

1993

GRANDE PRAIRIE REGIONAL COLLEGE

ADULT DEVELOPMENT DEPARTMENT

COURSE NAME: TYPING 11
COURSE CODE: BC 0062 Semester 1 2 3 4 /19
LOCATION: B302
DURATION: 16 weeks
INSTRUCTOR: COLLEEN HOLLER
Telephone #: 539-2712
Office #: C218
(available office hours posted on office door)
PURPOSE: Provides the student with skills in typing letter formats, manuscripts, resumes and various other common formats. A computer will be used for all work.
TEXTS: Provided by instructor
SUGGESTED SUPPLIES: 1 3 1/2" computer disk
1 5 1/4" computer disk
COURSE CONTENT: Students will complete 5 lesson units with up to three letters per unit.
ELIGIBILITY: Completion and credit in BC 0061 or with prior permission of the instructor.
FORMAT: Lecture/practical application
EVALUATION: Completion of assignments
Completion of written quiz
CLASSROOM REGULATIONS:
ATTENDANCE POLICY Punctual attendance
Student must be present for 70% of classes to qualify for participation credit
ROOM POLICY No food or drinks allowed in the classroom
GRADING POLICY After completion of all portions of the course the student will be awarded a **CR** (credit) or **NC** (no credit)

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- OBJECTIVES:
- ___ identify three basic letter styles
(modified, block, full block)
 - ___ identify computer page space allowances
 - ___ format a business letter correctly
 - ___ type a correct business envelope
 - ___ exhibit proofreading skills
 - ___ identify proofreading symbols
 - ___ make corrections in own work
 - ___ demonstrate the use of legal indentation
 - ___ demonstrate the use of using spacing to
add emphasis
 - ___ demonstrate correct typing of footnotes
 - ___ demonstrate the use of using tables
 - ___ demonstrate the use of centering
 - ___ compile annotations from a given body of
a letter
 - ___ demonstrate the use of memorandum format
 - ___ demonstrate the ability to complete work
in the required time frame of 16 weeks