

A. Division: Applied Programs Date: JUNE 1991

B. Department: Commerce and Business Administration New Course:

Revision of course Information Form

Dated: MAY 1990

C. OADM 395 D. Office Work Experience E. 3

Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:

This is a four-week course designed to enable students completing the Office Administration Program to acquire practical experience in an office environment. Students will prepare for a three-week office experience by attending scheduled pre-course information meetings and applying previously learned job-search techniques. The final week of the course will include preparation and presentation of an oral report.

Summary of Revisions:

(Enter date and Section)

 1991-06-12
 Sections B, F, O, P, R

G. Type of Instruction:	Hrs. per week Per Semester
Lecture	<u>3</u> Hrs.
Laboratory	_____ Hrs.
Seminar	<u>5</u> Hrs.
Clinical Experience	_____ Hrs.
Field Experience	<u>105</u> Hrs.
Practicum	_____ Hrs.
Shop	_____ Hrs.
Studio	_____ Hrs.
Student Directed Learning	<u>25.5</u> Hrs.
Other (Specify)	<u>1.5</u> Hrs.
Tutorial (Interviews)	_____ Hrs.
Total	<u>140.0</u> Hrs.

H. Course Prerequisites:
 Successful completion of all program-specific courses, and attendance at scheduled pre-course information meetings, or permission.

I. Course Corequisites:
 N11

J. Course for which this Course is a Pre-requisite:
 N11

K. Maximum Class Size:
 24

L. College Credit Transfer

College Credit Non-Transfer

Non-Credit

M. Transfer Credit: Requested
 N/A Granted

(Specify Course Equivalents or Unassigned Credit as Appropriate)

U.B.C.
 S.F.U.
 U. Vic.
 Other

Brenda Lead
 Course Designer(s)

Smellie - Acting
 Divisional Dean

J. J. [Signature]
 Director/Chairperson

P. H. [Signature]
 Registrar

N. OADM OFFICE EXPERIENCE STUDENT HANDBOOK: Douglas College

O. COURSE OBJECTIVES:

The student will:

1. secure an office work experience placement in a field related to his/her OADM option;
2. complete three weeks of office work experience in order to
 - a) increase knowledge and understanding 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 and be accepted in an office environment,
 - d) gain experience in an office environment;
3. present an oral report to students, faculty and other interested parties.

P. COURSE CONTENT

1. Office Experience Placement:
 - 1.1 Review and apply previously learned job-search techniques to attain work-experience placement.
2. Work Experience:
 - 2.1 Develop and practice office etiquette and interpersonal skills with continuing emphasis on professional appearance and conduct.
 - 2.2 Apply office administration skills.
 - 2.3 Keep a daily journal of the work experience.
3. Reports:
 - 3.1 Present oral report on the office experience.

Q. METHODS OF INSTRUCTION

Practicums, lectures, seminars and tutorials will be used in this course. Faculty advisors will meet with students well in advance of the starting date of the office experience to inform, discuss with, and aid the students in preparing self-managed job-search and work plans. Individual interviews with faculty advisors will be mandatory.

R. COURSE EVALUATION

Due to the emphasis on work experience, the student will receive a MASTERY grade, based on the following:

1. successful completion of on-the-job experience as evaluated by work supervisor and instructor;
2. presentation of a favourable business image and attitude as evaluated by the work supervisor and instructor;
3. attendance at scheduled lectures, seminars, and interviews;
4. satisfactory completion of a final oral report.