

*A POLYTECHNIC INSTITUTION**School of Computing and Academic Studies**Department: High-Tech Professional (HTP) Programs**Program: Office Administrator with Technology (OAT)***OATP 3000**
Work Term**Program Start Date:** November 5, 2012**Program End Date:** April 12, 2013**Total Hours:** 288**Course Credits:** 24**Prerequisites****Course No. Course Name**

None

OATP 3000 is a Prerequisite for:**Course No. Course Name**

None

Course Description:

An essential component to gaining new skills as an office administrator is, not only in-class hands on experience, but also relevant real-world experience in the form of a work practicum. Therefore, the work practicum course provides students with the opportunity to augment their classroom training and demonstrate learned analytical and technical skills in an administration role utilizing office applications. Students will acquire and further refine their skills through real-world work experiences with work practicum employers.

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. Utilize professional skills - such as effective communication, conflict resolution, stress management, and team skills – in a real-world, office environment.
2. Practice business skills and develop knowledge of popular software applications.
3. Identify possible and preferable future career directions and opportunities within an area of interest.
4. Collect a personal library of solutions to real-world business challenges (“lessons learned”).

Evaluation

This course can be awarded a satisfactory (S) grade or unsatisfactory (U) grade, at the conclusion of studies. In order to acquire a satisfactory grade (S), a student must attain a satisfactory rating from their work term employer.

BCIT Policy Information for Students:

The following BCIT policies are strictly enforced as part of the High-Tech Professional Programs Department:

Policy 3501 – Responsible Use of Information Technology at BCIT

Policy 5002 – Student Regulations

For more information, please consult the BCIT policy page <http://www.bcit.ca/SubLinkPages/PoliciesProcedures.shtml> and the HTP student handbook. Students are advised to make themselves aware of all other relevant BCIT and HTP policies.

Verification

I verify that the content of this course outline is current.

Authoring Instructor

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

Note:

The course outline is a statement of educational intent and direction. It is not to be construed as a contract to deliver instruction or guarantee learning.

The nature of this course is such that planned modules may be changed due to industry demand and technology updates. Should changes be required to the content of this course outline, students will be given reasonable notice.