



COURSE OUTLINE

OAD302

Prepared: Sheree Wright and Amy Peltonen Approved: Sherri Smith

Course Code: Title	OAD302: CAREER EXPERIENCE I
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	18S
Course Description:	In this seminar-based course, students begin preparing for the four-week 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 matched with placement employers.
Total Credits:	2
Hours/Week:	2
Total Hours:	14
Prerequisites:	MTH117, OAD103, OAD105, OAD106, OAD107, OAD108, OAD109, OAD110, OAD113, OAD114, OAD115, OAD116, OAD117, OAD118, OAD125, OAD126, OAD127, OAD130, REC302
This course is a pre-requisite for:	OAD303
Vocational Learning Outcomes (VLO's):	#1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. #10. Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
<small>Please refer to program web page for a complete listing of program outcomes where applicable.</small>	
Essential Employability Skills (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. #6. Locate, select, organize, and document information using appropriate technology and information systems. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Satisfactory/Unsatisfactory
Other Course Evaluation &	A grade of S (Satisfactory) will be assigned to those students who have successfully met the



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Assessment Requirements:

OAD302 learning outcomes. A grade of U (Unsatisfactory) will be assigned to those students who fail to meet the OAD302 learning outcomes.

Attendance at Career Experience Classes

Classes are held twice a week, and attendance is mandatory for all seminar classes and guest speaker presentations. 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. Attendance is required, students who arrive late on more than two occurrences or who miss more than two mandatory seminar classes will receive an Unsatisfactory grade and will be ineligible to continue with OAD303.

Completion of all Career Experience Documentation

1) Students are required to submit an up-to-date, error-free functional resume and references listing.

2) Students are expected to prepare an employment portfolio consisting of documentation that highlights/demonstrates experiences, accomplishments, knowledge, and skills. 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

At least 15 documents organized into a minimum of 5 sections are required.

3) As well, students are required to review employer training plans in the Library and complete a Student Placement Selection form at the end of May.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments and Participation	100%

Course Outcomes and Learning Objectives:

Course Outcome 1.

Follow the Career Experience work placement process.



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Learning Objectives 1.

- Review Career Experience schedule of activities.
- Describe student responsibilities needed to ensure a successful placement as outlined in the 2017 Office Administration Career Experience Student Handbook.

Course Outcome 2.

Recognize and demonstrate appropriate workplace behaviour and etiquette.

Learning Objectives 2.

- Attend and participate in all seminar classes and guest speaker presentations.
- Discuss workplace issues, including:
 - Demonstrating interest and enthusiasm.
 - Acting in a dependable and responsible manner.
 - Accepting suggestions and criticism in a positive manner.
 - Arriving on time.
 - Maintaining regular attendance.
 - Respecting confidentiality.
 - Dressing appropriately for the work environment.
 - Working in harmony with others.

Course Outcome 3.

Complete preliminary documentation in support of the Career Experience work placement.

Learning Objectives 3.

- Prepare/update two-page functional resume and references page.
- Prepare an employment portfolio.
- Review employer checklists in library.
- Submit student selection form.

Date:

Wednesday, August 30, 2017



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