



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / **Commerce & Business Admin.** Revision New Course
 Program Area: **Office Administration**

If Revision, Section(s) **C, O**
 Revised:
 Date of Previous Revision: **2003-09 new course**
 Date of Current Revision: **2004-09**

C: **OADM 1401** **D:** **Office Practicum** **E:** **1.5**

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description:</p> <p>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.</p>		
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Me</p>	<p>H: Course Prerequisites:</p> <p>Successful completion of all program-specific courses with a C- or better</p>	
	<p>I: Course Corequisites:</p> <p>Nil</p>	
	<p>J: Course for which this Course is a Prerequisite</p> <p>Nil</p>	

