



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

JAN 27 1998

PRACTICUM 1, CITIZENSHIP
OA 1240 (Winter 1998)

Instructor: J. R. Boyle
Office: C-214
Office Hours: Mon-Fri. 9-10, and by appointment.
Phone # 539-2829 (office)
Classroom: A303.
Section A3, Tuesday, 1:30-3:35 PM.
Section B3, Thursday, 1:30-3:35 PM.

Text: Alberta Best Manual

Prerequisite: Successful completion of first semester courses or permission of instructor.

Course

Description: The course provides the opportunity for you to observe work in an office environment, apply skills and knowledge in a work experience situation, and work in a simulated model office environment.

Course

Objectives: The student will:

1. The student shall, through structured observation, assess how the various functions of an office are integrated and coordinated to provide to service internally and externally.
2. The student shall apply the knowledge, technical and interpersonal skills knowledge they have acquired in the program.
3. The student shall practice good oral communications and interpersonal skills.
4. The student shall receive an internal on-the-job performance evaluation for volunteer work and work completed in the model office.
5. The student shall review and interpret the on-the-job evaluation and together with the faculty advisor determine ways and means of implementing any perceived opportunities for improvement.