferable skills such as organization, communication, time management and problem solving to a variety of situations in the workplace.
5. Confidently articulate strengths & weaknesses with regards to their professional aspirations and abilities.
6. Demonstrate an understanding of current opportunities in the Office Administration Field (specifically Wood Buffalo Region)

Evaluation

The cooperating employer will evaluate the student’s effectiveness in the On-The-Job Training position using a standard evaluation form provided by the Office Administration Department. Using this input from the cooperating employer, the instructors, in consultation with the department chairperson, will assign a grade.

The minimum standard for passing this course is a grade of C- (60%).
Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 93.9</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>87 – 93.9</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 86.9</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79.9</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>74 – 76.9</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>64 – 66.9</td>
</tr>
<tr>
<td>Progression</td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
</tr>
<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
<td>57 – 59.9</td>
</tr>
<tr>
<td>Minimum Pass</td>
<td>D</td>
<td>1.0</td>
<td>50 – 56.9</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0.0</td>
<td>&lt; 50</td>
</tr>
</tbody>
</table>

OJT Important Dates 2015

- January 28: OJT Student Meeting 12:00-1:00pm S205 – Introduction to OJT
- Jan 21 – Mar 17: Student to send out resume and look for placement
- February 23-27: Reading Week – good time to arrange interviews for placement
- March 16: Final Day to receive instructor approval on OJT position
- March 17: OJT Meeting - 12:00-1:00pm- S205
- May 4-29: 4 Week OJT Placement
- May 11-15: Email update to instructor
- May 8: Convocation
- May 29: Evaluations to be submitted to Instructor (fax or email)

**Please Note:**
Date and time allotted to each topic is subject to change. It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College Credit Calendar.

Performance Requirements

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a students’ learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.
Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person’s work as one’s own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.
Authorization

This course outline has been reviewed and approved by the Program Chair.

______________________________
Gayle Neil, Instructor

______________________________
Gina Langager, Chair                     Date Authorized

______________________________
Guy Harmer, Dean                       Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office