

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2026

OA 1240 (EC): Office Practicum – 3 (0-0-0-135) 135 hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Janelle MacRae	PHONE:	780-539-2215
OFFICE:	C305	E-MAIL:	jmacrae@nwpolytech.ca
OFFICE HOURS:	By Appointment		

CALENDAR DESCRIPTION:

This course provides an opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 135 hours of practicum hours over one semester is required. Students will complete an orientation to office information systems prior to the practicum. Students will work full shifts in a professional office with an experienced office manager. The office manager will act as supervisor and the student will follow the supervisor's work rotation.

PREREQUISITE(S)/COREQUISITE:

Students will be eligible to enroll in OA1240, Office Practicum, on the basis of:

- Successful completion of 12 OA credits
 - Complete 4 of the following:
 - OA1030 - Business Communications I (3)
 - OA1085 - Office Finance (3)
 - OA1215 - Office Procedures (3)
 - OA1365 - Software Applications I (3)
 - OA1040 - Business Communications II (3)
 - OA2000 - Office Simulations (3)
 - OA1375 - Software Applications II (3)
 - OA1090 - Emerging Office Technologies (3)
- A minimum GPA of 2.3 in the most recently completed semester OR successful completion of 21 OA credits

Once on practicum, employment-level attendance and performance at the job site are required in order to receive credit for OA1240, Office Practicum. A second placement will not normally be offered to students who do not receive credit for their first practicum.

REQUIRED TEXT/RESOURCE MATERIALS:

Forms and instructions are provided in MyClass.

DELIVERY MODE(S): Seminar/practicum (135 hrs.)

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

- apply, in the workplace, knowledge, skills, and attitudes acquired through course work.
- discover career aptitudes in meaningful work activities situated in community-based work sites.
- practice and apply professional knowledge and skills in communication.
- demonstrate professionalism in the office.
- demonstrate interpersonal, problem-solving, critical thinking, and time management skills.
- develop skills to work effectively within formal and informal networks and work cultures.
- further develop observation, recording and interpretation skills.
- develop skills needed for effective citizenship.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.alberta.ca>.

**** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

GRADING CRITERIA

A grade of credit or no credit is given for this course.

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
CR	N/A	50-100	Credit
NC	N/A	0-49	No Credit

- If the student has satisfactorily met the expectations of the supervisor and the faculty advisor during the practicum period, the student shall receive credit for the course and an alpha grade of CR.
- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED

STUDENT RESPONSIBILITIES:

Email: Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, salutation, correct spelling and grammar, and a reference to the course in question. Emails that do not adhere to this format may not be responded to.

Due Dates: Work must be submitted to MyClass and/or the instructor by the due date and time given. No lates will be accepted.

NWP Policies: To read, understand and comply with NWP policies.

****Note:** all Academic and Administrative policies are available :
<https://www.nwpolytech.ca/about/administration/policies/index.html>.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

****Note:** all Academic and Administrative policies are available on the same page.