

OA 133A - On-The-Job Training

2 credits, 40 hours practicum

Students are placed in a business setting for approximately four weeks. 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

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

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Office Hours

| | |
|-----------------------------|-------------------------|
| Monday, Tuesday, and Friday | 12:00 p.m. – 12:50 p.m. |
| Wednesday | 2:00 p.m. – 2:50 p.m. |
| Thursday | 5:00 p.m. – 5:50 p.m. |

Course Outcomes

Upon successful completion of this course, the student shall be able to:

- Apply learned technical skills to practical situations.
- Identify office standards, procedures, and requirements of a specific business.
- Use common office equipment such as a scanner, printer, photocopier, fax machines, etc.
- Utilize any transferable skills such as organization, communication, time management, and problem solving to a variety of situations in the workplace.
- Confidently articulate strengths & weaknesses with regards to their professional aspirations and abilities.
- Demonstrate an understanding of current opportunities in the Office Administration field (specifically, the 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 | OA % |
|----------------------------------|--------------------|------------------|-------------|
| <i>Excellent (90% - 100%)</i> | A+ | 4.0 | 99 – 100 |
| | A | 4.0 | 95 – 98 |
| | A- | 3.7 | 90 – 94 |
| <i>Good (75% - 89%)</i> | B+ | 3.3 | 85 – 89 |
| | B | 3.0 | 80 – 84 |
| | B- | 2.7 | 75 – 79 |
| <i>Satisfactory (60% - 74%)</i> | C+ | 2.3 | 70 – 74 |
| | C | 2.0 | 65 – 69 |
| <i>Progression/ Minimum Pass</i> | C- | 1.7 | 60 – 64 |
| | D+ | 1.3 | 55 – 59 |
| | D | 1.0 | 50 – 54 |
| | F | 0.0 | 0 – 49 |

Performance Requirements

Students will work in a cooperating employer business for four weeks or approximately 160 hours. The cooperating employer will provide the student with an environment where she/he can apply advanced software and technical skills, as well as problem-solving and decision-making skills, to business projects.

Teaching and Learning Methodologies

This is a practicum course and therefore there will be no classes. Meetings will be scheduled throughout the semester to ensure that students follow proper procedures and meet the expected deadlines. Students are required to attend all scheduled meetings.

Professionalism

Students must behave in a manner that is respectful and professional toward their instructors, classmates, and administration. Student communication, both written and verbal, must be completed in a professional manner. Inappropriate discussion topics or language will not be tolerated. Written communication must be done through the Keyano College email accounts and composed in a respectful manner. In addition, students will dress in a professional manner. Casual business clothing is preferred. Low necklines and short bottoms/skirts are not deemed professional attire.

Performance Requirements

Student Responsibilities

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to 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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

Counselling and Accessibility 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.

Cristina Fuentes, Instructor

Nermin Zukic, Chair

Date Authorized

Vincella Thompson, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office