



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2020

OA1240 B3: Work Experience – 3 (0-0-12) 120 hours, 10 weeks

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: C305 **E-MAIL:** jmacrae@gprc.ab.ca
OFFICE HOURS: Monday and Wednesday 1:30-3:30 pm or any time by appointment

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 at least 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): Seminar/ Practicum (120 hrs)

LEARNING OUTCOMES:

Upon successful completion of the course, students will obtain the following skills:

- Apply skills and knowledge learned in the program.
- Have knowledge of the critical skills required to succeed in the computerized office.
- Professional knowledge and skills in communication.
- Professional knowledge and skills in interpersonal relations.
- Develop superior office skills that are highly sought after by all employers.

TRANSFERABILITY:

N/A

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information.

You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

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.
- To meet for 3 seminars:
 1. Wednesday January 8th at 11:30, A313
 2. Wednesday February 26th at 11:30, A313
 3. Wednesday, April 1st at 11:30, A313
- 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 (the resume and cover letter are required for the January seminar).
- The student will complete a Workplace Orientation booklet and prepare a timesheet to record their running hours.
- The student, faculty advisor, and office supervisor will meet to determine the work experience component, hours of employment, evaluation procedures, etc.
- 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.

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

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