

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE  
Practicum I  
OA 1240 (Winter 1999)

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<b>Instructor:</b>	J. R. Boyle Office: C-214 Office Hours: Mon-Fri 11-11:50 am, and by appointment. Phone # 539-2829 (office)
<b>Prerequisite:</b>	Successful completion of a minimum of 12 credits in the Certificate Program.
<b>Text:</b>	Forms and instructions are provided. Instructor, in consultation with the student, will arrange placements and scheduling of model office hours and duties.  ☆ In addition the Instructor may use other resources to supplement the above materials.
<b>Course Description:</b>	Provides the opportunity for the student to observe work in an office environment, apply the skills and knowledge learned in the program to work in the Office Administration model office and for a non-profit or community club/ profit organization or other form of organization.
<b>Course Objectives:</b>	<ol style="list-style-type: none"><li>1. The student shall, through structured observation, assess how the various functions of an office are integrated and coordinated to provide a service both internally and externally.</li><li>2. The student shall apply the knowledge, technical and interpersonal skills knowledge they have acquired in the program.</li><li>3. The student shall receive an internal on-the-job performance evaluation for volunteer work.</li><li>4. The student shall review and interpret the on-the-job evaluation and together with the faculty advisor determine ways and means of implementing and perceived opportunities for improvements.</li><li>5. The student shall analyze the practicum experiences in determining their education goals and future employment goals.</li></ol>
<b>Grading</b>	If the student has satisfactorily met the expectations of the supervisors and the faculty advisor during the practicum period, the student shall receive credit for the course. No grade shall be assigned to this course.  The student is also expected to prepare a practicum review report, a retirement essay and a number of short assignments during the class period