



EFFECTIVE: SEPTEMBER 2005 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2005**

B. Department / Program Area: **Commerce & Business Admin. Office Administration** Revision New Course
 If Revision, Section(s) Revised: **E**

Date of Previous Revision: **New course Sept. 03**
 Date of Current Revision: **October, 2004**

C: **OADM 1401** D: **Office Practicum** E: **1**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course enables the student, during a three-week practicum, to apply and develop knowledge and skills in an office environment that are specific to the chosen Office Administration field. The student will maintain a journal and present an oral report to peers and faculty.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Field Experience, Student Directed Learning and Seminar Number of Contact Hours: (per week / semester for each descriptor) Seminar: 3 Hours Field Experience: 105 Hours Student Directed Learning: 15 Hours Total: 123 Hours Number of Weeks per Semester: 4 Weeks	H: Course Prerequisites: Successful completion of all program-specific courses with a C- or better	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite Nil	
	K: Maximum Class Size: 30	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

<p>M: Course Objectives / Learning Outcomes</p> <p>The learner has demonstrated the ability to:</p> <ol style="list-style-type: none"> 1. complete three weeks of office work experience in order to: <ol style="list-style-type: none"> (a) develop knowledge and skills of the business office as it relates to her/his Office Administration Program specialty area (b) confirm possible career interests (c) increase confidence in her/his ability to perform efficiently and effectively and be accepted in an office environment (d) gain experience in an office environment; 2. maintain a journal throughout the work experience period which details the development of both transferable and program specific skills; and 3. present an oral report to peers, faculty and other interested parties.
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. Office etiquette and interpersonal skills with continuing emphasis on professional appearance and conduct. 2. Office administration skills. 3. Journal of work experience detailing the development of both transferable and program specific skills. Students reflect on specific skills used successfully and skills that need further development. 4. Oral report to peers, faculty and other interested parties.
<p>O: Methods of Instruction</p> <p>The instructor has prepared the student for the practicum during OADM 1400. The employer will supervise the student during the three-week practicum period. The instructor will monitor the student's progress through email, telephone communication and/or personal visitations with the student and his or her supervisor.</p>
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Information package</p>
<p>Q: Means of Assessment</p> <p>The student will receive a grade of MASTERY when ALL of the following are achieved:</p> <ol style="list-style-type: none"> 1. Successful completion of on-the-job experience as evaluated by work supervisor and instructor. 2. Satisfactory completion of journal of the work experience. 3. Satisfactory completion of oral report.
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>

Course Designer(s): **Julie Crothers and Brenda Read**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

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