



GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

*OA 1240*  
Practicum 1, Citizenship

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**INSTRUCTOR:** Trevor Thomas  
Office: C-309                      Office Hours: 12-1 p.m. Mon-Fri  
Office Phone Number: 539-2924

**TEXT:** Alberta Best Manual

**PREREQUISITES:** Successful completion of first semester courses.

**COURSE DESCRIPTION:** This course provides the opportunity for the student 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 OBJECTIVE:** The student will:

1. The student will learn proper resume and cover letter styles.
2. The student shall practice good oral communications and interpersonal skills.
3. The student shall receive an internal on-the-job performance evaluation for volunteer work and work completed in the model office.

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