



## COURSE OUTLINE: OAD303 - CAREER EXPERIENCE II

Prepared: Minttu Kamula

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	OAD303: CAREER EXPERIENCE II
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Academic Year:</b>	2022-2023
<b>Course Description:</b>	During the seven week classroom portion of the course, students will prepare placement documentation including an up-to-date functional resume and letter of introduction. Completion of Worker Health and Safety Awareness online training is required, and continued emphasis is placed on appropriate workplace behavior and etiquette. Upon completion of the classroom portion, students will participate in a 4-week Career Experience work placement in an office performing duties that are directly related to the Office Administration course of study. Through the work placement, students are able to put classroom theory into practice.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	1
<b>Total Hours:</b>	7
<b>Prerequisites:</b>	ACC126, OAD209, OAD217, OAD300, OAD302
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
	VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
	VLO 8 Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 3 Execute mathematical operations accurately.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.



- EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
- EES 10 Manage the use of time and other resources to complete projects.
- EES 11 Take responsibility for ones own actions, decisions, and consequences.

**Course Evaluation:**

Satisfactory/Unsatisfactory  
&  
A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Other Course Evaluation & Assessment Requirements:**

All academic credits are awarded by the Career Experience faculty contact following a meeting with the employer. Placement credits are earned and awarded based upon the satisfactory and timely completion of the course outcomes and additional requirements. Failure to complete any of these outcomes or course requirements may result in an immediate withdrawal from the Career Experience and an Unsatisfactory (U) grade. Successful completion of all components of the Career Experience course will result in a Satisfactory (S) grade.

Placement employers will complete two evaluations for each student. A standard evaluation form will be used, and employers are required to discuss the evaluations with the student prior to signature. The evaluations allow both the student and the College to measure the success of the work placement.

**CAREER EXPERIENCE CLASSES**

Placement seminar classes are held once a week for the first seven weeks. Throughout the course, college and placement employer expectations will be reviewed, and students are expected to participate in class discussions and activities. A lack of participation will result in an Unsatisfactory grade.

During the four-week placement, students will be released from their placements on two occasions in order to meet with the Career Experience faculty contact and the other Career Experience students.

**PARTICIPATION DURING THE FOUR-WEEK CAREER EXPERIENCE PLACEMENT**

Office Administration students are required to complete 20 full placement days (approximately 140-160 placement hours), and every student is required to abide by and work in accordance with the recognized working hours of the placement office. (Note, when a statutory holiday, i.e. Civic Holiday, falls within the four-week placement, students would only be required to complete 19 full placement days.)

In the event that the office does not keep traditional hours (9 a.m.-5 p.m. or 8:30 a.m.-4:30 p.m.), then the student will be required to work the appropriate number of hours beyond the normal 20 placement days to ensure that at least 140 hours have been spent in the workplace. This could result in the student working beyond the traditional 20-day/four-week period.

Students should attempt to arrive at work 5-10 minutes before the actual starting time. The student must contact both the placement supervisor and Career Experience faculty to report an absence or lateness prior to the start of the workday. Any absence or lateness must be rescheduled with the placement supervisor. Repeated absences or lateness can result in dismissal from placement and an Unsatisfactory grade.

**COMPLETION OF ALL CAREER EXPERIENCE DOCUMENTATION**



Students will acknowledge their placement with a faculty-approved functional resume and letter of introduction to the placement employer.

Students are required to complete and sign a Student Declaration of Understanding acknowledging that WSIB or private insurance coverage will be provided through the Ministry of Advanced Education and Skills Development while participating in the Career Experience work placement.

Students are required to complete the Ministry of Labour Worker Health and Safety Awareness online training module.

At least one week prior to the start of the Career Experience work placement, each student will confirm the placement by telephone call or personal visit to the employer. Students will inquire as to hours of work, availability of public transportation, parking, dress code, etc. Transportation and parking costs are the responsibility of the students.

Students will need to keep track of their day-to-day activities while on placement in order to complete two work experience reports. Students will present their reports to their peers and the Career Experience faculty when attending the Career Experience seminar classes. The work experience report provides a useful record of the work experience placement. The report is submitted to the Career Experience faculty contact for review.

Students are expected to forward a card or letter of thanks to their employer at the end of the Career Experience placement. A copy of the letter of thanks or card should be given to the faculty contact as well.

Students are expected to dress and behave in a manner that reflects professionalism and respect for their profession. General expectations include:

- \* Behave in a professional, courteous, helpful, respectful, and polite manner at all times.
- \* Personal cleanliness and appropriate grooming is expected at all time.
- \* Clothing must be in good repair and appropriate for the workplace. Students should consult their placement supervisor for clarification on the dress code, such as policy regarding jewelry, tattoos, shoes, etc.
- \* Some placements may have specific dress code or safety regulations which must be followed.

All work is to be treated as highly confidential. In business and industrial settings, details of clients or industrial processes may be of interest to competitors in the field. Students must be aware of the company's policies regarding confidentiality and are expected to comply with their employer's policies. In accepting a Career Experience placement, the student agrees that the information, data, and research materials collected and prepared while an employee are the property of the company. Authorization by the employer is required for the release of any information. Breach or misuses of confidential information are grounds for dismissal from placement and an Unsatisfactory grade.

#### UNSATISFACTORY PLACEMENTS

A placement will be declared Unsatisfactory if any one of the following occurs:

- 1) Quality of work is unmailable.
- 2) Quantity/Volume of work is unacceptable.
- 3) Missed days (missed days MUST be made up).
- 4) Irregular punctuality, lateness/leaving early.
- 5) Inappropriate dress or grooming.



- 6) Unprofessional conduct and/or attitude, inappropriate comments, disrespectful behaviour toward customers and/or coworkers.
- 7) Breach of confidentiality.
- 8) Failure to comply with organization`s policies (i.e. dress, smoking, food and beverages, etc.)

A student receiving an Unsatisfactory placement will be required to re-register for the course at its next offering.

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Follow the Career Experience work placement process.	1.1 Review Career Experience schedule of activities. 1.2 Describe student responsibilities needed to ensure a successful placement as outlined in the yearly Office Administration-Executive Career Experience Student Handbook.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Recognize and demonstrate appropriate workplace behaviour and etiquette.	2.1 Participate in all seminar classes, guest speaker presentations, and class activities. 2.2 Exhibit interest in and enthusiasm for the position. 2.3 Act honestly and with integrity. 2.4 Act in a dependable and responsible manner and in accordance with relevant legislation, business standards, and codes of ethics related to the office administration field. 2.5 Accept suggestions and criticism in a positive manner. 2.6 Arrive on time. 2.7 Maintain regular attendance. 2.8 Maintain confidentiality and security of all personal and organizational information acquired over the course of the placement. 2.9 Apply ethical principles to workplace situations, including the handling of confidential information. 2.10 Use appropriate judgment, tact, and discretion in handling sensitive information. 2.11 Follow appropriate dress code. 2.12 Present a professional appearance and demeanour and act as an ambassador for the organization. 2.13 Identify and manage the impact of personal image on the image of the organization. 2.14 Work in harmony with others.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Complete documentation in support of the Career Experience work placement.	3.1 Prepare/update functional resume. 3.2 Prepare letter of introduction. 3.3 Sign Student Declaration of Understanding - Workplace Safety and Insurance Board or Private Insurance Coverage - Students on Unpaid Work Placements. 3.4 Apply knowledge of ergonomics and health and safety guidelines (i.e. Occupational Health and Safety Act, 1990) by completing Ministry of Labour Worker Health and Safety Awareness online training and submitting certificate of completion. 3.5 Prepare and submit bi-weekly placement reports.



	3.6 Prepare thank-you letter.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Apply, in a work setting, the skills and knowledge acquired during the Office Administration-Executive course of study at Sault College.	4.1 Utilize keyboarding and document production techniques to keyboard various forms of business correspondence, including letters, memos, reports, etc. 4.2 Operate a computer using a variety of computer programs including word processing and spreadsheet software. 4.3 Apply filing techniques to store documents accurately. 4.4 Use office equipment appropriately. 4.5 Complete tasks in a thorough and timely fashion, with a high level of accuracy. 4.6 Multi-task in a fast-paced office environment.
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Problem solve, make decisions, and display initiative when presented with new situations.	5.1 Make decisions based on a thorough analysis of the problem. 5.2 Identify tasks requiring completion. 5.3 Seek guidance from supervisor by asking questions to clarify task. 5.4 Be self-directed and show initiative.
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Work independently with a minimum of supervision.	6.1 Organize and plan workload. 6.2 Act voluntarily in familiar situations. 6.3 Act responsibly and be accountable for own actions.
<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
Communicate effectively both orally and in writing.	7.1 Greet clients both in person and on the telephone in a friendly and helpful manner. 7.2 Compose routine correspondence.

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>
Participation	40%
Placement Feedback	20%
Placement Preparation	40%

**Date:**

June 30, 2022

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

