



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

OA 1240 A3 & OA 2240 M3/A3– Work Experience

INSTRUCTOR:

Kelly Coulter
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Office Phone: 539-2829
Office Hours: TBA

Office: C415

TEXTS:

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

PREREQUISITE:

The student shall have successfully completed five courses in the Diploma program.

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 120 hours of work experience over one semester is required.

COURSE OBJECTIVES:

1. To give the students an opportunity to apply the skills and knowledge they have acquired in the program.
2. 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.
3. 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.

4. To help students find employment by gaining experience they require to enter the business world.

COURSE OUTLINE:

1. The students, in consultation with faculty advisor, shall determine the company with whom work experience shall take place. A resume is to be handed in to your advisor for the purpose of sending to potential placement sites.
2. The student will complete a Workplace Orientation booklet and prepare a timesheet to record their running hours.
3. The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, remuneration if any, evaluation procedures, etc.
4. An evaluation seminar with the student, faculty advisor, and office supervisor should be scheduled for approximately half way through the office experience time and one at the end of the employment.
5. Student is required to hand in Bi-Weekly Reports during the employment period on a regular basis and retain a copy for their own records.
6. After the 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 own abilities to perform the expectations of the internship and their training in the program.
7. 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 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.