OA 133 On-The-Job Training

3 Credits, 4 weeks, 160 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 Rensmaag-Izaguirre
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Office Hours

Monday   12:00 – 12:50 PM
Tuesday to Friday   11:00 – 11:50 AM

Course Outcomes

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

1. Apply 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, 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 %
Excellent (90% - 100%)	*A+*	*4.0*	*99 – 100*
	A	*4.0*	*95 – 98*
	A-	*3.7*	*90 – 94*
Good (75% - 89%)	*B+*	*3.3*	*85 – 89*
	B	*3.0*	*80 – 84*
	B-	*2.7*	*75 – 79*
Satisfactory (60% - 74%)	*C+*	*2.3*	*70 – 74*
	C	*2.0*	*65 – 69*
Progression/ Minimum Pass	*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.