



## SEPTEMBER 2003 CURRICULUM GUIDELINES

**A:** Division: **Instructional** Date: **SEPTEMBER 2003**  
**B:** Department/ **Commerce & Business Admin.** New Course   
 Program Area: **Office Administration** Revision

If Revision, Section(s) Revised:

Date Last Revised:

**C: OADM 401 D: OFFICE PRACTICUM E: 1.5**

Subject & Course No.	Descriptive Title	Semester Credits												
<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> Allocation of Contact Hours to Types of Instruction/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:  Nil													
	<b>J:</b> Course for which this Course is a Prerequisite:  Nil													
	<b>K:</b> Maximum Class Size:  <b>30</b>													
<b>L:</b> PLEASE INDICATE: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; border: 1px solid black;"><input type="checkbox"/></td> <td style="width: 35%;">Non-Credit</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td style="border: 1px solid black;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> <td></td> </tr> <tr> <td style="border: 1px solid black;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td>Requested <input style="width: 30px;" type="text"/></td> <td>Granted <input style="width: 30px;" type="text"/></td> </tr> </table>			<input type="checkbox"/>	Non-Credit			<input checked="" type="checkbox"/>	College Credit Non-Transfer			<input type="checkbox"/>	College Credit Transfer:	Requested <input style="width: 30px;" type="text"/>	Granted <input style="width: 30px;" type="text"/>
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SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )														

<p><b>M:</b> Course Objectives/Learning Outcomes The learner has demonstrated the ability to:</p> <ol style="list-style-type: none"> <li>1. complete three weeks of office work experience in order to:               <ol style="list-style-type: none"> <li>(a) develop knowledge and skills of the business office as it relates to her/his Office Administration Program specialty area</li> <li>(b) confirm possible career interests</li> <li>(c) increase confidence in her/his ability to perform efficiently and effectively and be accepted in an office environment</li> <li>(d) gain experience in an office environment;</li> </ol> </li> <li>2. maintain a journal throughout the work experience period which details the development of both transferable and program specific skills; and</li> <li>3. present an oral report to peers, faculty and other interested parties.</li> </ol>
<p><b>N:</b> Course Content</p> <ol style="list-style-type: none"> <li>1. Office etiquette and interpersonal skills with continuing emphasis on professional appearance and conduct.</li> <li>2. Office administration skills.</li> <li>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.</li> <li>4. Oral report to peers, faculty and other interested parties.</li> </ol>
<p><b>O:</b> Methods of Instruction The instructor has prepared the student for the practicum during OADM 400. 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><b>P:</b> Textbooks and Materials to be Purchased by Students Information package</p>
<p><b>Q:</b> Means of Assessment The student will receive a grade of MASTERY when ALL of the following are achieved:</p> <ol style="list-style-type: none"> <li>1. Successful completion of on-the-job experience as evaluated by work supervisor and instructor.</li> <li>2. Satisfactory completion of journal of the work experience.</li> <li>3. Satisfactory completion of oral report.</li> </ol>
<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR This course is open for PLAR.</p>

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

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Education Council/Curriculum Committee Representative

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Dean/Director: **Jim Sator**

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Registrar: **Trish Angus**

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Date of New Course: February 2003