
Business Department / Office Administration Diploma

Winter, 2014

OA 233 – On-The-Job Training*3 Credits, 4 weeks, 40 hours practicum*

This course gives students the opportunity to work full-time in a local business office for approximately four weeks. It provides for application of skills acquired in training, additional exposure to practical office standards, and reassessment of abilities and expectations. Students who are not employed in a related career while registered in the diploma program will be required to complete this course in order to graduate from the program.

Prerequisite: Permission of the program chairperson

Instructor

Cristina Fuentes

Office location: Syncrude Technology Centre, Office S111B

Phone number: 780-791-8939

cristina.fuentes@keyano.ca**Office hours**

Monday 1:00pm – 1:50pm
Tuesday, Wednesday, & Thursday 7:00am – 7:50am

Course Outcomes

This course will provide the students with an opportunity to:

1. Use advanced software skills to design, develop, and complete a business project.
2. To better understand organizational culture by integrating, observing, and working within a business organization.
3. Apply the theory of the classroom to the workplace.
4. Reassess their abilities and expectations.
5. Research employment possibilities.

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 Grade</i>	<i>4.0 Scale</i>	<i>OA %</i>
<i>Excellent (90% - 100%)</i>	<i>A+</i>	<i>4.0</i>	<i>99 - 100</i>
	<i>A</i>	<i>4.0</i>	<i>95 - 98</i>
	<i>A-</i>	<i>3.7</i>	<i>90 - 94</i>
<i>Good (75% - 89%)</i>	<i>B+</i>	<i>3.3</i>	<i>85 - 89</i>
	<i>B</i>	<i>3.0</i>	<i>80 - 84</i>
	<i>B-</i>	<i>2.7</i>	<i>75 - 79</i>
<i>Satisfactory (60% - 74%)</i>	<i>C+</i>	<i>2.3</i>	<i>70 - 74</i>
	<i>C</i>	<i>2.0</i>	<i>65 - 69</i>
<i>Progression/ Minimum Pass</i>	<i>C-</i>	<i>1.7</i>	<i>60 - 64</i>
	<i>D+</i>	<i>1.3</i>	<i>55 - 59</i>
	<i>D</i>	<i>1.0</i>	<i>50 - 54</i>
	<i>F</i>	<i>0.0</i>	<i>0 - 49</i>

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 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.

Important note: *This course outline may be modified at the instructor's discretion to facilitate unforeseen circumstances.*