

**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.

*Prerequisites: Permission of the program chairperson*

**Instructor**

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

[cristina.fuentes@keyano.ca](mailto:cristina.fuentes@keyano.ca)

**Office Hours**

Monday and Friday 10:00am – 10:50am

Wednesday 10:00am – 11:50am

Tuesday 12:00pm – 12:50pm

**Course Outcomes**

After the completion of this course, students will be able to:

1. Apply learned technical skills to design, develop, and complete business projects.
2. Identify office standards, procedures and requirements of a specific business.
3. Use and troubleshoot common office equipment (scanner, printer, photocopier, 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.

*A grade of C- is required for progression or transfer.*

**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 <b>Progression</b>	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	C-	1.7	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

**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.

**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 (even on breaks). 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. Participation in class activities is expected. The use of cell phones and social media is not allowed in the classroom, unless specified by your instructor.

**Important dates to remember**

First Day of Class	January 5
Last day to ADD Courses	January 9
Tuition is due (\$100 late fee charged after this date)	January 9
Last day to DROP Courses with full refund (\$100 deposit is non-refundable)	January 16
Last day to WAIVE health & dental plan (new winter students only)	January 16
Last day to WITHDRAW with a refund (50%)	February 13
Last day to WITHDRAW (Grade of W)	March 30

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

**Authorization**

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

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Cristina Fuentes, Instructor

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Gina Langager, Chair

Date Authorized

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor

Registrar's Office