



Grande Prairie Regional College

School of Health, Wellness, and Career Studies

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2016

OA1240 Work Experience 3 (0-0-12) 120 Hours

INSTRUCTOR: Zonya Sabourin **PHONE:** 780-723-5206
OFFICE: Edson Provincial **E-MAIL:** zsabourin@gprc.ab.ca
Building
OFFICE HOURS: By appointment

CALENDAR DESCRIPTION: The course 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. The student 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: A successful completion of five other Office Administration courses, a minimum GPA of 2.3 in the most recently completed semester, and permission of the Practicum Instructor.

REQUIRED TEXT/RESOURCE MATERIALS: There is no required textbook for this course. The student, however, must provide an up-to-date resume to the Practicum Instructor, who will provide feedback and edit accordingly so the student can submit the document to the employer. The Practicum Instructor will provide timesheets for the student, which will be submitted on a timely basis.

DELIVERY MODE(S): The student will be expected to work 120 hours as agreed upon with the employer.

COURSE OBJECTIVES: Work experience will provide the student with the opportunity to apply skills and knowledge acquired in the program. The practicum will enable the student to learn how the various functions of the office are integrated and coordinated to provide service to internal and external customers and clients. The course will give the student practical experience in oral communication, interpersonal relations, and the ability to follow instruction. The student will acquire knowledge that will enable him or her to enter the business work environment.

LEARNING OUTCOMES: Upon completion of OA1240, the student will gain the confidence and ability to successfully enter the work force.

GRADING CRITERIA:

If the student has satisfactorily met the expectations of the employer and the Practicum Instructor during the internship period, the student will receive Credit for the course. Note that no letter grade is assigned, and all paperwork must be completed before the final grade is awarded. Please refer to the section, Student Responsibilities, for information on the required paperwork.

STUDENT RESPONSIBILITIES:

- The student is expected to report for work on time on the designated days.
- The student will telephone both the employer and the instructor if illness, weather conditions, or if a family emergency arises.
- The student will complete a monthly timesheet and submit a copy of it to the instructor and the employer.
- The student shall conduct him- or herself in a professional manner at all times, wear appropriate workplace clothing, and limit the use of personal electronic devices.
- Upon completion of the practicum, the student will submit a final report of the experience to the Practicum Instructor. No Credit will be issued until the report is received.