



COURSE OUTLINE

Section 1:

Course Title: Computer Networking Technology OJT

Course Code: PRAC-2000

Course Description: Students complete a work term during which they apply theoretical and practical skills obtained during the program. The opportunity to work in the field under direct supervision provides the student with an invaluable experience that enhances their overall learning.

Grade Scheme: ☒ Pass/Fail ☐ Percentage Minimum Pass Mark: %

Course Value: Outcome hours OR 6 Credit(s) 240 Practicum Hours

Pre-requisites: PROF-2000 Ethics and Professional Practices
CNET-2310 Technology Project
Approval by learning manager.

Co-requisites: NONE

Section 2:

Learning Outcomes and Competencies

1. Meet employer expectations during on-the-job placement.

- 1.1 Comply with company policies and regulations with regard to dress, hours of work, and punctuality.
- 1.2 Maintain personal hygiene appropriate for a professional work environment.
- 1.3 Comply with company policies and procedures regarding privacy, confidentiality, and security of information.
- 1.4 Act in a courteous and respectful manner in the professional environment.
- 1.5 Portray professional and ethical standards during on-the-job placement.

2. Apply program-acquired professional skills based on the organizations requirements.

- 2.1 Perform duties as assigned by the organization.
- 2.2 Seek opportunities to add value and to enhance skill sets.

- 2.3 Become familiar with all safety precautions and protocols that apply to the duties assigned.
- 2.4 Comply with all company safety protocols.
- 2.5 Comply with company policies and regulations regarding acceptable use of equipment.
- 2.6 Seek assistance from direct supervisor or co-worker when needed.

3. Communicate in a professional manner with supervisors and other work colleagues.

- 3.1 Apply listening and questioning skills in a real work environment.
- 3.2 Choose appropriate methods for written communication.
- 3.3 Communicate professionally using proper grammar and correct sentence structure.
- 3.4 Use effective verbal communication skills through grammar, voice tone, and annunciation while speaking.
- 3.5 Follow company policies relating to recording, reporting, storing and using information.
- 3.6 Accept constructive feedback from co-workers and supervisors.

Section 3:

Assessment Categories:

- 1. Resume
- 2. Supervisor(s) evaluation
- 3. Confirmation of service hours
- 4. Learner self-evaluation of OJT placement
- 5. Journal or online discussions

Research Component?

☐ Yes ☒ No

Section 4:

(For administrative use only)

Is this course new?

☐ Yes ☒ No

Is this course replacing an existing course(s)?

☐ Yes ☒ No

If this course is replacing another, please record the name and code of the old course:

Course equivalents: NONE

Note: See Quality Procedure [A01](#) for more details.

Catalog Year of Original Course Implementation: 2011

Catalog Year of Current Version Implementation: 2015

Revision level: 3 **Version:** 2 **Date:** Nov/2014 **Authorized by:** mlgj

Accreditation and or Supporting Documents:

Additional Information: None

Subject matter expert(s): Rob Blanchard

Approved by: (Program Manager)

Paul Murnaghan

Date Approved: **2014-12-16**

Approved by: (Curriculum Consultant)

Mary Lou Griffin-Jenkins

Date Approved: **2014-12-16**