

**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**

Cristina Fuentes

S111B

780-791-8939

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**Office Hours**

Monday and Tuesday	1:00 p.m.- 1:50 p.m.
Wednesday and Thursday	5:00 p.m. - 5:50 p.m.
Friday	11:00 a.m. - 11:50 a.m.

**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

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

## 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 2-27	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.