

Office Administration

FAQs

What does hybrid learning mean for my program?

For all but a select few programs in the School of Business & International Education and the School of Information Technology, all courses will continue to be delivered using fully remote methodologies. Specific to the **Office Administration programs**, all curriculum will be delivered remotely. Although curriculum is delivered remotely, all students will be issued a traditional timetable. Faculty may require students to have an online presence during a scheduled class time to receive instruction that is offered in real-time (synchronous delivery). Where applicable, faculty may record and post these sessions for students to access through the learning management system (D2L).

There may be times or entire courses where the methodology used by faculty will require students to review material that has been posted in the learning management system (recorded lecture and/or demonstration, readings, or other activity). This is identified as asynchronous delivery. The methodology to be used by faculty and the methods of assessment will be discussed with students during the first day of class for each course.

It is possible students will be required to complete assessments at a scheduled day and time whereas at other times, completion of assessments may have greater flexibility. Students will be provided with information specific to each assessment in each of their courses. This information may not be provided at the start of the term but rather, provided as required during the term.

What new safety measures are in place?

Lambton College is committed to ensuring a safe environment for everyone to learn and work. We continue to consult with the provincial Ministries of Health and Colleges and Universities, the regional Health Unit, and several other agencies, to ensure the appropriate guidelines and restrictions associated with pandemic controls are in place. Official protocols are in place with this information available at https://www.lambtoncollege.ca/Contact/COVID_Protocol/Visiting_the_Campus/.

How has the co-op or internship part of my program been affected?

For students in the School of Business & International Education and the School of Information Technology, the co-op/internship experience may change. Lambton is committed to ensuring students still have the hands-on learning experiences that will leverage their theoretical knowledge gained in the classroom.

If you are a student who will be entering your first year of a co-op/internship program, you won't encounter your first co-op until May 2021 - at the earliest. For second and third-year students who have questions about co-op placements, please contact coop&careers@lambtoncollege.ca.

Second-year Office Administration (OAEX, OAHS, or dual diplomas) are to have participated in a fully remote internship preparation course listed in the fall timetable led by the co-op & career services department. The optional internship itself is

available for eligible students starting in the winter 2021 term. For those students who choose otherwise or those who are not eligible, you will be enrolled in the optional course, offered in the winter term.

What additional supplies are recommended for my program? Will I need a new laptop/webcam/microphone?

Due to the increased emphasis on remote learning, students **must have** access to a desktop computer or a laptop with a Windows operating system. Students who opt to use a MacBook/MacBook Pro will have difficulties using software required in courses. The device students use **must be** equipped with a microphone and webcam.

What supports will be available if I need help throughout the term.

Lambton College is committed to offering students a robust offering of student supports. All student supports that would be available to students if we were on campus full-time can be accessed by students through on-campus and remote methods. Please refer to this website for a full listing of the services available and links to each of the areas for additional information:

<https://www.lambtoncollege.ca/Services/>