



Department of Business and Office Administration

COURSE OUTLINE – Winter 2016

OA1240 (A3): Work Experience – 3 (0-0-12) 120 Hours

INSTRUCTOR: Ray Savage **PHONE:** 780.539.2712
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OFFICE HOURS: 1130 – 1300 MWF Appointments Welcome

CALENDAR DESCRIPTION:

This course provides an opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over one semester is required. Students will complete an orientation to office information systems prior to the practicum. Students will work full shifts in a professional office with an experienced office manager. The office manager will act as supervisor and the student will follow the supervisor's work rotation.

PREREQUISITE(S)/COREQUISITE:

The student will have successfully completed five courses in the Certificate program and have a C+ Average

REQUIRED TEXT/RESOURCE MATERIALS:

Forms and instructions are provided. The Instructor, in consultation with the student, will arrange placement

DELIVERY MODE(S):

Practicum

COURSE OBJECTIVES:

- To give the students an opportunity to apply the skills and knowledge they have acquired in the program.
- To enable the students to learn how the various functions of the office are integrated and coordinated to provide service to their internal and external customers.
- To give students practical experience in oral communications and interpersonal relations. To enable the instructors in the Office Administration Department help the students bridge the gap between classroom instruction and on-the-job performance by providing evaluation in conjunction with outside evaluation.
- To help students find employment by gaining experience they require to enter the business world.

LEARNING OUTCOMES:

- Upon completion of the course students will obtain the following skills:
- Apply skills and knowledge learned in the program.
- Provide you with the critical skills required to succeed in the computerized office.
- Attain professional knowledge and skills in communications.
- Attain professional knowledge and skills in interpersonal relations.
- Attain professional knowledge and skills in office technology.
- Develop superior office skills that are highly sought after by all employers.

TRANSFERABILITY:

This course is non university transfer.

EVALUATIONS:

- If the student has satisfactorily met the expectations of supervisor and the faculty advisor during the work experience period, the student shall receive Credit for the course.
- No letter grade shall be assigned to this course.
- ALL PAPERWORK MUST BE COMPLETED BEFORE A FINAL GRADE IS AWARDED.

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.