

Grande Prairie Regional College  
Academic Upgrading Department

OCT 22 1998

W. 99

- Course Name:** Keyboarding
- Course Code:** TY0090
- Duration:** 18 hours
- Instructor:** William Shaw  
539-2713  
C207  
Office hours posted on office door
- Purpose:** This course provides the student with an introduction to basic business skills. Using the computer, the students will prepare and learn several common formats such as letter, manuscripts, and resumes.
- Text:** Assignment manual available from the bookstore
- Suggested Supplies:** One 3 1/2" computer disk
- Course Content:** Students will complete seven lesson packages with up to three letters per package.
- Format:** Lecture and practical application.
- Evaluation:** The student must complete all portions of the course in order to pass the course. Marks will be awarded as a **CR** (credit) for completion and **NC** (no credit) for incompleton.
- Objectives:**
- Identify parts of a business letter
  - Demonstrate ability to format a business letter
  - Demonstrate ability to format a manuscript
  - Demonstrate ability to format a business memo
  - Demonstrate ability to set up a table format
  - Demonstrate ability to follow format for experiments
  - Demonstrate ability to follow format for minutes
  - Demonstrate ability to set up a title page
  - Identify common proofreading marks
  - Demonstrate ability to proofread typed work
  - Complete course work in required time frame of 18 hours