

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

Α.	Division: Instruction		Effective Date:			September 2004		
B.	Department / Program Area:	Commerce & Business Admin. Office Administration	Re	evision	X	New Course		
	1108111111111			Revision, Section(s) evised:		C, O		
				ate of Previous Revision	n:	2003-09 new cour	rse	
~		_	Da	ate of Current Revision	:	2004-09		
C:	OADM	D:	Offi	ce Practicum		E:		
	OADM 1401 Subject & Course No. Descrip							
F:	Calendar Description:							
	This course enables the student, during a three-week practicum, to apply and develop knowledge and skills in an office environment that are specific to the chosen Office Administration field. The student will maintain a journal and present an oral report to peers and faculty.							
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Me 123		H:	Course Prerequisites:				
				Successful completion of all program-specific courses with a C- or better				
	Timiary Wie 123	,		courses with a C- of	Dette	•		
			I:	Course Corequisites:				
				Nil				
			J:	Course for which this	s Cour	se is a Prerequisite		
				Nil				
	Hours							
	Number of Weeks per Semester: 4 Weeks		K:	Maximum Class Size:				
				30				
	1 VV CCMS			30				
L:	PLEASE INDICATE:							
	Non-Credit							
	X College Credit Non-Transfer							
	College Cı	redit Transfer:						
	SEE BC TRAN	EE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)						

OADM 1401 Office Prac