



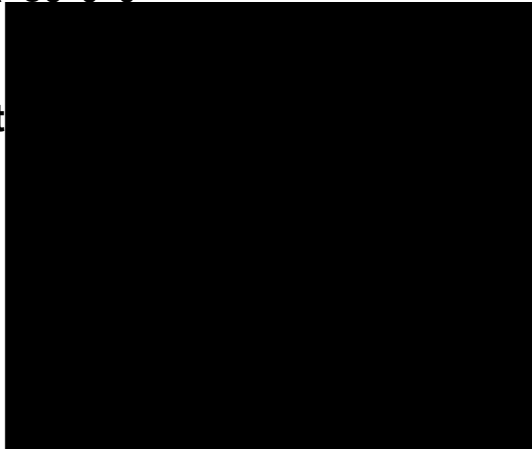
South Central College

C

Course Outcome

Course Outcome

1



ing development of keyboarding speed and
t formatting, such as letters, tables with special
il merges, multi-page reports, columns, etc., will be
e to develop proofreading skills as they format
rough draft, handwritten copy, and arranged and
site: A minimum of 9 as væed tw

earn n e t e

Use proper postal policies for addresses
Create mailing labels for single and multiple addressees
Create envelopes

roo rea o u ent

earn n e t e

Insert proofreader marks
Identify misspelled words and improper word divisions
Apply language arts skills

A re eren e ater a u e ne to ro u ton or

earn n e t e