

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

CA 2240 - WORK EXPERIENCE

- INSTRUCTOR:** Evans Forsyth  
Office: 539-2009  
Res: 532-1031
- TEXTS:** Forms and instructions are provided. Instructor, in consultation with the student, will arrange placement.
- PREREQUISITE:** The student shall have successfully completed or be exempt from all first semester courses.
- COURSE DESCRIPTION:** Provides the opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 190 hours of work experience over one semester is required.
- COURSE OBJECTIVES:**
1. The students shall apply the knowledge, technical and interpersonal skills they have acquired in the program.
  2. The student shall report how various accounting related functions of the office are integrated and coordinated to provide service to internal and external customers.
  3. The student shall practice good oral communication and interpersonal relations.
  4. The student shall receive on-the-job performance evaluation from work experience employer(s).
  5. The student shall review and interpret the on-the-job evaluation and together with the faculty advisor determine means and ways of improving any perceived opportunities for improvement.
  6. The student shall analyze the internship in determining their career goals and future employment.

**COURSE  
OUTLINE:**

1. The students, in consultation with faculty advisor, shall determine the company with whom work experience shall take place.
2. The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, remuneration if any, evaluation procedures, etc.
3. An evaluation seminar with the student, faculty advisor, and office supervisor should be scheduled for approximately half-way through the office experience course and one at the end.
4. The student is required to hand in a report each week during the employment period and retain a copy for their records.
5. After completion of the work experience, the student shall prepare a final report. The length shall be a minimum of two and a maximum of five double-spaced typewritten pages. The report should have a title page consisting of student's name, company and date. The contents should summarize the specific work elements that the student performed and knowledge gained. As well the student should evaluate their abilities to perform the job task and their training in the Intensive Computerized Accounting Diploma.
6. Both the supervisor and the student are required to notify the instructor immediately if there are any problems or concerns they are not able to resolve. At the request of either the employer or the student the internship may cease and alternative arrangements will be made for the student to complete her internship.

**GRADING:**

If the student has satisfactorily met the expectations of the supervisor the faculty advisor during the work experience period, the student shall receive Credit for the course. No grade shall be assigned to this course.