



GRANDE PRAIRIE REGIONAL COLLEGE  
OA 1240 PRACTICUM I  
COURSE OUTLINE

**INSTRUCTOR**

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**TEXT**

Booklets will be provided.

**PREREQUISTE**

Successful completion of first semester courses or permission of instructor.

**COURSE DESCRIPTION**

The course provides the opportunity for you to observe work in an office environment, apply skills and knowledge in a work experience situation, and work in a simulated model office environment.

**COURSE OBJECTIVES**

The student will:

- ✓ Learn proper resume and cover letter styles
- ✓ Practice good oral communication and interpersonal skills
- ✓ Create a portfolio that contains relevant work and examples of various tasks completed during the school year Completion of a portfolio is MANDATORY! (if you do not hand this in – you will not receive a grade for this course!)
- ✓ Complete 60 hours of work experience in the office environment.

**GRADING**

If the student has satisfactorily met the expectations of the supervisor and the faculty advisor during the practicum period, the student will receive credit for the course. No number grade will be assigned for this course.