

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION**

**OA 1240: Practicum I, Citizenship
Course Outline**

INSTRUCTOR:

Cindy Gerritsen
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Office Hours: Monday & Wednesday: 8:30-9:30
Tuesday & Thursday: 10:00-11:00
Friday: 11:30-1:00
Or by appointment

TEXT:

Alberta Best Manual.

PREREQUISITE:

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:

1. learn proper resume and cover letter styles,
2. practice good oral communications and interpersonal skills.
3. receive an internal on-the-job performance evaluation for volunteer 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.