

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

COURSE TITLE: TYPING II

COURSE CODE: BC 062 SEMESTER: 1 2 3 4 / 19

INSTRUCTOR: COLLEEN HOLLER 539-2712
(available office hours posted on
office door #218)

COURSE DESCRIPTION: Provides the student with skills in letter
formats, manuscripts, resumes and various
other common typing formats. The Apple Works
computer program will be used.

COURSE CONTENT: Students will complete 7 lesson units and a
word list.

Course includes several quizzes on the parts
of a letter and various formats.

COURSE REQUIREMENTS: Typing I

REQUIRED TEXTS: None required

SUGGESTED SUPPLIES: Notepaper/pencil or pen

CLASSROOM REGULATIONS: No drinks, food or smoking in room

Notify instructor of illness or if on
medication.

CREDIT GIVEN: Successful completion of all exercises and
quizzes.