

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

**OA 1240
Practicum 1, Citizenship**

INSTRUCTOR:

Evans Forsyth
Office: C 415
539-2009
Home: 532-1031

PREREQUISITES:

Successful completion of first semester courses.

COURSE DESCRIPTION:

This course provides the opportunity for the student to observe work in an office environment, apply skills and knowledge in a work experience situation, and work in a simulated model office environment. Approximately 60 hours of work experience and 15 hours of class time are involved.

COURSE OBJECTIVE:

The student will:

- learn proper resume and cover letter styles.
- practice good oral communications and interpersonal skills.
- receive an on-the-job performance evaluation for volunteer work and work completed in the model office.
- develop a portfolio for job interviews

GRADING:

If the student has satisfactorily met the expectations of the supervisors and the faculty advisor during the practicum period, the student will receive credit for the course. No number grade will be assigned to this course.