



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2018

OA 1540 A3: Dental Office Work Experience – 3 (0-4-24) 140 hours

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: E310 **E-MAIL:** jmacrae@gprc.ab.ca
OFFICE HOURS: Monday and Thursdays 1:30-3:30 PM or 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 120 hours of work experience over 5 weeks. Students will complete an orientation to dental office information systems prior to the practicum. Students will work full shifts in a professional dental office with an experienced dental office manager. The office manager will work as supervisor and the student will follow the supervisor's work rotation.

PREREQUISITE(S)/COREQUISITE:

In order to be eligible for the practicum at the end of the program, students will need to present passing grades in OA1030, OA1215, OA1231, OA1365 and a minimum of C- in OA1510, OA1520, and OA1530.

REQUIRED TEXT/RESOURCE MATERIALS:

Forms and instructions are provided. The instructor, in consultation with the student, will arrange placement.

DELIVERY MODE(S): Seminar/ Practicum (120 hrs)

LEARNING OUTCOMES:

Upon successful completion of the course, students will obtain the following skills:

- Apply skills and knowledge learned in the program.
- Have knowledge of the critical skills required to succeed in the computerized office.
- Professional knowledge and skills in communication.
- Professional knowledge and skills in interpersonal relations.
- Develop superior office skills that are highly sought after by all employers.

TRANSFERABILITY:

N/A

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to**

Alberta Colleges and Universities. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**** 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**

EVALUATIONS:

- If the student has satisfactorily met the expectations of supervisor and the faculty advisor during the work experience period, the student shall receive credit for the course.
- No letter grade shall be assigned to this course.
- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED

STUDENT RESPONSIBILITIES:

- To read, understand and comply with GPRC academic policies.
- To meet for 3 seminars:
 1. Wednesday January 10th at 11:30, A313
 2. Wednesday February 28th at 11:30, A313
 3. Wednesday, April 4th at 11:30, A313
- The students, in consultation with faculty advisor, shall determine the company with whom work experience shall take place. A resume is to be handed in to your advisor for the purpose of sending to potential placement sites (the resume and cover letter are required for the January seminar).
- The student will complete a Workplace Orientation booklet and prepare a timesheet to record their running hours.
- The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, evaluation procedures, etc.
- Student is required to hand in Bi-Weekly Reports during the employment period on a regular basis and retain a copy for their own records.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

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