

Office Administration Certificate
Winter 2013

OA 233 – On-The-Job Training
2 Credits, 4 weeks, 40 hours practicum

Course description

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.

Prerequisite: Successful completion of all Office Administration Certificate courses.

Instructor

Joanne Hlina
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Office Hours

Tuesday	1:00	2:00
Wednesday	10:00	11:00
	2:00	3:00
Friday	9:00	10:00
	12:00	1:00

Course Outcomes

This course will provide the students with an opportunity to:

1. Apply their technical skills to actual office situations.
2. Observe office standards, procedures, and requirements of a specific business.
3. Receive practical experience and training on office machines (scanner, printer, photocopier).
4. Apply the theory of the classroom to the workplace.
5. Reassess their abilities and expectations.
6. Research employment possibilities.

Performance Requirements

Students will work in a cooperating employer's business for four weeks or approximately 160 hours. The cooperating employer will provide the student with an environment where he/she can gain practical experience in an administrative support position.

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%).

Office Administration Grading System

<i>Descriptor</i>	<i>Alpha</i>		
	<i>Grade</i>	<i>4.0 Scale</i>	<i>OA %</i>
<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

Schedule

WEEK	ACTIVITY
One January 7-11	Continue to work on resume from OA122
Two January 14-18	Continue to work on resume from OA122
Three January 21-25	First OJT Meeting - Tuesday, January 22 in S212 from 1:00 p.m. to 1:50 p.m. All OJT students must be in attendance. Make contacts through personal networks. Make contact with prospective employers.
Four January 28-February 1	Arrange interviews for week of February 25 to March 1 (Reading Week).
Five February 4-8	Arrange interviews for week of February 25 to March 1 (Reading Week).
Six February 11-15	Second OJT Meeting - Tuesday, February 12 in S212 from 1:00 p.m. to 1:50 p.m. All OJT students must be in attendance. Arrange interviews for week of February 25 to March 1 (Reading Week). Career day is on February 8th and 9th, in the Sport & Wellness Centre. This is a great opportunity for you to network with potential employers.
Seven February 18-22	<i>Monday, February 18 - Family Day</i> Arrange interviews for week of February 25 to March 1 (Reading Week).
Eight February 25-March 1	READING WEEK Interviews must be arranged for this week.
Nine March 4-8	Interviews must be arranged for this week.
Ten March 11-14	<input checked="" type="checkbox"/> If you have not yet set up an interview, please make an appointment with your instructor as soon as possible. <input checked="" type="checkbox"/> Interviews for instructor-arranged OJT placements
Eleven March 18-22	OJT Meeting scheduled for Tuesday, March 12 from 1:00 p.m. to 1:50 p.m. in S212. If you have not yet set up an interview, please make an appointment with your instructor as soon as possible.
Twelve March 25 -29	<i>Friday, March 29 (Holiday)</i>
Thirteen April 1-5	<i>Monday, April 1 (Holiday)</i>
Fourteen April 8-12	
Fifteen April 15-19	OJT Meeting scheduled for Tuesday, April 16 from 1:00 p.m. to 1:50 p.m. in S212.
April 22-26	FINAL EXAMS – NO CLASSES
April 29-May 3	FINAL EXAMS – NO CLASSES OA CONFERENCE
4 weeks of OJT: Monday, May 5 TO Friday, May 31	<i>4 weeks of OJT</i> <i>Receive email from students by May 17th</i>
Monday, June 3	<i>Evaluations to be submitted on Monday, June 3</i>

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.

Note: *Refer to pages 8-9 of the Keyano College calendar for academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.*

Academic Misconduct - It is the student's responsibility to familiarize and follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states, "Students are considered to be responsible adults and should adhere to principles of intellectual integrity." The calendar identifies forms of intellectual dishonesty to include plagiarism, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. College policy for penalties for intellectual dishonesty "may range from a verbal reprimand to dismissal from the College [...]". Please refer to pages 36 -40 of the Keyano College Calendar for more details.