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<b>F:</b> 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.	
<b>G:</b> Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings: <b>Field Experience, Student Directed Learning and Seminar</b> Number of Contact Hours: (per week / semester for each descriptor)  <b>Seminar: 3 hours</b> <b>Field Experience: 105 hours</b> <b>Student Directed Learning: 15 hours</b> <b>Total: 123 hours</b> Number of Weeks per Semester: <b>4 weeks</b>	<b>H:</b> Course Prerequisites:  <b>Successful completion of all program-specific courses with a C- or better.</b>  <b>I.</b> Course Corequisites:  <b>Nil</b>  <b>J.</b> Course for which this Course is a Prerequisite:  <b>Nil</b>  <b>K.</b> Maximum Class Size:  <b>30</b>

PLEASE INDICATE:

Non-Credit

College Credit Non-Transfer

Co

**M:** Course Objectives/Learning Outcomes

The learner has demonstrated the ability to:

1. complete three weeks of office work experience in order to:
  - (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.

**N:** Course Content

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.

**O:**