

GRANDE PRAIRIE REGIONAL COLLEGE

HUMAN DEVELOPMENT DEPARTMENT

1984-90

COURSE TITLE: Business Procedures ALPHABETIZING

COURSE CODE: BC 064 SEMESTER: 1 2 3 4 / 19__

INSTRUCTOR: COLLEEN HOLLER 539-2030
(available office hours posted on
office door)

COURSE DESCRIPTION: Basic skills of using filing rules in
placing personal and business names in
alphabetical order.

COURSE CONTENT: Personal names rules & exercises
Business names rules & exercises
Tests for each section

COURSE REQUIREMENTS: Reading Level ENG 060*
*special arrangements with
Instructor prior to enrolment

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 tests before course end.

Participation/attendance 10%