

GRANDE PRAIRIE REGIONAL COLLEGE

1989-90

ADULT DEVELOPMENT DEPARTMENT

COURSE TITLE: Business Procedures III *Intro Recordkeeping*
~~ALPHABETIZING~~

COURSE CODE: BC 073 SEMESTER: 1 2 3 4 / 19__

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

COURSE DESCRIPTION: Students will be introduced to various
work related forms and calculation
involved in the business world.

COURSE CONTENT: Payroll deductions
Bank statements and deposits forms
Sales tax calculations
Time cards
Assorted receipt forms

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%