

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

JAN 16 1997

B. Termeer

OA 1240 PRACTICUM 1

TEXT: Kilgour, Lauralee and Lucy Mae Jennings.
Administrative Procedures for the Canadian Office.
3rd ed., Prentice Hall, Scarborough, 1994.

SUPPLIES: Daily Journal; additional supplies may be requested

COURSE DESCRIPTION: The basic office administration skills already learned will be used and further developed through work experience in the Model Office and in real office situations.

COURSE OBJECTIVES: Students will complete basic office tasks, in a professional and timely manner.

Students will demonstrate acceptable professional behaviours.

GRADING: OA 1240 Practicum 1 is a CREDIT/NON CREDIT course. If a student meets the basic course expectations as presented below, the student will receive credit for the course.

Students will be evaluated according to achieving acceptable performance ratings on the following:

- Quality of work completed in Model Office-- evaluated by self, instructor, and employer.
- Sponsor/employer (work experience) evaluation of performance.
- Professional conduct in Model Office and work experience situations.
- Attendance during classroom sessions/meetings.
- Completion of assigned tasks/activities.

NOTE: Absenteeism from Model Office Assignment and or Work experience is unacceptable.