



## COURSE OUTLINE: OAD302 - CAREER EXPERIENCE I

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

<b>Course Code: Title</b>	OAD302: CAREER EXPERIENCE I
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Semesters/Terms:</b>	19S
<b>Course Description:</b>	In this seminar-based course, 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 matched with placement employers.
<b>Total Credits:</b>	2
<b>Hours/Week:</b>	2
<b>Total Hours:</b>	14
<b>Prerequisites:</b>	MTH117, OAD103, OAD105, OAD106, OAD107, OAD108, OAD109, OAD110, OAD113, OAD114, OAD115, OAD116, OAD117, OAD118, OAD125, OAD126, OAD127, OAD130, REC302
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>This course is a pre-requisite for:</b>	OAD303
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b> VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 10 Select and use information technologies to support communication with internal and external stakeholders and to promote 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 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.
<b>Course Evaluation:</b>	Satisfactory/Unsatisfactory
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	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.  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



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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.

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
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 2019 Office Administration Career Experience Student Handbook.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
2. Recognize and demonstrate appropriate workplace behaviour and etiquette.	2.1 Attend and participate in all seminar classes and guest speaker presentations. 2.2 Discuss workplace issues, including: - Demonstrating interest and enthusiasm. - Acting in a dependable and responsible manner. - Accepting suggestions and criticism in a positive manner. - Handling of confidential information - Arriving on time. - Maintaining regular attendance. - Presenting a professional appearance and demeanour. - Acting as an ambassador for the organization. - Working in harmony with others
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
3. Complete preliminary documentation in support of the Career Experience work placement.	3.1 Prepare/update two-page functional resume and references page. 3.2 Prepare/update LinkedIn profile. 3.3 Prepare an employment portfolio. 3.4 Review employer checklists in library. 3.5 Submit student selection form.



**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>	<b>Course Outcome Assessed</b>
Assignments and Participation	100%	

**Date:**

June 22, 2018

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

