



COURSE OUTLINE: OAD150 - CAREER EXPERIENCE I

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

Course Code: Title	OAD150: CAREER EXPERIENCE I
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Academic Year:	2023-2024
Course Description:	Students begin preparing for the four-week Career Experience work placement that occurs at the end of the third semester. Appropriate workplace behaviour and etiquette will be stressed. At the completion of OAD302, students will be notified of their assigned Career Experience work placement.
Total Credits:	1
Hours/Week:	2
Total Hours:	14
Prerequisites:	MTH134, OAD005, OAD103, OAD106, OAD114, OAD123, OAD128, OAD129, OAD130, OAD131, OAD140, OAD141, OAD142, OAD143, OAD300
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD152
Vocational Learning Outcomes (VLO's) addressed in this course:	2086 - OFFICE ADMIN-EXEC
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
	VLO 10 Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
Essential Employability Skills (EES) addressed in this course:	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 6 Locate, select, organize, and document information using appropriate technology and information systems. 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:	A grade of S (Satisfactory) will be assigned to those students who have successfully met the OAD302 learning outcomes. A grade of U (Unsatisfactory) will be assigned to those students



who fail to meet the OAD302 learning outcomes.

Throughout the course, students will be given an overview of the Career Experience program and procedures, as well as college and placement employer expectations. Guest speakers are invited to discuss placement-related issues.

Students are required to submit an up-to-date, error-free functional resume.

Students are expected to prepare an employment portfolio that demonstrates their accomplishments and skills. It must be well organized. Items could include:

- Functional resume
- Letters of recommendation
- Evaluations from work experiences or activities
- Diplomas, certificates, and other credentials
- Examples of group work (showcasing interpersonal and teamwork skills)
- Evidence of leadership qualities developed through involvement in community activities, charitable events, clubs, or hobbies
- Examples of original work utilizing Microsoft Office programs

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
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 Office Administration-Executive Career Experience Student Handbook.
Course Outcome 2	Learning Objectives for Course Outcome 2
Recognize and demonstrate appropriate workplace behaviour and etiquette.	2.1 Attend all classes and guest speaker presentations. 2.2 Discuss workplace behaviours: - Professionalism - Submit assignments by due dates - Communicate professionally in email and other written correspondence - Demonstrate interest and enthusiasm - Act in a dependable and responsible manner - Accepting suggestions and criticism in a positive manner - Handle sensitive and confidential information - Arrive on time - Maintain punctual and regular attendance - Present a professional appearance and demeanor - Act as an ambassador for the organization - Work in harmony with others - Take accountability for one's actions and decisions
Course Outcome 3	Learning Objectives for Course Outcome 3
Complete preliminary documentation in support of the Career Experience work placement.	3.1 Prepare/update two-page functional resume. 3.2 Prepare/update LinkedIn profile. 3.3 Prepare a professional portfolio. 3.4 Review employer checklists. 3.5 Submit student selection form.

Evaluation Process and

Evaluation Type	Evaluation Weight
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Grading System:

LinkedIn Profile Updates	20%
Professional Portfolio Draft	20%
Professional Portfolio Final	20%
Resume Submission 1	20%
Resume Submission 2	20%

Date:

June 23, 2023

Addendum:

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

